

# THE GUIDE FOR GSLIS STUDENTS

HELPING YOU TO  
BETTER NAVIGATE:

GSLIS

SIMMONS

BOSTON




**This Guide exists because of the help  
and hard work of many people.**

**We would like to first thank Khalilah  
Gambrel and the various generations of  
Robin Peek's Information Design Class.**

**Thanks also goes to our contributing  
writers Alison Cody, Olivia Gatti,  
Grant Gige, and Linda Watkins.**

**Last, but certainly not least, we extend  
our thanks and appreciation to  
Jennifer Doyle  
for all of her guidance and support  
on this project and beyond.**



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## ? HOW TO USE THIS GUIDE

This guide is more than a handbook for new students. This guide is a handbook for *all* students at GSLIS. From your first day on campus, and throughout your entire education experience at Simmons, it is our hope that this guide will shed light on some of the mysteries that commonly surround a new program of study at a new school. It is also our hope that this guide will be a one-stop source for hints, tips, and general explanations on how things work, and how to make things work better for you.

Current GSLIS students wrote this guide at different stages in their programs. We have all had our own “ah-ha!” moments when someone discovers a new resource, workshop, or even a flavored latte and decided to share. One of the best parts of attending GSLIS is the tight-knit student community and the freely shared information and opinions.

Many of the sections in this book refer to links in the MyGSLIS Gateway. In addition to the special Web pages created for the new student community (at [my.simmons.edu/gslis/communities/new/](http://my.simmons.edu/gslis/communities/new/)), there is a Web page that accompanies this book at [my.simmons.edu/gslis/communities/new/handbook.shtml](http://my.simmons.edu/gslis/communities/new/handbook.shtml). It is recommended that you bookmark this page, as it contains all the links you need to read up further on topics touched upon in this handbook. Don't know what we are talking about? Go to section *G.10. GSLIS Communications* for a more detailed explanation.

There are several steps and procedures every new student is expected to follow to make the transition into the GSLIS community a smooth and easy one. These steps are here to provide information and answers to many new students' common questions and concerns, as well as lay out the program's basics and foundation.



It is our hope that between these events and the information provided in this guide, we cover all the bases, or at least give new students a strong jumping-off point to find answers about their education and new student life at Simmons College GSLIS.

GSLIS at Mount Holyoke College Campus students (from this point on referred to as GSLIS West students) please look for campus specific directions or advice as indicated by a sidebar if the content differs from that of the Boston Campus.

Please take a moment to fill out our feedback form, located in the back of this guide. Your input will help up to improve upon this resource for years to come. Every new and currently enrolled student can benefit from your opinions. Thanks again!



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## G.1. IMPORTANT CONTACTS

During the admission process, you've most likely been introduced either in print, person or virtually, to our Dean, Michèle Cloonan, and our Assistant Dean for Admission and Recruitment, Denise Davis (and, for our Western campus students, Assistant Dean for Technology and Director, GSLIS at Mount Holyoke Program, Terry Plum). Now that you're on campus, in addition to your advisor, there are a few other people you'll be meeting who can help you navigate the GSLIS program.

**Allen Smith**  
Associate Dean

**Linnea Johnson**  
Assistant Manager  
of Information  
Technology

**Em Claire Knowles**  
Assistant Dean for  
Student Administrative  
Services

**Melissa Stevenson**  
Manager of  
Special Programs

Full contact information is provided in section [G.16. Contacts](#). A complete list of staff can also be found at [my.simmons.edu/gslis/directory/](http://my.simmons.edu/gslis/directory/).

And remember that the main GSLIS number -- 617-521-2800 -- is always a good bet. If they can't answer your question, they'll be able to direct you to the person who can.

### DEAN'S CONTACT INFORMATION

**Michèle Cloonan**  
Dean  
617-521-2806  
[michele.cloonan@simmons.edu](mailto:michele.cloonan@simmons.edu)

**Allen Smith**  
Associate Dean  
617-521-2795  
[allen.smith@simmons.edu](mailto:allen.smith@simmons.edu)

**Denise Davis**

Assistant Dean for Admission & Recruitment  
617-521-2801  
denise.davis@simmons.edu

**Em Claire Knowles**

Assistant Dean for Student  
Administrative Services  
617-521-2798  
emclaire.knowles@simmons.edu

**Terry Plum**

Assistant Dean for Technology  
Director, GSLIS at Mount Holyoke Program  
617-521-2778 (Boston Campus)  
413-533-2400 (MHC Campus)  
terry.plum@simmons.edu

## G.2. NEW STUDENTS

New students to the GSLIS program must complete several tasks, like taking the TOR, before they can register for classes. Listed here are brief descriptions and explanations on how to approach and complete these tasks.

### G.2.1. ADVISING DAY

**Quick Contact:** Alisa Libby, Assistant for Student Administrative Services

**Phone:** 617-521-2797

**Email:** alisa.libby@simmons.edu

**URL:** <http://my.simmons.edu/gslis/resources/student-info/advisingday/>

GSLIS holds Advising Day, an informative event for all new students, prior to the start of every semester (fall, spring and summer in Boston; fall and spring at GSLIS West), so that no matter when you decide to enter the program, there will be an event to attend. Advising Day is mandatory for all new students. If for some reason you cannot attend, please contact Alisa Libby.

This event is the perfect opportunity for you to ask questions of GSLIS staff, current students, and your faculty advisor before classes begin.

In order to get the most out of this day, prepare yourself by reading all of the information available on the Advising Day FAQ page online. On this page you will see information about your program of study, administrative matters, and about what to expect on Advising Day. It is best to allow yourself to spend the full day on campus.

For Boston students, we strongly encourage you NOT TO DRIVE, as there is no parking available due to construction. Off-campus parking information can be found in this guide in section *S.10. Parking*. For the GSLIS West location, GSLIS West students and faculty may park in Faculty/Staff areas on the Mount Holyoke campus on Saturdays during the academic year. The map found at [www.mtholyoke.edu/cic/map/](http://www.mtholyoke.edu/cic/map/) identifies Faculty/Staff parking areas. As a student of GSLIS West, you may also park in the Village Commons parking lot free of charge.

## G.2.2. TOR

**Quick Contact:** GSLIS Tech Lab

**Phone:** 617-521-2802

**Email:** [gslislab@simmons.edu](mailto:gslislab@simmons.edu)

**Email:** [gslis\\_tor@simmons.edu](mailto:gslis_tor@simmons.edu)

**URL:** <http://my.simmons.edu/gslis/techlab/tor.shtml>

The Technology Orientation Requirement, or TOR, is a learning tool used to familiarize incoming GSLIS students with technology skills essential to their new career path. It is a requirement for all part-time and full-time GSLIS students. While non-degree students and those auditing courses are not required to complete the TOR, it is strongly recommended that they do so.

The TOR consists of two parts: the first acquaints you with useful online resources, search techniques, and Simmons College technology. The second requires you to build a simple webpage.

*The information on these pages is subject to change.  
Please refer to the related website for the most current information.*

Information regarding your login for the Simmons network and e-mail will be mailed to you. A PDF booklet describing TOR procedures and information is available through the Tech Lab's TOR website ([my.simmons.edu/gslis/techlab/tor.shtml](http://my.simmons.edu/gslis/techlab/tor.shtml)).

Part One of the TOR consists of several quizzes completed through WebCT Vista that are automatically graded. More information on WebCT Vista can be found in section *G.10. GSLIS Communications*. You will be able to check your results immediately within WebCT Vista, but official confirmation of results will be sent out through Simmons e-mail on the specified date. Please do not call or e-mail the Tech Lab for your results or confirmation before this date. TOR Part One will be available to complete online before Advising Day; reviewing TOR Part One before Advising Day would be helpful in case you have questions before the deadline.

To help you with TOR Part Two, the webpage portion, the GSLIS Tech Lab offers workshops specifically geared toward giving you the tools you need to complete this requirement. If you have never worked with HTML, we strongly suggest that you try to attend one of these workshops. In addition, self-paced online tutorials on HTML are available through Element K ([my.simmons.edu/gslis/communities/new/tech.shtml#training](http://my.simmons.edu/gslis/communities/new/tech.shtml#training)). Further information on Element K can be found in section *G.7.2. Technology Workshops*.

### TECH LAB HOURS

Monday – Thursday: 8:00 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 8:00 p.m.

Saturday: 9:00 a.m. – 9:00 p.m.

Sunday: 10:00 a.m. – 10:00 p.m.

When classes are not in session, the Tech Lab is open on a limited basis. Hours are listed on the Tech Lab website at: [my.simmons.edu/gslis/techlab/hours.shtml](http://my.simmons.edu/gslis/techlab/hours.shtml).

And if you'd prefer a little additional assistance, the Technology Reference Assistants (TRAs) at the GSLIS Tech Lab can help you as you work on your webpage. TRAs staff the lab at all times, and there is no need to make an appointment. The Tech Lab staff recommends that you begin TOR Part Two early, particularly if you have never worked with HTML before.

The Part Two Assessment will not be available in WebCT Vista until after the deadline for Part One has passed, but everything you need to know to get started with Part Two is in the TOR booklet and in online information.

Please remember that you must finish and turn in (via WebCT Vista) both portions of the TOR on or before their respective due dates. If you do not, you will not be able to register for the following semester. For Part One, you have five attempts to pass Assessments 1-5 and one attempt for Assessments 6-9. For Part Two, you have one attempt to complete Assessment 10.

If you do not complete the TOR on time, send an email to [gslis\\_tor@simmons.edu](mailto:gslis_tor@simmons.edu) and ask for access to the TOR so you can complete it. After you finish, you must send another email to [gslis\\_tor@simmons.edu](mailto:gslis_tor@simmons.edu) to notify staff that you have completed the requirement. If you have completed the TOR successfully, you will be allowed to register for classes ten business days from the date that you sent the second email.

### USEFUL LINKS

- *New Students Community – Technology page*  
“Using Your Y Drive and Your Network Space” section  
<http://my.simmons.edu/gslis/communities/new/tech.shtml#y>
- *GSLIS Tech Lab website TOR page*  
<http://my.simmons.edu/gslis/techlab/tor.shtml>

- *GSLIS Tech Lab website workshops page*  
<http://my.simmons.edu/gslis/techlab/workshops.shtml>
- *PDF version of the TOR booklet – on the Tech Lab Download Center page*  
<http://my.simmons.edu/gslis/techlab/howto-info.shtml#tor>

### G.2.3. INTERNATIONAL STUDENTS

Within GSLIS there are few expectations that differ from what any new student entering the program is expected to do. We ask that international students with questions first read section *S.2. International Students* in this handbook for helpful resources. This section will link to information on Visas, financial aid, and more.

## G.3. REQUIREMENTS/REGISTRATION

### G.3.1. PRE-REQUISITES

**Quick Contact:** Speak with your advisor!

**Email:** [gslisreg@simmons.edu](mailto:gslisreg@simmons.edu)

**URL:** <http://my.simmons.edu/gslis/courses/>

All students are required to take 36 credits to complete the program, including the following five core courses\*:

GSLIS MS Core Courses for students entering Fall 2005 and thereafter:

LIS 403:	Evaluation of Information Services
LIS 404:	Principles of Management
LIS 407:	Reference/Information Services
LIS 415:	Information Organization
LIS 488:	Technology for Information Professionals

Students in the Archives and School Library Teacher programs must take these requirements as well as additional courses required specifically for their programs. Students who entered the program prior to Fall 2005 must take LIS 403 OR LIS 404, LIS 407 and LIS 415 as their core courses.

## G.3.2. INDIVIDUAL PROGRAMS

### GSLIS WEST

Although it is technically possible for GSLIS West students to take courses only at the Mount Holyoke campus in a non-specialized, wide-ranging course plan, most programs and concentrations will require you to take at least one or two courses that are offered only at the Boston campus.

Students entering the program can specialize their course of study by choosing to participate in several different programs listed here. A student may also choose to complete a general MS degree and specialize through the many electives offered within GSLIS.

### G.3.2.1. SCHOOL LIBRARY TEACHER (SLT) PROGRAM

**Quick Contact:** Melissa Stevenson, Manager of GSLIS Programs

**Phone:** 617-521-2861

**Email:** melissa.stevenson@simmons.edu

**URL:** <http://my.simmons.edu/gslis/communities/school-library-teacher.shtml>

**URL:** <http://www.simmons.edu/gslis/academics/programs/ms/slt.shtml>

SLT students can find plenty of help navigating the requirements to fulfill the program and become certified within GSLIS. There are online communities available through GSLIS (see the “Communities” tab within the MyGSLIS Gateway) and WebCT Vista specifically for the SLT Program. GSLIS’ Student Chapter of MSLMA (Massachusetts School Library Media Association) is also a great resource for students in the program who have questions about courses, projects, fieldwork, practicums, and professional development. More information on MSLMA can be found in Section *G.9. Student Organizations*, in this handbook. The program also offers a comprehensive SLT Student Handbook. Download a copy at [my.simmons.edu/gslis/communities/school-library-teacher.shtml](http://my.simmons.edu/gslis/communities/school-library-teacher.shtml).

Because of state regulations, requirements for the SLT program are quite stringent and will take up most of your credit hours. Students who entered the program after Fall 2005, however, will have the opportunity to take one additional LIS elective of their own choosing.

Requirements for students in the SLT program:

LIS 403:	Evaluation of Information Services
LIS 406:	Organization and Management of School Library Media Centers
LIS 407:	Reference/Information Services
LIS 415:	Information Organization
LIS 426:	Curriculum Frameworks and Instructional Strategies for Library Teachers
LIS 431:	Instructional Strategies for Effective Teaching and Learning in the School Library Media Center
LIS 460:	Technology and the School Library Media Center
LIS 481:	Children's Literature and Media Collections
LIS 483:	Young Adult Literature
LIS 498:	Practicum (preK - 8)**+
LIS 499:	Practicum (7 - 12)**+
LIS 4XX:	3-credit Elective to be decided by the student

\*LIS 406 replaces LIS 404 and LIS 460 replaces LIS 488 from the list of GSLIS MS Core Courses. These are the only substitutions.

\*\*A candidate may substitute LIS 495: Apprenticeship (preK - 12) for one of the practica. Arrangements for LIS 495 are made with the program director.

+Before entering a practicum, the candidate must take and achieve a passing score in the MTEL (Massachusetts Test for Educator Licensure).

(Please note: Students who entered GSLIS prior to Fall 2005 should see [my.simmons.edu/gslis/communities/school-library-teacher.shtml](http://my.simmons.edu/gslis/communities/school-library-teacher.shtml), as your requirements may differ.)

Any additional questions, please contact:  
 Dr. James Baughman, Program Director  
 Phone: 617-521-2791  
 EMail: james.baughman@simmons.edu

### G.3.2.2. ARCHIVES MANAGEMENT

**Quick Contact:** Dr. Jeannette A. Bastian, Program Director  
**Phone:** 617-521-2808  
**EMail:** bastian@simmons.edu  
**URL:** <http://my.simmons.edu/gslis/communities/archives.shtml#require>  
**URL:** <http://www.simmons.edu/gslis/academics/programs/ms/am.shtml>

Archives students can find plenty of help navigating the program's requirements within GSLIS. There are online communities available through GSLIS (see the "Communities" tab within the MyGSLIS Gateway) and WebCT Vista specifically for the Archives Program.

In addition to the 15 semester hours of required courses for the master's degree (LIS 403, LIS 404, LIS 407, LIS 415, and LIS 488), students must take the following core courses for the GSLIS Archives Management Concentration. (Please note: Students who entered GSLIS prior to Fall 2005 should see [my.simmons.edu/gslis/communities/archives.shtml](http://my.simmons.edu/gslis/communities/archives.shtml).)

- LIS 438: Introduction to Archival Methods and Services (internship required)
- LIS 440: Archival Access and Use (internship required)
- LIS 456: Managing Records in Electronic Environments (internship required)

Plus one of the following preservation courses:

LIS 439:	Preservation Management for Libraries and Archives
LIS 448:	Preservation Technologies
LIS 531K:	Archiving and Preserving Digital Media

In addition to the core courses noted above, students must take at least one of the following archives electives:

LIS 441:	Appraisal of Archives and Manuscripts
LIS 442:	Establishing Archives and Manuscripts Programs
LIS 443:	Archives, History and Collective Memory
LIS 471:	Photographic Archives and Visual Information

For the additional semester hours required to complete the degree, archives management concentrators work with their advisor to design a program to meet individual backgrounds and goals. The remaining two elective courses (6 credit hours) may include:

- Additional archives or preservation electives
- Other electives from the GSLIS program

Students interested in archives are encouraged to explore the dual degree Archives/History program as well as the Preservation Management program.

### G.3.2.3. PRESERVATION MANAGEMENT

**Quick Contact:** Dr. Patricia G. Oyler, Professor

**Phone:** 617-521-2850

**E-mail:** [oyler@simmons.edu](mailto:oyler@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/academics/programs/ms/pm.shtml>

The program's Preservation Management courses fall under the Preservation Management Concentration and are coordinated with the Archives Concentration as one of the required areas. Students can gain professional experience in the field by arranging for self-identified semester-long intensive internships as independent studies. For additional information visit [www.simmons.edu/gslis/academics/programs/ms/pm.shtml](http://www.simmons.edu/gslis/academics/programs/ms/pm.shtml).

## G.3.3. DUAL DEGREES

### G.3.3.1. ARCHIVES MANAGEMENT & HISTORY (M.S./M.A.)

**Quick Contact:** Dr. Jeannette A. Bastian, Program Director

**Phone:** 617-521-2808

**EMail:** [bastian@simmons.edu](mailto:bastian@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/academics/programs/dual/historyarchives.shtml>

Students in this program have been admitted to both the master's programs of the Simmons College Department of History and to the Graduate School of Library and Information Science. (The Master's of Arts in History is offered only in conjunction with the dual-degree program.) Please note: The dual degree program in Archives Management and History takes approximately 3 1/2 years to complete as the degree requires 57 credit hours.

The dual degrees break down as follows:

33 credit hours at GSLIS:

- Five core courses in library and information science (15 credit hours)
- At least five courses in archives management (15 credit hours), including four core courses in archives and one archives elective (see the Archives Management Concentration list of required and elective courses.)
- One elective course (3 credit hours) from either archives/preservation or the general LIS curriculum

24 credit hours in the CAS history department:

- 4 credit hours in Historical Methods and Research (HIST 597)
- 16 credit hours of history courses at the 400 level or above
- 4 credit hours of final thesis

Please note: All dual-degree students are required to take Archives, History, and Collective Memory.

Students may take the class as either an LIS elective for three credits (LIS 443) or a history elective for four credits (HIST 527).

Any additional questions, please contact:

Dr. Laura Prieto

Associate Professor

Department of History

Phone: 617-521-2253

Email: [laura.prieto@simmons.edu](mailto:laura.prieto@simmons.edu)

### G.3.3.2. BACHELOR OF SCIENCE/MASTER OF SCIENCE

**Quick Contact:** Denise Davis, Assistant Dean for Admission and Recruitment

**Phone:** 617-521-2801

**Email:** [denise.davis@simmons.edu](mailto:denise.davis@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/academics/programs/dual/bsms.shtml>

The B.S./M.S. degree begins at the bachelor level, where the student majors in science and takes additional recommended courses in computer science, technology, and reference. Once complete, the student would be able to take 28 (rather than 36) credits to complete the Master's degree. Once working towards a Master's degree the student is expected to uphold all the requirements of fellow graduate students by maintaining a 3.0 average, allowing for some special registration requirements, and successfully completing the TOR.

### G.3.4. PH.D. PROGRAM

#### G.3.4.1. MANAGERIAL LEADERSHIP IN THE INFORMATION PROFESSIONS CONCENTRATION PH.D. (MLIP)

**Quick Contact:** Caryn Anderson, Program Coordinator

**Phone:** 617-521-2829

**Email:** [phd-ml@simmons.edu](mailto:phd-ml@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/phdmlip/>

In summer 2006, Simmons GSLIS welcomed the first students into a new program funded by a grant from the Institute of Museum and Library Services.

Students in the Managerial Leadership in the Information Professions (MLIP) concentration of the Ph.D. program are working managers who have already attained a senior level in their career, and are poised to make lasting contributions to the field.

This program contributes to the successful future of leadership in library and information settings by creating a flexible, innovative doctoral program that nurtures and strengthens the intellectual and interpersonal assets of students as working managers, actively involves leading practitioners in shaping the educational experience, and generates rigorous research to improve the knowledge base and the practice of managerial leadership.

### G.3.5. REGISTRATION/AARC

**Quick Contact:**

**Phone:** 617-521-2800

**Email:** [gslisreg@simmons.edu](mailto:gslisreg@simmons.edu)

**URL:** <http://www.my.simmons.edu/gslis/courses/registration/>

**URL:** <http://www.my.simmons.edu/gslis/courses/registration/new-students.shtml#paper>

#### G.3.5.1. NEW STUDENTS

All new students register for their first semester using a paper registration form, which they receive from GSLIS once their deposit is received. Instructions for completing the registration form as well as registration details and suggestions are printed on the paper form along with your advisor's name, listed in the upper right-hand corner.

It is recommended that you contact your advisor prior to submitting the registration form if you have any questions. Links to contact information are listed on the registration form and can also be found here: [www.simmons.edu/gslis/about/full.shtml](http://www.simmons.edu/gslis/about/full.shtml).

Should you misplace it, the form is available at [my.simmons.edu/gslis/courses/registration/new-students.shtml#paper](http://my.simmons.edu/gslis/courses/registration/new-students.shtml#paper).

Lastly, when submitting the paper registration form, please use one of the following methods:

<b>fax it to</b>	617-521-3192
<b>mail it to</b>	Simmons College GSLIS 300 The Fenway Boston, MA 02115 ATTN: Registration

Or drop it off at the GSLIS Office, room P-111, during regular office hours. Call the office at 617-521-2800 to find out office's hours.

You will also have the opportunity to meet with your advisor at Advising Day. During this time, you'll have a chance to ask any additional questions that may have come up. You will also schedule an appointment for a follow-up advising session at which point you'll discuss your Advising Statement. This statement is something you'll need to fill out before registering for the next semester's classes. Be sure to complete your Advising Statement during the first six weeks of your first semester.

Your first online registration will then take place during that first semester. (For more information on online registration and AARC, please see section [G.3.5.2 Current Students/AARC](#) below.)

### A NOTE ABOUT WAITLISTS

If a course you are interested in is full, you may select to be waitlisted for it. You must specifically request to be put on the waitlist by filling out the appropriate section of your registration form. No one will assume you want to be in a class, so please be sure you fill out the form correctly. In addition, you may not be waitlisted for another section of the same course, for example, requesting both LIS 407-01N and LIS 407-02N on the same form. You will be notified as soon as an opening becomes available, but there is no guarantee that space will open up. Availability can open up as late as the class' second meeting.

Please remember that classes are filled on a first come, first served basis, starting with students with the most credit hours completed. Information regarding registration dates will be sent to new students and can be found on the academic calendar at [my.simmons.edu/gslis/resources/calendars/academic.shtml](http://my.simmons.edu/gslis/resources/calendars/academic.shtml). A student's individual registration time is listed in AARC, available at [aarc.simmons.edu](http://aarc.simmons.edu).

### G.3.5.2. CURRENT STUDENTS/AARC

#### *Useful Website*

URL: <http://aarc.simmons.edu>

Before students register for their second semester they must have completed their TOR requirements as well as handed in their Advising Statement. If students have not completed both requirements they will be unable to register online.

Students should visit the following website for tips and hints on how to best use AARC, Simmons' online registration program, as well as to download instructions on how to register online: [my.simmons.edu/gslis/courses/registration/current-students.shtml](http://my.simmons.edu/gslis/courses/registration/current-students.shtml).

AARC will become a very useful tool for you while attending GSLIS. Not only will you be able to register for classes but you will be able to maintain your current student information, and view your grades and academic profile. AARC will also tell you what date and time you can begin registering (approximately one week prior to the start of online registration). Once signed into AARC, take some time to explore the different registration options you have, such as creating a preferred list.

Students familiar with the school's older system, SOAR, will find that the AARC system functions in the same manner as SOAR. The AARC interface is the only noticeable difference between the two.

### G.3.5.3. COURSE SCHEDULES/COURSE PLANNING

Course schedules for upcoming semesters are often released to the students early into their current semester so that students have enough time to plan ahead, sometimes even planning two semesters ahead. Below are some helpful online tools to best explain courses, planning ahead, and scheduling accordingly. Students should double-check that they have completed appropriate prerequisites, and students in individual programs with additional requirements should follow their program's guidelines. When in doubt, speak with your advisor!

#### USEFUL LINKS

- *Course Descriptions*  
[my.simmons.edu/gslis/courses/descriptions/](http://my.simmons.edu/gslis/courses/descriptions/)
- *Current Course Schedules (For Boston and GSLIS West/Mt. Holyoke)*  
[my.simmons.edu/gslis/courses/schedules/](http://my.simmons.edu/gslis/courses/schedules/)
- *Course Planning Chart for the Boston Campus*  
[my.simmons.edu/gslis/docs/courses/course\\_planning.pdf](http://my.simmons.edu/gslis/docs/courses/course_planning.pdf)

### G.3.5.4. ADD/DROP

You are free to drop a class any time, but depending on when you do so, you may not be entitled to a refund. See section [G.15.2. Downloadable Forms and Additional Policies](#) in this handbook for links to the tuition refund policy. Classes can generally be added up until the class's second meeting. Registration is binding, both academically and financially. If you decide to drop a class, you are responsible for having it removed from your schedule via AARC before online registration ends, or by completing the appropriate paperwork, available at P-111. The later you wait to drop a class, the greater it affects your refund, so act quickly if you feel you are in the wrong class! Information on refunds can also be found in this guide in section [S.4.3.4. Refunds](#).

*The information on these pages is subject to change.  
Please refer to the related website for the most current information.*

## G.3.6. ADVISING & ADVISING STATEMENTS

**Quick Contact:** Em Claire Knowles, Assistant Dean for Student Administrative Services

**Phone:** 617-521-2798

**EMail:** knowles@simmons.edu

**URL:** <http://my.simmons.edu/gslis/courses/registration/new-students.shtml#advising>

**PDF:** [http://my.simmons.edu/gslis/docs/forms/Form-Advising\\_Statement.pdf](http://my.simmons.edu/gslis/docs/forms/Form-Advising_Statement.pdf)

Every new student is given a full-time faculty member as an advisor. We suggest you contact your advisor prior to submitting your registration form. The last name of the professor who has been assigned to you is listed in the upper right corner of your registration form. Contact information is also included in the registration mailing you receive and is available at [www.simmons.edu/gslis/about/full.shtml](http://www.simmons.edu/gslis/about/full.shtml).

Students are required to meet with their advisors during the first semester to outline a program of study. Periodic consultations with advisors are also recommended. Your advisor is there to help you plan out your course of action while at GSLIS. Take advantage of their expertise and insider knowledge of how the program works.

You will first meet your advisor at Advising Day during lunch. This is a great time to introduce yourself and tell your advisor a little about your interests, history, and career goals. You may also have an opportunity to set up a formal appointment to meet and complete your advising form that day.

You may want to speak with your advisor one-on-one prior to Advising Day to discuss your first registration, or you may feel you don't need to. Either way, you are required to meet with your advisor before you may register for your second semester of courses to plan a tentative program outline that is consistent with your career goals.

Your outline is not written in stone and you can change it whenever you want and as many times as you want. Though this outline is prepared and documented for your advising statement, the form is simply a record of your and your advisor's discussion and does not commit you to a program of study. However, it must be signed by both parties, dated, and submitted to Room P-111 for entry into your admission file before you may register for the next semester.

Full-time students should arrange this meeting during the first week of classes to ensure the best course choices and enable you to make any course changes without financial penalty during the add-drop period.

If you feel that you would rather work with another advisor you may download a Change of Advisor form from the Downloadable Forms page at [my.simmons.edu/gslis/resources/forms/forms.shtml](http://my.simmons.edu/gslis/resources/forms/forms.shtml). Fill this form out and submit it to the front desk in the GSLIS Administrative Office (P-111).

### G.3.7. LISSA COURSE EVALUATIONS

**Quick Contact:** LISSA Officers

**URL:** <http://web.simmons.edu/~lissa/index.html>

At the end of each semester, LISSA distributes student evaluations for each course. Students fill out the form in class in complete anonymity.

Once the course evaluations are completed and collected, LISSA officers file the evaluations into binders at the Student Information Center. Course evaluations are available to all students to read through. Students can then use these evaluations when they are preparing to register for classes to help them get a better sense of the class, instructor, and workload.

### GSLIS WEST

Completed course evaluations for GSLIS West classes are scanned and placed online in the LISSA WebCT Vista space at [my.simmons.edu/elearning/](http://my.simmons.edu/elearning/).

### G.3.8. WISE COURSES

**Quick Contact:** Terry Plum and/or Jennifer Doyle

**E-Mail:** [gsliswise@simmons.edu](mailto:gsliswise@simmons.edu)

**URL:** <http://my.simmons.edu/gslis/courses/curriculum/wise.shtml>

At the May 2005 Faculty Meeting, the GSLIS faculty officially voted to join Web-based Information Science Education (WISE), a consortium made up of thirteen LIS schools, thereby giving GSLIS students the opportunity to take online courses from other leading ALA-accredited programs. Summer courses are not available through WISE.

WISE students have the opportunity to access distance education courses through WISE member schools that are distinguished in quality and leadership in online education. WISE member schools offer a wide array of special topics courses, providing students with the ability to broaden their educational experience.

GSLIS students who have completed twelve semester hours have the opportunity to select from a variety of online courses, regardless of their location. Though the official registration will take place through SOAR, in order to be approved by WISE, you must first contact the GSLIS WISE Administrators, Terry Plum and Jennifer Doyle, at [gsliswise@simmons.edu](mailto:gsliswise@simmons.edu).

### G.3.9. 4-TO-3 CREDITS

Starting in Fall 2005, GSLIS implemented some changes to the curriculum; the most notable was a change from a 4-credit system to a 3-credit system. All students who enroll at GSLIS beginning with the Fall 2005 semester are required to take all of their courses for 3 credits. Students who enrolled prior to Fall 2005, however, have the option of taking their classes for 4 credits.

It is important for you to make note of this because each class section is given two registration numbers: one corresponds to 4 credits (for students who are finishing the program under the previous system); the other corresponds to 3 credits (for students who entered Fall 2005 and thereafter) and is designated by an 'N' at the end of the course number. For example, during the Spring 2006 schedule listing, 403-01 is listed as a 4-credit class, and 403-01N is a 3-credit class. Both sections are the same exact course – the difference is simply in the number of credits the student will earn. It is the student's responsibility to register for the course at the correct credit level.

### G.3.10. STUDENTS WITH DISABILITIES

**Quick Contact:** Office of Disability Services

**Phone:** 617-521-2473

**Email:** [ada@simmons.edu](mailto:ada@simmons.edu)

**URL:** <http://my.simmons.edu/services/disability/index.shtml>

Simmons College is committed to the full participation of all students in its programs and activities. Although Simmons has no academic program specifically designed for students with disabilities who are otherwise qualified for admission, Simmons is committed to providing support, service and reasonable accommodations when requested by students who qualify for them.

Visit [my.simmons.edu/services/disability/index.shtml](http://my.simmons.edu/services/disability/index.shtml) for more information on services for students with disabilities. Students' information is treated, as all medical information is treated, with utmost respect for confidentiality. If students want to request special accommodations, they must first meet with the Director of Disability Services in the first few weeks of class. The student, director and faculty will collaborate to create reasonable and appropriate accommodations. A further detailed list of required steps is also available at the website listed above.

### G.3.11. STUDENT INFORMATION CENTER

The GSLIS Student Information Center is located on the second floor of the Palace Road Building. As you walk toward the GSLIS Lounge, the Student Information Center is located on your left, through the first set of double doors. The Information Center contains binders with course evaluations, syllabi, faculty vitae, internship and pre-professional job opportunities, and other information.

#### GSLIS WEST

Information of particular interest to GSLIS West students will be placed in the WebCT Vista LISSA space. A collection of books and other materials, as well as computers and a relaxed meeting space can be found in the GSLIS West office at 19 College Street.

### G.4. FACULTY

#### *Useful Websites*

**URL:** <http://www.simmons.edu/gslis/about/faculty.shtml>

**URL:** <http://www.simmons.edu/gslis/about/full.shtml>

**URL:** <http://www.simmons.edu/gslis/about/adjunct.shtml>

People choose to come to GSLIS for many different reasons, but one of the strongest pulls is the school's excellent and diverse roster of full-time and adjunct faculty. A list of full-time faculty contacts is available in the **G.16. Contacts** section of this handbook or you can visit the web addresses provided above. GSLIS also produces a book of Faculty Profiles, a handy guide to better familiarize yourself with everyone. You can download a copy from the right sidebar of the GSLIS full-time faculty web page (which can be accessed at [www.simmons.edu/gslis/about/full.shtml](http://www.simmons.edu/gslis/about/full.shtml)) or pick up a print copy in P-111.

## G.5. FINANCIAL AID

### G.5.1. DEAN'S FELLOWSHIPS

**Quick Contact:** Denise Davis, Assistant Dean for Admission and Recruitment

**Phone:** 617-521-2801

**Email:** [denise.davis@simmons.edu](mailto:denise.davis@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/admission/finaid/scholarships.shtml>

**PDF:** [http://my.simmons.edu/gslis/docs/careers/Fellow\\_Guidelines.pdf](http://my.simmons.edu/gslis/docs/careers/Fellow_Guidelines.pdf)

There are several Dean's Fellowships available through GSLIS. Generally the fellowships last one year with an opportunity for renewal for a second year. Fellowships become available when the fellow graduates. Fellows work on a wide range of projects with GSLIS faculty and staff while receiving a tuition reimbursement and work stipend; amounts vary by individual fellowship requirements. Fellowships can range from 15 hours a week to 30 hours a week. Fellowships requiring larger time commitments from students also include a professional development component, generally in the form of a library internship.

Currently there are five different fellowships. They are:

Two Technology Fellowships:

- Dean's Fellow for Teaching Assistance
- Dean's Fellow for Technology Support
- Fellow for Dean's Initiatives
- Dean's Fellow for the Massachusetts Center for the Book
- Dean's Editorial Fellow

New students and current students who have not exceeded a certain number of completed credit hours are eligible for the fellowships. If interested, contact Denise Davis for more information and a description of each fellowship's responsibilities.

## G.5.1.1. ALTERNATE FELLOWSHIP RESOURCES

**Quick Contact:** Denise Davis, Assistant Dean for Admission and Recruitment

**Phone:** 617-521-2801

**Email:** [denise.davis@simmons.edu](mailto:denise.davis@simmons.edu)

**URL:** <http://my.simmons.edu/gslis/careers/jobs/aid.shtml>

Fellowships for graduate study in library and information science are available outside of GSLIS and a little research might just pay off. Start at [my.simmons.edu/gslis/careers/jobs/aid.shtml](http://my.simmons.edu/gslis/careers/jobs/aid.shtml), which lists some better known sources for fellowships offered to current or graduating students by institutions outside of Simmons. Please note that these are not directly related to GSLIS, and so each fellowship has its own set of requirements, deadlines, fees, and more. Questions about these fellowships should be directed to the source of the fellowship and not GSLIS.

## G.5.2. SCHOLARSHIPS

**Quick Contact:** Denise Davis, Assistant Dean for Admission and Recruitment

**Phone:** 617-521-2801

**Email:** [denise.davis@simmons.edu](mailto:denise.davis@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/admission/finaid/scholarships.shtml>

The GSLIS Alumni Association provides a number of annual scholarships, some of which are awarded each year in memory of alumni and friends of the school. It is not necessary to apply for these scholarships separately. By completing the financial aid application process by the appropriate deadline, a student is considered for all types of assistance the College offers.

### G.5.2.1. ALTERNATE SCHOLARSHIP SOURCES

As with fellowships, a little research and good timing might just pay off. Please visit these suggested websites to get more information on available LIS scholarships for new and current students.

Please note, as with the external fellowships, these are not directly related to GSLIS, and so each scholarship has its own set of requirements, deadlines, fees, and more. Questions about these scholarships should be directed to the source of the scholarship and not GSLIS.

**Links of Scholarships and Grants:**

[my.simmons.edu/gslis/careers/jobs/aid.shtml](http://my.simmons.edu/gslis/careers/jobs/aid.shtml)

**The American Library Association:**

[www.ala.org/Template.cfm?Section=scholarships](http://www.ala.org/Template.cfm?Section=scholarships)

**Simmons College's Student Financial Services Graduate Scholarship Search:**

[my.simmons.edu/services/sfs/aid/scholarships-gsearch.shtml](http://my.simmons.edu/services/sfs/aid/scholarships-gsearch.shtml)

Many professional associations offer student scholarships. Be sure to explore these options by becoming familiar with these associations' purpose and scope through GSLIS student chapters (see *G.9. GSLIS Student Organizations*). Professional associations often offer financial opportunities for students to travel to conferences as well. Special interest groups (SIGs) within the associations are also a possible source of assistance.

**G.5.3. WORK STUDY/CA\$H/ON-CAMPUS EMPLOYMENT**

There are other ways to earn money while living the life of the poor graduate student. Simmons offers CA\$H, which stands for Convenient Access to Student Hires and is the Simmons resource for student employment. Log on for a listing of on-campus work-study and general positions and for off-campus work-study positions with non-profits. Visit [cash.simmons.edu](http://cash.simmons.edu) for more information.

Simmons also offers Sharklink, an online job posting service, which offers all students, alumnae, and employers access to full-time jobs, part-time jobs, internships, and information 24 hours a day. By completing your personal profile, you will receive emails pertaining to your specific job and career interests.

You will also receive information and updates on career fairs, resume deadlines, workshops, career panels, and much more. For more information visit [sharklink.simmons.edu](http://sharklink.simmons.edu).

### FEDERAL WORK-STUDY PROGRAM (FWS)

This federally funded program provides part-time employment for students with demonstrated financial need. Students with FWS eligibility are encouraged to use their eligibility in a community services setting. All students with FWS eligibility are contacted over the summer by the Career Education Center with information explaining the job application process as a whole and the specific on-campus and community service opportunities available.

### PART-TIME GENERAL EMPLOYMENT

For students who have not been awarded federal work-study funds, there are still many other work opportunities within the Simmons community. The College offers general employment, which is funded by the college to provide jobs both on- and off-campus. General employment is available to students regardless of financial need.

Any additional questions, please visit Student Financial Services at [my.simmons.edu/services/sfs/index.shtml](http://my.simmons.edu/services/sfs/index.shtml) or by phone: 617-521-2001.

## G.6. GETTING AROUND

### G.6.1. PALACE ROAD FACILITIES

Much of GSLIS student and academic life revolves around the Palace Road Building. The Palace Road building is home to GSLIS administrative offices at P-111 on the first floor, faculty offices on the first and second floors, and the GSLIS Technology Lab, the Cataloging Lab, and Student Information Center, all on the second floor. Many GSLIS classes also take place within the building. For a map of the Simmons Campus, please visit [www.simmons.edu/visit/maps/](http://www.simmons.edu/visit/maps/).

*The information on these pages is subject to change.  
Please refer to the related website for the most current information.*

### **Student Lounge**

The Matarazzo Student Lounge is also located on the second floor of the Palace Road Building. The lounge provides a quiet and relaxing refuge for all GSLIS students with couches for hanging out or catching a few Z's. A for-fee photocopier and student mail folders are housed in the lounge. There is also a refrigerator and microwave, and free coffee, tea and cocoa, provided by LISSA.

### **Bulletin Boards**

Students may post general fliers on the bulletin board in the Matarazzo Student Lounge or post events fliers on the GSLIS events bulletin board by the elevator on the second floor of Palace Road. The bulletin boards outside P-111 and P-212 post schedule and directory information each semester and are maintained by the front desk in P-111. In general, students should not post information on these boards. Report any incorrect information found on bulletin boards to P-111.

### **Lockers**

Lockers are available for all GSLIS students. Students may sign up for a locker in P-111; lockers are available on a first come, first serve basis to students with a current and up-to-date student ID. Students do not keep lockers for more than one semester. They must empty their lockers at the end of each semester and sign up for a new locker at the start of each new semester.

## **G.6.2. GSLIS WEST FACILITIES**

### **Administration & Office**

The Administrative Office for the Simmons GSLIS at Mount Holyoke College program is located on the first floor of 19 College Street (Building 19) in the Village Commons, directly underneath the Tower Theaters. Terry Plum, Director, can be contacted by telephone at 413-533-2400; fax, at 413-533-4334; or by email, at [gsliswest@simmons.edu](mailto:gsliswest@simmons.edu) or [terry.plum@simmons.edu](mailto:terry.plum@simmons.edu). Directions to the office are found at: <http://www.simmons.edu/gslis/visit/campus/mountholyoke.shtml>

The office has a meeting space that doubles as an informal classroom and a quiet study space, six public access computers, wireless access, and a lounge space open to all members of the GSLIS at MHC community.

Student meetings are often scheduled on Saturdays. The GSLIS at MHC Library Assistant holds workshops every other Sunday during the Fall and Spring. Access to the office is by combination lock. To obtain the code to the lock, contact Terry Plum or any LISSA officer. Note that the office does not have janitorial services, so please clean up as you leave and throw away all rubbish. Use either the receptacle outside of the office, or if there is a large amount of garbage, use the dumpsters in the basement.

### **Bookstores**

The Odyssey Bookstore, located in the Village Commons, carries all Simmons GSLIS at Mount Holyoke College textbooks. Odyssey's regular hours are Monday through Friday, 10:00 AM to 8:00 PM; Saturday, 10:00 AM – 6:00 PM, and Sunday, 12 noon to 5:00 PM. Phone number: 413-534-7307 or 800-540-7307. Please also see: <http://www.odysseybks.com/>.

The Mount Holyoke College Campus Store is in the Blanchard Campus Center. It has a small selection of reference books, school insignia merchandise, supplies, and general merchandise.

### **Food Services**

The Blanchard Café and the Uncommon Ground Coffee Bar are found in the Blanchard Campus Center. Rao's has a coffee shop in the MHC Library lobby.

Food establishments in the Village Common offer a variety of reasonably priced eat-in/take-out options, including Chinese, Mexican, and American style cuisines, snacks, and full-service menus, as well as Tailgate Picnic, a combined convenience store/delicatessen with tables that offers breakfast, lunch, and a light supper fare. The Thirsty Mind, located near the Administrative Office, is an upscale coffee-house and wine bar.

Other moderate priced options include Johnny's Bar and Grill in the Village Commons; Woodbridge's, opposite the north end of the Village Commons (lunch, dinner, American menu); and Masse's Seafood, Route 33, Chicopee (dinner). Northampton is known for its varied and upscale dining.

## G.7. GSLIS TECHNOLOGY & LAB

**Quick Contact:** GSLIS Tech Lab

**Phone:** 617-521-2802

**E-Mail:** [gslislab@simmons.edu](mailto:gslislab@simmons.edu)

**URL:** <http://my.simmons.edu/gslis/techlab/>

GSLIS has its own computer lab on the Boston campus, known as the GSLIS Tech Lab, located on the second floor of the Palace Road Building. This lab is open only to GSLIS students, and contains PCs and Macs with a variety of software useful for students in the program.

The lab is staffed by a Technology Reference Assistant (TRA). TRAs are current GSLIS students who can answer questions and help troubleshoot software and hardware in the lab.

In addition, Simmons has a college-wide Technology Office, which handles the many aspects of the technology on campus, including the wireless network, e-mail and password support and maintenance of student network storage space.

For additional information on technology at Simmons and at GSLIS, see [my.simmons.edu/gslis/communities/new/tech.shtml](http://my.simmons.edu/gslis/communities/new/tech.shtml).

## GSLIS WEST

In the MHC Library is an Information Commons with over 30 workstations, both PC and Mac, as well as 20 workstations in the Reference Room. These computers have both Internet and library database access. Please use Simmons GSLIS online databases and e-journals through the Simmons proxy server, rather than the MHC databases. The Library charges for printing.

There are also several workstations in the Administrative office of GSLIS at MHC, available 24/7. Any software specific to GSLIS at MHC is installed on these workstations. Printing and wireless is free from the office.

### G.7.1. GSLIS TECH LAB

The main technology resource for GSLIS students, faculty, and staff can be found in the GSLIS Tech Lab, located on the second floor of the Palace Road building, in room P-213. The GSLIS Cataloging Lab is part of the Tech Lab suite; GSLIS students wishing to access the Cataloging Lab must ask to be let in at the Tech Lab. The hours for the Tech Lab and Cataloging Lab are the same but differ from the library's hours. When classes are in session, the hours for the Tech Lab are as follows:

- Monday – Thursday: 8:00 a.m. – 10:00 p.m.
- Friday: 8:00 a.m. – 8:00 p.m.
- Saturday: 9:00 a.m. – 9:00 p.m.
- Sunday: 10:00 a.m. – 10:00 p.m.

When classes are not in session, the Tech Lab is open on a limited basis. Hours are listed on the Tech Lab website at [my.simmons.edu/gslis/techlab/hours.shtml](http://my.simmons.edu/gslis/techlab/hours.shtml) and are posted around the Palace Road building.

Please note that the Tech Lab is closed for all holidays observed by Simmons College (see the Academic Calendar for details) and may also be closed due to inclement weather. You can call the Tech Lab at 617-521-2802 to double-check that the lab is open.

### G.7.1.1. HARDWARE & SOFTWARE

The Tech Lab equipment consists of:

- Nearly 40 PCs running Windows XP (all with CD burners)
- Several iMac G5s running Mac OS X Tiger (all with CD burners)
- Several standard size flatbed scanners with document readers
- Several oversized flatbed scanners
- A document scanner
- A slide scanner
- Several media card readers
- Several printers

Please refer to the Tech Lab website for an up-to-date count on all their equipment at [my.simmons.edu/gslis/techlab/](http://my.simmons.edu/gslis/techlab/).

Technology resources in the Cataloging Lab are several PCs running Windows XP (all with CD burners) and one printer. You can bring your laptop into the Cataloging Lab and access the Simmons College wireless network, or use an Ethernet cord for wired access. The worktable in the Cataloging Lab has several Ethernet ports and plugs built in to the top. You cannot access the printers via the wireless network – you can print only from an existing workstation in the Cataloging Lab or the Tech Lab.

All computers in the Tech Lab and Cataloging Lab have the same software installed. This includes the Microsoft Office Suite, PhotoShop, Dreamweaver, Adobe Acrobat and many other applications. For a full list of software available on all Tech and Cataloging Lab computers, please visit the Lab Services page of the Tech Lab website at [my.simmons.edu/gslis/techlab/services.shtml](http://my.simmons.edu/gslis/techlab/services.shtml).

In addition to computer workstations, the Tech Lab has circulating items available for GSLIS students, staff and faculty to borrow. These items include headphones, CDs, software manuals and digital cameras. For a full list, please visit the library catalog and search course reserves by professor for “gslis tech lab.”

### **G.7.1.2. TECH LAB STAFF**

During all operating hours, Technology Reference Assistants, or TRAs, staff the lab. TRAs are GSLIS students who are there to help you with any difficulties you may have, from a frozen computer to questions on how to use the software loaded on the machines. If you are struggling with something or unsure as to how to proceed, always feel free to ask the TRA for assistance.

Other staff at the Tech Lab include two Dean’s Fellows who work several hours a week doing behind-the-scenes support for the Lab and other GSLIS technology resources. Linnea Johnson is the Assistant Manager of Information Technology, and Terry Plum, director of the Mount Holyoke program, is the Assistant Dean for Technology.

### **G.7.1.3. DOWNLOAD CENTER**

The Tech Lab Download Center is home to a variety of handouts and instructional information covering a wide range of topics. Many of the resources on this page are in PDF format; please feel free to download as many as you like. The Tech Lab Download Center is located at [my.simmons.edu/gslis/techlab/howto-info.shtml](http://my.simmons.edu/gslis/techlab/howto-info.shtml) -- or, from the main Tech Lab page, select “How To’s – Download Center” from the menu on the left.

## **G.7.2. TECHNOLOGY WORKSHOPS**

Throughout each semester, the Tech Lab, along with the ASIS&T student chapter, sponsors workshops on a variety of technology-related topics. These workshops include help for TOR Part Two, introductions to emerging technologies, and workshops on lab software.

For schedules and information on workshops, please see the Tech Lab Workshops page at [my.simmons.edu/gslis/techlab/workshops.shtml](http://my.simmons.edu/gslis/techlab/workshops.shtml) and for TOR specific workshops, please visit [my.simmons.edu/gslis/techlab/tor.shtml](http://my.simmons.edu/gslis/techlab/tor.shtml).

In addition, classroom-based technology training is also available through the Pottruck Technology Resource Center (PTRC). Self-paced, web-based technology training for a variety of skills and software packages is available through Element K. For more information on classes at the PTRC and through Element K, see [my.simmons.edu/services/technology/ptrc/online-services.shtml](http://my.simmons.edu/services/technology/ptrc/online-services.shtml).

## G.8. GSLIS COLLECTION AT BEATLEY LIBRARY

**Quick Contact:** Linda Watkins, GSLIS Librarian

**Phone:** 617-521-2824

**E-Mail:** [watkins@simmons.edu](mailto:watkins@simmons.edu)

**URL:** <http://my.simmons.edu/library/collections/gslis/>

**URL:** <http://my.simmons.edu/library/collections/gslis/workshops.shtml>

The Beatley Library includes an LIS collection, which is made up of specialized professional tools and resources, consisting of 26,000 monographs, 374 current journal subscriptions covering all aspects of librarianship, the history of the book, publishing, information science, and related fields. For recreational reading, there is a very popular collection of Bibliomysteries, which are mysteries involving libraries, archives, or publishing companies. There is also access to over 180 databases covering library science and other curriculum related topics.

The collection, one of the oldest of its kind, is committed to serving as New England's "library of record" for the library and information science profession. To this end, a collection of both historic and current materials is maintained. Our collection will help support your academic and professional needs while you are enrolled at GSLIS and as alumni.

## G.8.1. REFERENCE ASSISTANCE

Among the Library staff are Linda Watkins, GSLIS Librarian, and Dixie Foster, GSLIS Library Assistant for Mount Holyoke, LIS subject specialists, who can provide you with advanced research and database assistance relating to all aspects of the GSLIS curriculum. Students who need further assistance with research or reference questions that require complex searches are welcome to fill out a reference appointment form located at the Reference Desk, or contact the GSLIS Librarian, Linda Watkins, directly. Those in the Program at Mount Holyoke should contact Dixie Foster, GSLIS Library Assistant for Mount Holyoke. Linda and Dixie are valuable resources throughout your GSLIS program and after graduation.

## G.8.2. INSTRUCTIONAL WORKSHOPS & LIBRARY TOURS

The GSLIS Librarian and GSLIS Library Assistant offer a number of library workshops such as *OPAC & Beyond* and *Searching LIS Databases*. Visit the “Workshops & Tours” section of the GSLIS Collection Library webpage for a schedule and registration information. A self-guided audio tour is also available. For more information visit [ozma.simmons.edu:9000/librarytour/](http://ozma.simmons.edu:9000/librarytour/).

Workshops run for one hour and are typically taught in the GSLIS Tech Lab, which allows students to get hands-on training. If the workshops don't fit with your busy schedule or you need individualized instruction, contact Linda Watkins to schedule a one-on-one workshop. Tours of Beatley Library are also offered at the beginning of each semester.

### GSLIS WEST

*Quick Contact:* Dixie Foster, GSLIS Library Assistant for Mount Holyoke

**Phone:** 617-521-2828

**Email:** [dixie.foster@simmons.edu](mailto:dixie.foster@simmons.edu)

**URL:** <http://my.simmons.edu/library/collections/gslis/gslisatmhc/index.shtml>

Students at GSLIS West are entitled to borrowing privileges and other services at both Simmons College Libraries and Mount Holyoke College Libraries. See [my.simmons.edu/libraries/collections/gslis/gslisatmhc/index.shtml](http://my.simmons.edu/libraries/collections/gslis/gslisatmhc/index.shtml) for the complete list of services.

The Simmons College Libraries serve the academic, research, information, study, and some recreational needs of Simmons students, faculty, and staff. Additional information and access to the library catalog can be obtained at the website, [my.simmons.edu/library/](http://my.simmons.edu/library/). It is wise to check the current hours before traveling to Boston to use the libraries.

The Mount Holyoke College Libraries are in the Library, Information, and Technology Services organization (LITS), which supports the varied information and electronic technology needs of students, faculty, and staff. Housed in the Williston-Miles-Smith-Dwight complex, LITS offers a variety of services across the College campus. See [www.mtholyoke.edu/lits/](http://www.mtholyoke.edu/lits/) for a full description of LITS services.

## G.9. STUDENT ORGANIZATIONS

### *Useful Website*

**URL:** [my.simmons.edu/gslis/resources/student-info/student-organizations.shtml](http://my.simmons.edu/gslis/resources/student-info/student-organizations.shtml)

The LIS professional associations are well represented at Simmons GSLIS, with student chapters of ALA, SLA, SAA, ASIS&T, and MSLMA.

**LISSA:** The Library and Information Science Student Association (LISSA), founded by students in 1973, acts as a vehicle of communication between students and faculty by representing student consensus. LISSA is responsible for social activities designated to promote good fellowship among students and between students, faculty and alumni. It also sponsors and promotes educational and informational programs for the benefit of the total student body.

For example, students distribute and compile evaluations of courses for student use. Students are also able to apply for professional development funds to assist with costs to attend local and national conferences. LISSA is an integral part of GSLIS, and students gain experience in governance, money management, and collaborative decision-making. The association has compiled a significant record of important contributions to GSLIS and to its students. The student activity fee required of students each semester provides membership in the organization and supports association activities. Visit the LISSA website at [web.simmons.edu/~lissa/index.html](http://web.simmons.edu/~lissa/index.html).

**LISSA-West:** LISSA West is the student organization's branch at the Mount Holyoke campus. LISSA West meets several times per semester -- typically between classes on Saturdays. Lunch is usually provided. All students are encouraged to attend these meetings. In addition, interested students have the opportunity to run for election as a LISSA officer. LISSA West maintains a WebCT Vista space where students can find updated news and information about the program. The site also includes a directory of students and faculty, a calendar of events, a bulletin board forum, and course syllabi and evaluations. Students are encouraged to check the LISSA West Community webpage at [my.simmons.edu/gslis/communities/mount-holyoke.shtml](http://my.simmons.edu/gslis/communities/mount-holyoke.shtml).

**ALA:** In 1991, the Simmons GSLIS Student Chapter joined many of its kind to be chartered by the American Library Association. The ALA Student Chapter invites local librarians to discuss the activities and services of ALA and its local and national affiliates. Visit the student chapter's website at [web.simmons.edu/~alasc2/](http://web.simmons.edu/~alasc2/).

**SLA:** The GSLIS Special Libraries Association Student Group arranges meetings, professional visits and tours for students to become familiar with the SLA and the wide array of special library positions and functions available. Activities of the Simmons SLA Student Group are open to all graduate students. Those who wish to join the Special Libraries Association may do so at a student member rate.

**SCoSAA:** The GSLIS Student Chapter of the Society of American Archivists serves to introduce and integrate new archivists into the profession through discussion, professional activities and meetings, and communications. For more information, visit the student chapter's website at [web.simmons.edu/~scosaa/home.htm](http://web.simmons.edu/~scosaa/home.htm).

**ASIS&T:** The Student Chapter of the American Society for Information Science and Technology (ASIS&T) seeks to promote the study of information science among the student body. The award-winning GSLIS Chapter works closely with the New England Chapter of ASIS&T in planning regional events and organizes workshops on topics in information organization, dissemination, and use, among many other activities. Visit the student chapter's website at [web.simmons.edu/~asist](http://web.simmons.edu/~asist).

**MSLMA:** Simmons College School Library Teacher program along with the Massachusetts School Library Media Association (MSLMA) founded a student group to promote professional development in school librarianship. MSLMA is dedicated to the improvement of teaching and learning through the integration of school library media into the total educational process. Visit the MSLMA website at [www.mslma.org](http://www.mslma.org) for more information.

**SIR:** The Simmons International Relations (SIR) student group's main purpose is to disseminate a multicultural and multinational perspective on library and information science among GSLIS and Simmons students. The group arranges meetings, travel, and speakers that touch upon issues of international librarianship. SIR is recognized by the IRRT (International Relations Roundtable). Visit the SIR website at [web.simmons.edu/~sir](http://web.simmons.edu/~sir).

## G.10. GSLIS COMMUNICATIONS

**Quick Contact:** Jennifer Doyle, Director, Curriculum & Communications

**Phone:** 617-521-2738

**Email:** [jennifer.doyle@simmons.edu](mailto:jennifer.doyle@simmons.edu)

**URL:** <http://www.my.simmons.edu/gslis/resources/publications/index.shtml>

While at Simmons there is no shortage of ways to stay connected to the news and currents of student life. Listed below are several commonly used communication services and publications many students refer to frequently.

**Websites:** As you may have noticed, there are a bunch of different websites and it can get a little confusing. Though there are definitely helpful things on the general Simmons sites, most of what you'll need is on one of the GSLIS websites. In fact, once you're an enrolled student, your focus will transition from the more public site, [www.simmons.edu/gslis](http://www.simmons.edu/gslis), to the GSLIS Gateway aka MyGSLIS ([my.simmons.edu/gslis](http://my.simmons.edu/gslis)), where you'll be spending most of your time. This is where everything you need to know is located, such as forms, policies, and course schedules, just to name a few. There's even an actual human-created index!

**WebCT Vista:** WebCT Vista is the online course management system. Most professors use it, but to varying extent. In some classes, you'll find it doesn't go much beyond a syllabus, whereas some classes incorporate ongoing discussion and online exchanges. Because of its versatility, WebCT Vista is also sometimes used by various organizations; for example, you'll see that LISSA has an active WebCT Vista site, as do some of the other student organizations.

**Listservs:** Beginning from day one, you'll be getting a lot of emails from a lot of different people. Once you register for classes you will be automatically subscribed to the GSLIS-Info list. This listserv is used by GSLIS Administration to convey important information throughout the semester. If you decide to read email from only one list, MAKE IT THIS ONE.

There's also a listserv called LISSA-Chat that is extremely useful; it is a much more informal list, but one on which jobs are posted, apartments are advertised, and issues in the field are discussed. In addition to these two, you'll have the option to sign up for a variety of listservs within GSLIS, not to mention all the professional ones that are out there. What you won't have an option about is the daily announcement digest that you'll be receiving. These announcements are generated by an automatic campus-wide system, and this is where you'll find information about all-campus events and administrative services. If it gets a little overwhelming, make sure you're closely monitoring GSLIS-Info and LISSA-Chat and you should be o.k.

**Infolink:** The *Infolink* is the GSLIS Program's official monthly newsletter. The *Infolink* usually provides an UpFront feature story relating to the school and important issues facing library and information science. Also featured is a Snap Shot interview with a GSLIS mover and shaker, as well as calendar and workshop notes and news about student and staff achievements. The *Infolink* is available electronically at [my.simmons.edu/gslis/resources/publications/il\\_current.shtml](http://my.simmons.edu/gslis/resources/publications/il_current.shtml). An email goes out each month announcing the release of the newest issue. Paper copies are available in P-111 and in the student lounge while supplies last.

**Mail Folders:** All new students will be given a mail folder that is kept in the Matarazzo Student Lounge in the Student Mail Center. This mail folder is a place for your fellow classmates, student organizations, and professors to drop off notes, announcements, and graded papers. Please note that time sensitive or official notices from the college or GSLIS Administration will not be placed in these mail folders. Instead they will be mailed to the address you provided in your official records.

## G.11. PROFESSIONAL DEVELOPMENT

### G.11.1. CAREER EDUCATION CENTER

**Quick Contact:** Career Education Center

**Phone:** 617-521-2488

**E-Mail:** [careers@simmons.edu](mailto:careers@simmons.edu)

**URL:** <http://my.simmons.edu/services/cec/>

The Career Education Center (CEC) is definitely a place worth spending some time exploring while a student at GSLIS, as well as returning to as a professional. In fact, it is never too soon to start your own career folder at the center. The CEC has many services and resources available to help you search for the right job and apply with confidence.

Some of these services include:

- Career counseling, workshops and special events
- Campus recruiting
- Success Connection Leadership
- Professional Connections (This program is available to graduates only through the Alumnet website, [www.alumnet.simmons.edu/olc/pub/SNS/prof\\_connections.html](http://www.alumnet.simmons.edu/olc/pub/SNS/prof_connections.html).)

The CEC website also provides career guides, self-assessment tests, resume and cover letter help, and career research at [my.simmons.edu/services/cec/](http://my.simmons.edu/services/cec/). The CEC also offers job and internship listings at [my.simmons.edu/services/cec/joblistings/](http://my.simmons.edu/services/cec/joblistings/).

The CEC also provides students with the **Miller/Knopf Career Resource Library**. The Career Resource Library (CRL) houses a variety of resources to assist you in developing your career, including a vast number of resources accessible over the Internet. On the CRL website, you will find online tools for investigating your interests, professions, labor market trends, salaries, and graduate schools. You can find information by field or by where you are in your professional life. Workshops and other career related events are posted on the CRL News page.

The CRL also offers many services in person, including specialized career reference services, a large library of career reference books, a computer lab and study area. The CRL is located on the third floor of the Palace Road building on the Main Campus.

## G.11.2. MENTORING

**Quick Contact:** Em Claire Knowles, Assistant Dean for Student Administrative Services

**Phone:** 617-521-2798

**Email:** knowles@simmons.edu

**URL:** <http://my.simmons.edu/gslis/careers/mentoring.shtml>

The GSLIS Mentoring Program assists students by providing insights into competencies required in various professional areas, assessing current skill sets and suggesting possible projects and activities for enhancements, and setting up the beginnings of a professional network.

Students and graduates in Connecticut may be interested in participating in the Connecticut Library Association's program: [cla.uconn.edu/membership/mentoring.html](http://cla.uconn.edu/membership/mentoring.html).

## G.11.3. LIBRARY CAREER RESOURCES

Job postings for part- and full-time jobs are frequently sent out over e-mail listservs maintained by GSLIS and by GSLIS student organizations. In addition, there are several other sources to find library work:

CASH, for on-campus jobs at Simmons at [cash.simmons.edu](http://cash.simmons.edu);

Sharklink, for internships and pre-professional positions at [sharklink.simmons.edu](http://sharklink.simmons.edu);

The New England Jobline is a service run by GSLIS, posting positions in academic, public, special and school libraries and archives. Listings can be found at [www.simmons.edu/gslis/career/jobline/index.shtml](http://www.simmons.edu/gslis/career/jobline/index.shtml);

Massachusetts Board of Library Commissioners at [mblc.state.ma.us/jobs/index.php](http://mblc.state.ma.us/jobs/index.php);

Massachusetts Library Association at [www.masslib.org/jobs.htm](http://www.masslib.org/jobs.htm);

The GSLIS Gateway Careers & Jobs page has a useful list of additional links at [my.simmons.edu/gslis/careers/](http://my.simmons.edu/gslis/careers/);

The Miller/Knopf Career Resource Library has developed plenty of job-searching resources at [my.simmons.edu/library/collections/career/about.shtml](http://my.simmons.edu/library/collections/career/about.shtml);

BostonWorks is the Boston Globe's job listings section online found at [bostonworks.boston.com](http://bostonworks.boston.com);

For GSLIS West students, the GSLIS@MHC community page has some additional links specific to Western Massachusetts at [my.simmons.edu/gsliscommunities/mount-holyoke.shtml](http://my.simmons.edu/gsliscommunities/mount-holyoke.shtml);

For students in the SLTP, their GSLIS Gateway community page has links for careers and jobs at [my.simmons.edu/gslis/communities/school-library-teacher.shtml#career](http://my.simmons.edu/gslis/communities/school-library-teacher.shtml#career); and

For students in the Archives Program, their GSLIS Gateway community page has links for careers and jobs at [my.simmons.edu/gslis/communities/archives.shtml#career](http://my.simmons.edu/gslis/communities/archives.shtml#career).

### G.11.4. CONTINUING EDUCATION

**Quick Contact:** Jody Walker, Program Manager

**Phone:** 617-521-2803

**Email:** [gslisce@simmons.edu](mailto:gslisce@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/continuinged/>

**URL:** <http://my.simmons.edu/gslis/communities/continuing-education.shtml>

Simmons offers more than 35 half-day, full-day, evening, and weekend institutes and workshops each semester at our Boston and Mount Holyoke campuses, online, and elsewhere throughout New England. Most workshops and courses are scheduled in the late afternoon, evenings, on weekends, or online for the convenience of practicing librarians and other professionals. Current GSLIS students are encouraged to enroll and take this opportunity to extend their GSLIS experience. The reduced course costs can be found at [www.simmons.edu/gslis/continuinged/](http://www.simmons.edu/gslis/continuinged/).

### **G.12. BOSTON TO MT. HOLYOKE CAMPUS (GSLIS WEST)**

**Quick Contact:** Terry Plum, Assistant Dean for Technology,  
Director GSLIS at Mount Holyoke Program

**Phone:** 413-533-2400

**Email:** [terry.plum@simmons.edu](mailto:terry.plum@simmons.edu)

**URL:** <http://www.simmons.edu/gslis/academics/programs/ms/mtholyoke.shtml#directions>

**URL:** <http://my.simmons.edu/gslis/communities/mount-holyoke.shtml>

Many GSLIS students elect to take a class at the GSLIS West/Mount Holyoke College Campus in South Hadley, MA. Below are driving directions, bus information, lodging information, and some links to more information for getting around when heading out West.

#### **By car:**

From the south: Travel north on Interstate 91 to Route 202 (Exit 16, Holyoke/South Hadley). Head north on 202 through Holyoke across the Connecticut River, and around the rotary to the exit marked South Hadley Center-Amherst, Route 116 north. The College is approximately 2.5 miles from the exit.

From the north: Travel south on Interstate 91, take Exit 16, and follow the directions above.

From the Massachusetts Turnpike, east or west: Take Exit 5 (Holyoke/Chicopee) and bear to the right. At the end of the ramp, turn left on Route 33 for five miles to Route 116. Turn right onto 116 and drive approximately 1.5 miles north to campus.

**By bus:**

Peter Pan offers service from Boston and New York City to South Hadley, with transfers in Springfield. For schedules and rate information, call 800-237-8747.

Additional travel information can be found at [www.mtholyoke.edu/cic/directions.shtml](http://www.mtholyoke.edu/cic/directions.shtml).

Upon arrival, the Village Commons is across the street from the campus. The Village Commons is a small cluster of shops, restaurants and a movie theater. Turn into the Village Commons parking lot. There will be a green and white sign identifying the Commons. Parking is free and it is recommended that students park near the Tower Theaters on a lower level. Walk to the tower in building 19, and take the elevator or stairs to the first floor. Can't find the tower? Look for the movie theater; the GSLIS offices are on the first floor, at the south end, one floor below the theater.

The address is:

19 College Street  
Village Commons  
South Hadley, MA 01075  
413-533-2400

Students heading out west should also make themselves familiar with the GSLIS at Mount Holyoke Student Fact Sheet at [my.simmons.edu/gslis/gsliswest/MHC\\_Fact\\_Sheet.pdf](http://my.simmons.edu/gslis/gsliswest/MHC_Fact_Sheet.pdf). Further information about lodging and dining is provided in the fact sheet.

**G.13. GRADUATION****Useful Website**

**URL:** <http://my.simmons.edu/gslis/resources/student-info/graduation.shtml>

In order to graduate you must submit a Petition to Graduate, which can be downloaded at the website above or picked up at P-111. Please plan ahead, as petitions are due back to the GSLIS Administration months before graduation. Again, to meet the correct deadlines, please visit the website listed above.

*The information on these pages is subject to change.  
Please refer to the related website for the most current information.*

The graduation ceremony is held in May for January and May graduates of the current year as well as August graduates from the previous year. Graduation and cap and gown information may be accessed approximately one month prior to the May ceremony at [www.simmons.edu/commencement](http://www.simmons.edu/commencement). If you change your mind about attending graduation, please contact the Registrar's Office immediately at 617-521-2111.

Graduating students with exceptional academic records may be considered for Simmons's Chapter of Beta Phi Mu, the international library and information science honor society. Those students who qualify for election to Beta Phi Mu are invited by the faculty to join this chapter each spring.

Any additional questions or information contact the GSLIS Office at 617-521-2800 or the Graduation Hotline (in May only) 617-521-2102.

## G.14. ALUMNI INFORMATION

**Quick Contact:** Anne Reid, Administrative Manager

**Phone:** 617-521-2805

**EEmail:** [anne.reid@simmons.edu](mailto:anne.reid@simmons.edu)

**URL:** <http://www.alumnet.simmons.edu/olc/pub/SNS/cpages/chapterpage.jsp?chapter=8&org=SNS>

Many resources are available to alumni of the GSLIS program. The network of graduates reaches into the thousands and has the power to reach many potential future librarians and current students. Mentoring programs, outreach, professional development and GSLIS relations are all goals of the GSLIS Alumni Board. In return, alumni are welcome to many resources and services such as:

- Access to the GSLIS New England Jobline.
- Contribute to the GSLIS Alumni Blog.
- Personal subscription discounts for all *Information Today* publications.
- Find classmates, browse class notes, or establish a permanent Simmons Alumni e-mail address through Alumnet.

- Subscription to GSLIS alumni publications.

Alumni benefits also include:

- Borrowing and use privileges at Simmons Library and the GSLIS Collection;
- Use of the GSLIS Tech Lab in Room P-213 of One Palace Road;
- Use of the Sports Center at a reduced membership fee;
- Ongoing education, including the opportunity for GSLIS alums to audit graduate courses at GSLIS on a space- available non-credit basis for \$400 or an undergraduate course for \$25;
- Invitations to special programs, including our annual Spring Alumni and Professional Development Day, when we gather for continuing education, networking, and honoring those who make outstanding contributions to our profession; and
- Reference services by the GSLIS Librarian (617-521-2824) and other Library Reference staff.

## G.15. GSLIS POLICIES

### G.15.1. HONOR CODE

#### *Useful Website*

URL: <http://my.simmons.edu/gslis/resources/student-info/honor-code.shtml>

Students are expected to conduct themselves in a way that is consistent with College policies and in a manner appropriate with the College's mission as an educational institution. Students are responsible for reading and obeying Simmons' Honor Code. The complete version of the Honor Code is available at the website above.

**G.15.2. DOWNLOADABLE FORMS & ADDITIONAL POLICIES**

For an alphabetical list of downloadable forms, please visit [my.simmons.edu/gslis/resources/forms/forms.shtml](http://my.simmons.edu/gslis/resources/forms/forms.shtml).

To see the full GSLIS policies, please visit [my.simmons.edu/gslis/resources/forms/policies.shtml](http://my.simmons.edu/gslis/resources/forms/policies.shtml).

**G.16. CONTACTS****Useful Website**

**URL:** <http://my.simmons.edu/gslis/directory/>

GSLIS  
Simmons College  
Graduate School of Library and  
Information Science  
300 The Fenway  
Boston, MA 02115-5898  
Phone: 617-521-2800  
Fax: 617-521-3192  
[gslis@simmons.edu](mailto:gslis@simmons.edu)  
[www.simmons.edu/gslis/](http://www.simmons.edu/gslis/)  
[my.simmons.edu/gslis/](http://my.simmons.edu/gslis/)

Office of Admission  
617-521-2868  
[gslisadm@simmons.edu](mailto:gslisadm@simmons.edu)

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Career Resource Library  
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GSLIS Library Workshops  
GSLIS Library Assistant  
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Michèle V. Cloonan  
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## G.17. ACRONYMS & SIMMONS SPEAK

Welcome to the wonderful world of library and information science, where everyone loves to use acronyms. Here is a short list of some of the more commonly used and overheard around GSLIS. Hope this helps you feel more in the know. You are on your own to figure out which ones are pronounced as they look or are spelled out (GSLIS vs. ALA). Good luck!

**AALL:** American Association of Law Libraries

**AJL:** Association of Jewish Libraries

**ALA:** American Library Association

**ALISE:** Association for Library and Information Science Education

**ARLIS/NA:** Art Libraries Society of North America

**ASIS&T:** American Society for Information Science & Technology

**Beatley:** The Beatley Library

**CLA:** Connecticut Library Association

**College Center:** The area with tables and chairs surrounding Java City. Enter the College Center directly from the parking lot entrance.

**The Fens:** The Fens dining common is in the lower level of the Main College Building

*The information on these pages is subject to change.  
Please refer to the related website for the most current information.*

- GSLIS:** Graduate School of Library and Information Science  
**GSLIS West:** Graduate School of Library and Information Science at Mt. Holyoke College  
**IFLA:** International Federation of Library Associations  
**Java City:** The coffee shop on the first floor of the MCB, right in the College Center  
**LISSA:** Library and Information Science Student Association  
**MCB:** Main College Building  
Massachusetts Center for the Book  
**MLA:** Massachusetts Library Association  
Medical Library Association  
Maine Library Association  
Music Library Association  
**MSLMA:** Massachusetts School Library Media Association  
**NEA:** New England Archivists  
**NELA:** New England Library Association  
**NHLA:** New Hampshire Library Association  
**OPAC:** Online Public Access Catalog  
**PLA:** Public Library Association  
**RILA:** Rhode Island Library Association  
**SAA:** Society of American Archivists  
**SIR:** Simmons International Relations  
**SLA:** Special Libraries Association  
**VLA:** Vermont Library Association





S



SIMMONS

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## S.1. SIMMONS COLLEGE HISTORY

### *Useful Website*

**URL:** <http://www.simmons.edu/about/history.shtml>

John Simmons founded Simmons College in 1899 to offer women the opportunity to earn their own livelihoods. Since that time, the undergraduate college has remained an all-women's institution, as is the School of Management. The remaining graduate programs are co-ed.

### S.1.1. OTHER PROGRAMS OFFERED

Simmons is comprised of:

College of Arts & Sciences (undergraduate)

College of Arts & Sciences Graduate Studies

Graduate School of Library & Information Science

School for Health Studies

School of Management

School of Social Work

### S.1.2. COLLEGES OF THE FENWAY

In 1996, the Colleges of the Fenway was established as a collaboration of six colleges: Emmanuel College, Massachusetts College of Art, Massachusetts College of Pharmacy and Health Sciences, Simmons College, Wentworth Institute of Technology, and Wheelock College. More information on the Colleges of the Fenway's mission and consortium benefits visit [www.colleges-fenway.org](http://www.colleges-fenway.org).

## S.2. INTERNATIONAL STUDENTS

**Quick Contact:** Sheila Murphy, Dean for Student Life

**Phone:** 617-521-2124

**EMail:** [sheila.murphy@simmons.edu](mailto:sheila.murphy@simmons.edu)

**URL:** <http://my.simmons.edu/services/international/>

Simmons welcomes students from all over the globe. For general information on international students at Simmons, see the website above.

## S.3. HEALTH & WELLNESS

Simmons strives to create an atmosphere of good health and well-being for all its students. Provided below are resources to make this possible because a healthy student is a happy and productive member of the Simmons community.

### S.3.1. NEW STUDENT REQUIREMENTS

**Useful Websites:**

**Immunizations:** <http://my.simmons.edu/services/health/immunization.shtml>

**Requirements:** <http://my.simmons.edu/services/health/new.shtml>

Massachusetts law requires that all incoming students at every college demonstrate proof of immunization, which is provided by completing the student health certificate sent to all new graduate, undergraduate, and transfer students.

State law also requires that all graduate and undergraduate students who are enrolled for nine or more credit hours per semester be covered by health insurance. You must either submit proof of health insurance coverage or purchase health insurance through Simmons. There are no exceptions

### S.3.2. HEALTH CENTER SERVICES

**Quick Contact:**

**Phone:** 617-521-1002

**URL:** <http://my.simmons.edu/services/health/>

**Staff Directory:** <http://www.simmons.edu/cgi-bin/dept.cgi?dept=HealthCenter>

The Health Center, which is located on the Simmons Residence Campus, offers both walk-in services and services by appointment to Simmons undergraduate and graduate students, and is a provider of health services to students at other area colleges as well. Walk-in Services are available during the hours the Health Center is open. (During the summer some walk-in services are available at the Wentworth Institute of Technology on a fee-for-service basis.) For a full list of services available by appointment and on a walk-in basis, please see the website. Registered nurses, nurse practitioners, and physicians staff the Center.

*The information on these pages is subject to change.*

*Please refer to the related website for the most current information.*

For care when the Health Center is closed, contact the provider on duty: Students who live on campus should contact the RA/RD on duty. Students who live off-campus should call Simmons Public Safety at 617-521-1112. Please note: Health services are offered 24 hours a day/seven days a week, regardless of the Health Center being closed.

Students are referred to the Beth Israel Deaconess Medical Center for specialty and emergency care. Staff at the Health Center will assist with these referrals.

### IN CASE OF EMERGENCY

In a life-threatening emergency, if you are on campus call the Public Safety emergency line at extension 1111. If you are off campus, dial 911.

### HOURS OF OPERATION

During the academic year, the Health Center is open:

**Monday - Thursday:** 9:00am to 8:00pm

**Fridays:** 9:00am to 5:00pm

**Saturdays, Sundays and Holidays:** 12:00pm to 4:00pm

For hours during vacations and holidays, call the Health Center at 617-521-1002.

## S.3.3. HEALTH INSURANCE/PRESSCRIPTIONS

### *Useful Websites:*

**Insurance Info:** <http://my.simmons.edu/services/health/insurance.shtml>

**Fees:** <http://my.simmons.edu/services/health/fees.shtml>

Massachusetts law requires that all graduate and undergraduate students who are enrolled for nine or more credit hours per semester be covered by health insurance. Students may be covered by individual or family coverage at home, or may participate in the College's Student Health Insurance Plan (SHIP) currently offered by University Health Plans. Health Insurance covers most referrals, tests and procedures that cannot be performed in the Health Center. Health Insurance does not usually cover immunizations.

It is the policy of the College that all international students be enrolled in SHIP to ensure accessible coverage. The law also does not allow out of state Medicaid coverage as comparable insurance, although enrollment in MassHealth qualifies.

With the exception of starter doses, the Health Center is prevented by state law from dispensing prescription medication. The Simmons College health insurance plan includes prescription coverage via reimbursement -- for each prescription you get, you must pay the pharmacy in full at the time of pickup and submit a claim form to the insurance company. If your prescription is covered, within a few weeks they will mail you a check for the cost of the medication minus the co-pay. For example, if a covered prescription costs \$50 and the co-pay is \$10, you will get a check for \$40. For details on whether or not your medication is covered and the amount of the co-pay, contact the insurance company. Coverage provided by other insurance companies varies.

### S.3.4. MEDICAL RECORD/CONFIDENTIALITY

**Useful Websites:**

**Records:** <http://my.simmons.edu/services/health/records.shtml>

**Privacy:** <http://my.simmons.edu/services/health/confidentiality.shtml>

The Health Center will not release any information to parents or any non-medical personnel, including College administrative staff, without the student's express authorization except as required by law. For specific information regarding how long records are kept and how to protect your privacy, please see the suggested websites.

### S.3.5. FEES

**Useful Website:**

**URL:** <http://my.simmons.edu/services/health/fees.shtml>

All Simmons graduate students who live on campus must pay a student health fee, which provides access to most Health Center services free of additional charge.

(Other graduate students may elect to pay the health fee as well.) This fee covers tuberculosis testing, but not routine immunizations.

Simmons graduate students who have not paid the student health fee are welcome to use the Health Center on a fee-for-service basis. Payment is expected at the time of each visit unless you are covered by SHIP. The Health Center cannot bill other insurance plans.

Referrals, testing and follow-up care, generally at the Beth Israel Deaconess Medical Center, are usually covered by the student's health insurance, but you may be billed directly if the care you receive is not covered.

### S.3.6. SEXUAL ASSAULT RESOURCES

**Useful Website:**

**URL:** <http://my.simmons.edu/services/assault-resources/>

The Simmons College Sexual Assault Response Team (SART) has developed a website that focuses on the aftermath of a sexual assault, including healthcare and legal options, common emotional responses, and on- and off-campus resources. The site also offers strategies for maximizing personal safety.

### S.3.7. COUNSELING

**Quick Contact:** Elizabeth Atwood, Assistant to the Director

**Phone:** 617-521-2455

**EMail:** [elizabeth.atwood@simmons.edu](mailto:elizabeth.atwood@simmons.edu)

**URL:** <http://my.simmons.edu/services/counseling/>

The Simmons College Counseling Center provides evaluation for counseling services to all graduate and undergraduate students free of charge. To make an appointment, stop by the office at room P-305 in the Palace Road building and complete an intake form.

For additional information about the Counseling Center, including details regarding scheduling appointments, please see their website.

### COUNSELING CENTER HOURS

During the academic year, the Counseling Center is open (subject to change):

**Monday & Wednesday:** 8:30am - 6:30pm

**Tuesday & Friday:** 8:30am - 4:30pm

**Thursday:** 8:30am - 4:30pm

From mid-June through mid-August, a staff member is available 2 days per week for evaluation.

### S.3.8. ATHLETICS

#### *Useful Websites:*

**Holmes Sports Center:** <http://my.simmons.edu/life/athletics/>

**LEAP:** <http://my.simmons.edu/life/athletics/programs/index.shtml>

**Sports Center Facilities:** <http://my.simmons.edu/life/athletics/facilities/index.shtml>

**Varsity Sports:** <http://my.simmons.edu/life/athletics/varsity/index.shtml>

All current Simmons College students are entitled to use the Holmes Sports Center for free. The Sports Center includes a variety of activity areas and equipment, from treadmills and stair climbers to squash courts and saunas.

The Sports Center staff also run several fitness programs, including the Lifelong Exercise and Activities Program (LEAP) and aquatics programs. For details and schedules, please see the LEAP website. Please note that these programs require a registration fee, regardless of your status as a student.

### SPORTS CENTER HOURS

During the academic year, the Sports Center is open:

Mon-Thurs: 6:30am-10pm

Fri: 6:30am-8:00pm

Sat: 9:30am-4:30pm

Sun: 12:00pm-8:00pm

Pool hours are different from the hours listed for the Sports Center. In addition, Sports Center and pool hours vary during the summer and on holidays. For details, see <http://my.simmons.edu/life/athletics/hours.shtml>.

## S.4. FINANCIAL SERVICES

### *Useful Website:*

<http://my.simmons.edu/services/sfs/>

Student Financial Services (SFS) handles financial aid and loans for all students at Simmons College, as well as billing and tuition payments.

### S.4.1. FINANCIAL AID

#### *Quick Contact:*

**Phone:** 617-521-2001

**E-Mail:** [financialaid@simmons.edu](mailto:financialaid@simmons.edu)

**Financial Aid:** <http://my.simmons.edu/services/sfs/aid/>

**Graduate Student Aid:** <http://my.simmons.edu/services/sfs/apply/graduate.shtml>

Graduate students who wish to apply for financial aid must complete and submit the FAFSA (Free Application for Federal Student Aid) by the deadline indicated by SFS. You must also fill out the Simmons Supplemental Information Form, which will be used to determine your eligibility for Simmons grants and scholarships.

Deadlines for financial aid applications are typically March 1 for summer and fall terms, and October 1 for spring. Graduate students must maintain at least half-time enrollment status (five credits for fall and spring semesters and six credits for summer semester) to qualify for need-based aid. For details and to verify deadlines, visit the SFS webpages listed above.

#### S.4.1.1. INTERNATIONAL STUDENTS

##### *Useful Websites:*

**International Students:** <http://my.simmons.edu/services/sfs/apply/international.shtml>

**Declaration of Finances:** <http://www.simmons.edu/gslis/admission/application>

SFS maintains a webpage dedicated to listing potential sources of funding for international students. As part of the application process, international students must submit a Declaration of Finances demonstrating proof of ability to pay tuition and living expenses while enrolled at Simmons.

## S.4.2. TYPES OF AID

### **Useful Website:**

<http://my.simmons.edu/services/sfs/aid/index.shtml>

### S.4.2.1. LOANS

#### **Useful Websites:**

**Loans:** <http://my.simmons.edu/services/sfs/aid/loans.shtml>

**Graduate Loans:** <http://my.simmons.edu/services/sfs/aid/loans-grad.shtml>

**Other Loans:** <http://my.simmons.edu/services/sfs/aid/loans-alternative.shtml>

Need-based and non-need-based loans are available for GSLIS students. To obtain either type of loan through Simmons, you must fill out the appropriate financial aid documentation (please see section [S.4.1. Financial Aid](#)). In addition, there are also alternative loans provided by private vendors. Please see the SFS website for details.

### S.4.2.2. SCHOLARSHIPS

#### **Useful Websites:**

**GSLIS Scholarship Listing:** <http://my.simmons.edu/gslis/careers/jobs/>

**SFS Scholarship Listing:** <http://my.simmons.edu/services/sfs/aid/scholarships-gsearch.shtml>

SFS has compiled a page of scholarship listings and organizations offering scholarships. You might also take a look at the Jobs & Opportunities section of the GSLIS Gateway.

For additional information, please see the following sections in the GSLIS portion of this handbook:

[G.5.1. Dean's Fellowships](#)

[G.5.1.1. Alternate Fellowship Sources](#)

[G.5.2. Scholarships](#)

[G.5.2.1. Additional Sources](#)

### S.4.2.3. EMPLOYMENT

#### **Useful Websites:**

**Sharklink:** <http://sharklink.simmons.edu/>

**Student Employment:** <http://my.simmons.edu/services/sfs/aid/employment.shtml>

**Student Payroll FAQ:** <http://my.simmons.edu/services/finance/resources/payroll/students.shtml>

All Simmons students may apply for general employment jobs on- and off-campus. Check Sharklink for a list of available internships, as well as full- and part-time jobs off-campus. (For additional information regarding on-campus employment, please see section *C.5.3. Work Study/CASH/ On-Campus Employment.*)

Simmons pays students every two weeks. Paychecks are available on the Friday after timesheets are submitted, and may be picked up at the Cashier's Window (W-207) with your Simmons ID. Direct deposit forms are available at the Payroll Office (W-105) and must be accompanied by a voided check.

For a full explanation of the student payroll process, please see the Student Payroll FAQ maintained by the Payroll Office.

### **S.4.3. STUDENT ACCOUNTS**

**Quick Contact:**

**Phone:** 617-521-2009

**E-Mail:** [studentaccounts@simmons.edu](mailto:studentaccounts@simmons.edu)

**URL:** <http://my.simmons.edu/services/sfs/accounts/index.shtml>

#### **S.4.3.1. COSTS & FEES**

**Useful Website:**

<http://my.simmons.edu/services/sfs/accounts/costs.shtml>

All GSLIS students, regardless of course load, are charged a \$30 student activity fee each semester. This money is given to LISSA (the Library and Information Science Student Association), which uses this fee for things such as maintaining the Matarazzo Student Lounge, supporting events, providing funding for GSLIS student groups and helping fund student professional development activities. Students living on-campus are also charged a Health Center fee each semester.

## S.4.3.2. PAYMENT OPTIONS

### *Useful Websites:*

**Online Payments:** <http://my.simmons.edu/services/sfs/accounts/onlinepayment.shtml>

**Payment Options:** <http://my.simmons.edu/services/sfs/accounts/options.shtml>

**Payment Policies:** <http://my.simmons.edu/services/sfs/accounts/policy.shtml>

All charges for tuition and fees must be paid in full prior to the beginning of the semester. If payment for a billing statement has not been made in full by the due date on that statement, the College charges late fees. For more information and details on payment policies, see the SFS policy webpage.

Student Financial Services mails billing statements on a monthly basis if there is an outstanding balance, including any pending loan funds.

Payment options are listed below. For more details, see the SFS payment options page.

Check or money order – Payments made by check or money order may be dropped off at the Cashier’s Window or sent in the return envelope you receive with your bill. Checks and money orders should be made out to “Simmons College” and should include your student ID number.

Credit card – credit card payments may only be made online using Visa, MasterCard or Discover.

Online – payments may be made online using credit cards or electronic checks.

Wire transfer – for instructions, call Student Financial Services.

Payment Plans – The College works with Academic Management Services to provide a tuition payment plan.

### S.4.3.3. HEALTH INSURANCE

**Useful Website:**

<http://my.simmons.edu/services/sfs/accounts/insurance.shtml>

For details on the health insurance requirements, please see section *S.3.3 Health Insurance/Prescriptions*.

### S.4.3.4. REFUNDS

**Useful Website:**

<http://my.simmons.edu/services/sfs/accounts/refunds.shtml>

**Tuition Refunds:**

Tuition refunds are available only during the first four weeks of the semester, and the percentage of tuition that you will be refunded changes as the semester progresses. For details, please see the webpage listed above or contact SFS.

**Other Refunds:**

If your financial aid package provides more funding than you need to pay tuition and fees, the balance will be refunded to you. A check will be mailed to you a few weeks into the semester. If you would prefer to have your check held for pickup at the Cashier's Window, visit them at the beginning of the semester to arrange this. See the webpage listed above for additional details on refunds.

### S.4.3.5. FINANCIAL RESOURCES

**Useful Website:**

<http://my.simmons.edu/services/sfs/resources/links.shtml>

SFS maintains a page of resources related to financial aid that may be helpful. It includes a link to their page of downloadable forms, a list of links to other sources of information on financial aid, FAQ and deadline pages, and glossaries.

## S.5. ON-CAMPUS HOUSING

**Quick Contact:** Office of Residence Life

**Phone:** 617-521-1096

**Costs & Fees:** <http://my.simmons.edu/services/sfs/accounts/costs.shtml>

**Meal plans:** <http://my.simmons.edu/services/business/dining/plans.shtml>

The current cost of on-campus housing for graduate students is located on Student Financial Services' Costs & Fees page. A meal plan is included. There are a limited number of rooms available on campus for grad students, who live together in North Hall (the only co-ed residence dorm on campus), and the fifth floor only of South Hall.

### S.5.1. COMMUTERS

**Quick Contact:** Elizabeth Pierce, Director of Leadership and First Year Programs

**Phone:** 617-521-2420

**Email:** [elizabeth.pierce@simmons.edu](mailto:elizabeth.pierce@simmons.edu)

**Commuter/Emergency Housing:** <http://my.simmons.edu/life/commuter/resources.shtml> (scroll down)

Residence Life offers commuter housing for students who need to stay overnight one or two nights a week, or in the case of a blizzard or other emergency. See their webpages for details, and be sure to throw a set of sheets, a pillow, and towel in your car if you plan to stay overnight.

## S.6. ACADEMIC SUPPORT CENTER

**Quick Contact:**

**Phone:** 617-521-2474

**Email:** [asc@simmons.edu](mailto:asc@simmons.edu)

**URL:** <http://my.simmons.edu/academics/asc/>

The Academic Support Center (ASC) is a vital element in ensuring that all students have a productive and rewarding educational experience. The ASC is committed to providing quality academic support that enhances the learning experience of both undergraduate and graduate students. The ultimate intent of the ASC is to help students become independent learners and to encourage them to take an active part in their educational and intellectual pursuits.

## S.6.1. DISABILITY SERVICES

**Quick Contact:** Office of Disability Services

**Phone:** 617-521-2474

**E-Mail:** [ada@simmons.edu](mailto:ada@simmons.edu)

**URL:** <http://my.simmons.edu/services/disability/index.shtml>

Simmons College uses a team approach to provide support for students with disabilities. The Office of Disability Services is located in the Academic Support Center.

The Director for Disability Services assists students, both undergraduate and graduate, who have a disability, by reviewing documentation supplied by licensed professionals and by writing the SAAR (Student Academic Accommodation Request). The Director for Disability Services will make referrals for diagnostic services (at student expense), provide advice and personal contact for students with disabilities, and assist with locating needed resources. The Director for Disability Services is also available to faculty and staff who have questions regarding a student's accommodation and other issues pertaining to a disability. Additional information can be found in section [G.3.10. \*Students with Disabilities.\*](#)

## S.7. CAREER EDUCATION CENTER

**Quick Contact:**

**Phone:** 617-521-2488

**E-Mail:** [careers@simmons.edu](mailto:careers@simmons.edu)

**CEC:** <http://my.simmons.edu/services/cec>

**CRL:** <http://my.simmons.edu/library/collections/career/>

The Career Education Center (CEC) offers support for students and graduates immersed in the job search. The CEC offers career counseling, workshops, self-assessment tests, resume and cover letter help, and more. The CEC is also home to the Miller/Knopf Career Resource Library (CRL), which is also online. Additional information can also be found in section [G.11.1. \*Career Education Center.\*](#)

## S.8. BEATLEY LIBRARY

### *Useful Websites:*

**Library Home:** <http://my.simmons.edu/library/>

**GSLIS Collection:** <http://my.simmons.edu/library/collections/gslis/>

**Catalog:** <http://library.simmons.edu/>

The main Simmons College Library houses the bulk of the more than 250,000 volumes and over 2,000 periodical subscriptions owned by Simmons, as well as housing a rapidly expanding collection of media materials. A comprehensive reference collection, plus special resources in areas such as women's studies and juvenile literature, are major assets of the Library. Beatley Library is also home to the GSLIS collection, which collects materials on the topics of library science, information science, bibliography, and related fields. Further information about the GSLIS Collection can be found in this handbook in section *G.8. GSLIS Collection at the Beatley Library*.

### HOURS DURING THE ACADEMIC YEAR

<http://my.simmons.edu/library/hours.shtml>

**Monday – Thursday:** 7:30 am – 11:00 pm

**Friday:** 7:30 am – 8:00 pm

**Saturday:** 8:00 am – 8:00 pm

**Sunday:** 10:00 am – 11:00 pm

## S.8.1. SERVICES

**Quick Contact:** Reference

**Phone:** 617-521-2784

**EMail:** [library@simmons.edu](mailto:library@simmons.edu)

**URL:** <http://my.simmons.edu/library/services/>

Beatley Library services include:

- Reference available by email, phone, live chat or in person;
- Public computers and support, including printing;
- Wireless access throughout the building;
- Reserves, InterLibrary Loan; and
- Circulating laptops (library use only).

*The information on these pages is subject to change.*

*Please refer to the related website for the most current information.*

## S.9. STUDENT ID: THE FENWAY CARD

**Quick Contact:** Campus Card Office

**Phone:** 617-521-2273

**URL:** <http://my.simmons.edu/services/business/id.shtml>

Simmons students are all given a student ID called The Fenway Card. The card can be obtained from the Office of Public Safety (E-007) in the Main Campus Building. The card will be activated for building access and printing privileges. A student must pick up a semester sticker to be added to the card at the start of each enrolled semester. You can pick up a new sticker at the Office of Public Safety.

Besides being important identification, this card gives students door access and purchasing power in dining facilities, the bookstore, vending machines, copiers and more. Students can check their balances and add value to their card online and over the phone. The card can also be used to purchase selected items at the other Colleges of the Fenway and at selected stores off-campus as well. This is a new card system, replacing the Shark Card. Please visit the website provided for more information.

## S.10. PARKING

**Quick Contact:** Maire Elliott

**Phone:** 617-521-2886

**Email:** [parking@simmons.edu](mailto:parking@simmons.edu)

**URL:** <http://my.simmons.edu/services/business/parking/index.shtml>

Due to the construction project on the academic campus, there is currently NO parking for students on the Simmons campus. For resources and suggestions regarding alternatives to driving to campus as well as parking in the area, visit the Parking Services website.

## S.11. PRINTING SERVICES

**Quick Contact:** Campus Card Office

**Phone:** 617-521-2273

**URL:** <http://my.simmons.edu/printing/>

**Copy/Mail Center:** <http://my.simmons.edu/services/business/copy-mail/>

Students, faculty, and staff are allotted a print quota of 350 free pages at the start of each semester, with a bonus of 50 pages to allow for possible misprints. Leftover pages will not roll over to the following semester.

A pilot project tracking public printing has shown that this amount of free printing meets the needs of the vast majority of students. A system called “Pay4Print” monitors printing on all public printers (i.e., those in general access labs, library printers, and technology labs). Each time you swipe your ID card (guest cards are available), CS Print displays the remaining print quota status. Once the printing quota has been exceeded, users will be charged \$0.07 per page on their Fenway Card accounts. (See section [S. 9.1. The Fenway Card](#) to learn about The Fenway Card accounts.)

Simmons College also has a Copy and Mail Center, located in the lower level of the Main College Building in Room E-002, for students as well as administration. This center provides professional and retail services for a fee. Visit the center’s website for pricing.

## S.12. BOOKSTORE

**Quick Contact:**

**Phone:** 617-521-2054

**URL:** <http://my.simmons.edu/services/business/bookstore/index.shtml>

Simmons College has its own Bookstore located on the lower level off of the Fens Lobby in the MCB. In addition to all course related books and materials, the Bookstore carries a wide variety of merchandise and offers many services. Pen out of ink? Purchase your office supplies here. Hankering for an afternoon snack? The Bookstore carries a variety of candies and snacks that should hit the spot!

*The information on these pages is subject to change.  
Please refer to the related website for the most current information.*

## S.13. DINING & CATERING

### **Useful Websites:**

**URL:** <http://my.simmons.edu/services/business/dining/index.shtml>

**Menus:** <http://my.simmons.edu/services/business/dining/menus.shtml>

Dining and Catering Services operates all food services on campus, including Java City and the Fens on the academic campus.

### S.13.1. THE FENS

#### **Useful Website:**

<http://my.simmons.edu/services/business/dining/fens.shtml>

The Fens is a food court located in the Basement of MCB. Pizza, sandwiches, a salad bar, soups and more are available. The Fens accepts cash, The Fenway Card, the Simmons meal plan, Visa and MasterCard.

### S.13.2. JAVA CITY

#### **Useful Website:**

<http://my.simmons.edu/services/business/dining/java-city.shtml>

Java City is a coffee kiosk on the first floor of the MCB. Swing by to pick up a cup of coffee or tea and a snack. Java City accepts cash, The Fenway Card, Visa and MasterCard.

## S.14. PUBLIC SAFETY

**Quick Contact:** Department of Public Safety

**Phone:** 617-521-1112

**Emergency Phone:** 617-521-1111

**URL:** <http://my.simmons.edu/services/business/public-safety/index.shtml>

The mission of the Department of Public Safety is to provide a safe and secure environment in which Simmons College Community members may learn, work, and live and to do so as part of a collaborative effort within the surrounding community.

## **S.14.1. CRIME BULLETINS & ALERTS**

**Useful Website:**

<http://my.simmons.edu/services/business/public-safety/stats.shtml>  
<http://www.securityoncampus.org/schools/cleryact/>

In compliance with the “Timely Notice” provisions of the federal Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998, the Department of Public Safety will release and notify the Simmons community of any important crime bulletins and alerts via email. This includes crimes that take place on-campus as well as in the area around Simmons. More on the Clery Act Compliance Information can be found at the website above.

## **S.14.2. ESCORT/SHUTTLE SERVICES**

**Useful Website:**

**Shuttle Service:** <http://my.simmons.edu/services/business/parking/train-buses.shtml>

Public Safety provides walking escorts to any Simmons location from any other Simmons location. To request a walking escort, please contact Public Safety at extension 1112.

A free shuttle service is provided for students that runs Monday-Friday from 7:00 AM-11:00 PM. The shuttle picks up at 300 The Fenway, outside of the Main College Building and makes several stops in the Fenway area including the E line, the D line and the Ruggles T stop. More information on the shuttle’s schedule and pick-up and drop-off locations is available at the website above.

### **S.14.3. RAPE AGRESSION DEFENSE SYSTEM**

***Useful Website:***

<http://my.simmons.edu/services/business/public-safety/rad.shtml>

The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. Courses are taught by nationally certified R.A.D. instructors. R.A.D. offers a free lifetime return and practice policy for R.A.D. graduates.



B



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## B.1. MOVING TO BOSTON

### *Useful Websites:*

**City of Boston:** <http://www.cityofboston.gov>

**State of Massachusetts:** <http://www.mass.gov>

Welcome to Boston! If you've got this guide, chances are you've already found somewhere to live and have begun to acquaint yourself with the city. Check out the links above for plenty of information on Boston and on Massachusetts.

Throughout the rest of this section, we've compiled some information that we hope will give you a solid foundation as you learn about your new city.

### B.1.1. WEATHER & CLIMATE

#### *Useful Websites and Resources:*

**Weather.com:** <http://www.weather.com>

**WBZ News:** <http://www.wbz.com>

**Radio:** 1030 AM (Weather on the 10's every hour.)

In Massachusetts, we experience all four seasons – for better or worse. Below are some general guidelines for what you might expect to encounter in the area temperature-wise, but as anyone who's lived here for more than a couple of years will tell you, this is just a guide! Winter can be warmer, summer can be colder, and spring and fall might all but disappear some years.

#### **Average Seasonal Temperatures:**

**Summer:** June 21 through September 20  
60 to 95 degrees F (15 to 35 degrees C)

**Autumn:** September 21 - December 20  
46 to 60 degrees F (8 to 15 degrees C)

**Winter:** December 21 - March 20  
0 to 37 degrees F (-17 to 3 degrees C)

**Spring:** March 21 through June 20  
38 to 60 degrees F (3 to 15 degrees C)

## B.2. NEIGHBORHOODS

**Useful Website:**

**The City of Boston – Neighborhoods:**

<http://www.cityofboston.gov/neighborhoods/default.asp>

Boston is broken up into several neighborhoods, all of which have their own distinct personality. The City of Boston's municipal website includes a page with links to information on all of the neighborhoods. Please note that not all of the neighborhoods listed below are a part of the City of Boston – some are nearby cities you can access via the T.

### B.2.1. BACK BAY

**Useful Website:**

**Back Bay Association:** <http://www.bostonbackbay.com/>

The Back Bay is home to some of Boston's most exclusive real estate, including Newbury Street and the area surrounding the Public Garden. You probably can't afford to live there, but you can certainly find a bar, restaurant, or some window-shopping to pass the time.

### B.2.2. BEACON HILL

**Useful Website:**

**The Beacon Hill Times:** <http://www.beaconhilltimes.com/>

Resting atop Beacon Hill is the beautiful golden domed Statehouse, home to Massachusetts state government. Stepping into the Beacon Hill neighborhood is like stepping back in time, as you wander the narrow, gas-lit, streets. Home to many of the state government's movers and shakers, as well as young professionals, this area of Boston is often way out of reach financially for students, but well worth the visit as it borders the Charles River, the Boston Common, Boston Public Gardens, and the great industry and shopping of Downtown Crossing and the Financial District. Plus it is home to renowned restaurants and boutiques.

## B.2.3. BRIGHTON/ALLSTON

**Useful Website:**

**Allston-Brighton Tab:** <http://www.townonline.com/allston/>

Looking for college or low-priced living (for the most part)? These two neighborhoods are it! Boston's Allston and Brighton neighborhoods are known for the diversity of the families who live there and the liveliness of the bar scene, which is fueled by students at nearby Boston University and Boston College, among other schools. If you like to be in the thick of the action, this is the area for you.

## B.2.4. BROOKLINE

**Useful Website:**

**Town of Brookline:** <http://www.town.brookline.ma.us/>

Originally established as farmlands in the mid-1600's, today Brookline is home to professionals and families. Residents enjoy both the easy access to Boston (via the Green Line) and the many vibrant areas within Brookline itself, particularly Brookline Village and Coolidge Corner (home to the Coolidge Corner Theater and the Brookline Booksmith, both of which are not to be missed).

## B.2.5. CAMBRIDGE

**Useful Websites:**

**City of Cambridge:** <http://www.cambridgema.gov/index.cfm>

**Harvard Square Business Association:** <http://www.harvardsquare.com/>

Located across the Charles River and home to MIT and Harvard University, Cambridge is known for a lively, intellectual social scene and a variety of cultural experiences. The best places to wander in Cambridge are Central Square and Harvard Square, both of which have stops on the Red Line that will deposit you in the thick of things.

## B.2.6. CHINATOWN/THEATER DISTRICT

### *Useful Websites:*

**Boston Chinatown Neighborhood Center:** <http://www.bcnc.net/index.php>

**Boston Citysearch:** <http://boston.citysearch.com>

Chinatown is a mix of residences and businesses – all originally built on top of landfill, not that you’d know it today! It is, of course, home to a wealth of Asian food restaurants (dim sum, anyone?) and is easily accessible from the T.

The Theatre District is an informal Boston neighborhood that is home to many of Boston’s major theatres, nightlife, and dining. Additional information can be found in section *B.7.2. Theater & Live Shows.*

## B.2.7. JAMAICA PLAIN

### *Useful Website:*

**Jamaica Plain Gazette:** <http://www.jamaicaplaingazette.com/>

Jamaica Plain, or “JP,” is home to an eclectic variety of ethnic restaurants, businesses, and cultural events, as well as many Simmons students. JP is racially and economically diverse. Jump on the Orange line or the 39 bus and be sure to explore the Arnold Arboretum, Jamaica Pond and Forest Hills Cemetery.

## B.2.8. MISSION HILL/THE FENWAY

### *Useful Websites:*

**Mission Hill Gazette:** <http://www.missionhillgazette.com/>

Look across the street from the main entrance to 300 The Fenway, and you’re looking at The Fens, a park and neighborhood whose name was adopted by the Red Sox’s neighboring ball park. The Fenway extends past the ball-park and into Kenmore Square, encompassing Landsdowne Street and its nightclubs and clipping the edge of the Boston University Campus.

The Mission Hill neighborhood was once home to farms and breweries, and is now called home by families and students from the local colleges and universities like Northeastern and MassArt, as well as staff working at the Longwood Medical Area.

### B.2.9. THE NORTH END

**Useful Website:**

**North End Boston:** <http://www.northendboston.com/>

The North End is Boston's Little Italy – if you're craving authentic Italian cuisine, this is the place to go. The streets are filled with fantastic restaurants and landmark historical sites, such as Paul Revere's house and the Old North Church. Be sure to catch the numerous religious festivals and parades residents celebrate each year, too.

### B.2.10. SOMERVILLE

**Useful Website:**

**City of Somerville:** <http://www.ci.somerville.ma.us/>

Somerville is a diverse city where immigrants, college students, young professionals and townies manage to coexist peacefully in close proximity. With a population of over 77,000 living on slightly more than four square miles of land, it's the most densely populated city in the state. Davis and Union Squares are popular destinations – Davis is an easy ride on the Red Line, and you can reach Union Square on the bus.

### B.2.11. SOUTH BOSTON

**Useful Website:**

**South Boston Online:**  
<http://www.southbostononline.com/>

South Boston, also known as "Southie" and not to be confused with the South End, is Boston's Boston. Southie residents are fiercely proud to live in this densely populated neighborhood, which hosts the annual St. Patrick's Day parade (the second largest in the world). Southie is also home to several beaches and waterfront parks, including Castle Island.

## B.2.12. SOUTH END

### *Useful Website:*

#### **Boston Online – South End:**

[http://www.bostononline.com/Neighborhoods/South\\_End](http://www.bostononline.com/Neighborhoods/South_End)

The South End features blocks of Victorian brick row houses, upscale restaurants, art galleries, trendy shops and spas. This neighborhood is undergoing an artistic revival, and is known for its large gay and lesbian community, which coexists comfortably with families and young professionals.

## B.3. FINDING A HOME

Whether buying or renting, be prepared to spend a lot of time (and some money) exploring all your possibilities. Below are some helpful places to start your search.

### B.3.1. BUYING

#### *Useful Website:*

**Boston.com – Real Estate:** <http://www.boston.com/realestate/>

Boston's housing market is notoriously expensive, and economists are forever arguing about whether or not the housing bubble is about to burst. If you're planning to relocate here permanently and are looking to buy, you might want to take a few months to familiarize yourself with the market – and give yourself a few years to save up!

### B.3.2. RENTING

#### *Useful Websites:*

**BostonApartments.com:** <http://www.bostonapartments.com>

#### **The Boston Housing Market (MIT):**

<http://web.mit.edu/housing/och/market.html>

#### **City of Boston Rental Housing Resource Center:**

<http://www.cityofboston.gov/rentalhousing/>

**Craigslist Boston:** <http://boston.craigslist.org>

#### **Resources from Simmons College Office of Student Life:**

<http://www.my.simmons.edu/life/off-campus/resources/realtors.shtml>

<http://www.my.simmons.edu/life/off-campus/resources/links.shtml>

*Please note: Simmons is not responsible for services provided by outside organizations.*

*The information on these pages is subject to change.*

*Please refer to the related website for the most current information.*

Finding an apartment in Boston can be a daunting task – there are so many neighborhoods and the rents can be shocking if you’re not moving from another major metropolitan area. Almost all students and young professionals you’ll meet live with at least one roommate. Each summer, many of them are searching for a new roommate or a new place to live – most leases last for one year, from September 1 to August 31. (And if you’re not moving on September 1, you may want to think about getting out of Dodge for the day – the influx of students and families moving into and out of Boston is staggering!)

If you don’t already have a roommate but are looking for housing, you might want to start your search with the rooms for rent listings on Craig’s List and BostonApartments.com.

## B.4. GOT KIDS?

If you’re moving to Boston with children, you’ll likely have some additional questions and concerns. The resources below should help you get started as you try to settle in with your kids – and then keep them occupied.

### B.4.1. SCHOOLS & DAYCARE

*Useful Websites:*

**Boston Public Schools Family Resources:** <http://boston.k12.ma.us/info/>

**Cambridge Public Schools:** <http://www.cpsd.us>

**Department of Early Education and Care:** <http://www.eec.state.ma.us/>

**Massachusetts Department of Education:** <http://profiles.doe.mass.edu/>

### B.4.2. AMUSEMENTS

*Useful Websites:*

**Boston Centers for Youth and Families:** <http://www.cityofboston.gov/bcyf/>

**Boston Children’s Museum:** <http://www.bostonkids.org/index2.html>

**GoCityKids City Guide for Parents:** <http://www.gocitykids.com>

### B.4.3. COMMUNITY CENTERS & ORGANIZATIONS

*Useful Websites:*

**Boy Scouts Boston Minuteman Council:** <http://www.bsaboston.org/>

**Girl Scouts Patriots’ Trail Council:** <http://www.ptgirlscouts.org/>

**YMCA:** <http://www.ymcaboston.org>

## B.5. GETTING AROUND

### *Useful Websites:*

**Car-Free in Boston:** <http://www.car-free.com/carfree/>

### **Commuter Options:**

<http://my.simmons.edu/services/business/parking/alternatives.shtml>

If you don't have a car, don't worry about getting one. Boston is definitely a walking city, and there are plenty of options when you need to get around (or out!) of the city. Besides – there's nowhere to park.

### B.5.1. BY PLANE: AIRPORTS

#### *Useful Websites:*

#### **Logan International, Boston (BOS):**

<http://www.massport.com/logan/default.aspx>

#### **Manchester Boston Regional, Manchester NH (MHT):**

<http://www.flymanchester.com/>

**T.F. Green International, Providence RI (PVD):** <http://www.pvdairport.com/>

You can get to Logan Airport quite easily on the T, taking the Silver Line or the Blue Line. Depending on your destination, though, it might be less expensive to fly out of Providence or Manchester if you can get a ride or catch a bus. It's worth checking out these smaller airports' websites if you're not sure how to get there, as many times they offer inexpensive or free shuttles depending on the time of the year, such as holidays.

### B.5.2. BY CAR

#### *Useful Websites:*

**Massachusetts Registry of Motor Vehicles:** <http://www.mass.gov/rmv/>

**Zipcar:** <http://www.zipcar.com>

Everything you've heard about Boston drivers is true – be prepared! If you don't own a car but still need (or want) to have access to one from time to time, try Zipcar. It's a car-sharing service with cars parked all over the Boston metro area, and once you're a member you can rent a car near you for an hour or two, or for the whole day. Simmons students get a steep discount on the annual membership fee – check out the Simmons Commuter Options webpage for details on the discount at [my.simmons.edu/services/business/parking/alternatives.shtml](http://my.simmons.edu/services/business/parking/alternatives.shtml).

## B.5.3. BY PUBLIC TRANSPORTATION

### **Useful Websites:**

**Massachusetts Bay Transportation Authority:** <http://www.mbta.com>

**MBTA Trip Planner:** <http://trip.mbta.com/cgi-bin/index.pl>

**Semester Pass:** <http://my.simmons.edu/services/business/parking/mbta-passes.shtml>

The MBTA runs Boston's subway, bus, and ferry system, as well as commuter rail lines that run farther out into the suburbs of Massachusetts. People refer to the subway lines as "the T," and it's how most people get around the city -- it covers Boston proper and extends into neighboring communities including Somerville, Cambridge, and Quincy, among others. Their website includes a trip planner that you can use as you figure out how to get around town, and where the stops are.

Right now, the MBTA is in the middle of changing to a new fare collection system on the subway and bus lines, so you may encounter different types of turnstiles and fare collection mechanisms at different places in the city. There should be a T employee to help you figure out what to do if you're not sure.

You can buy a monthly pass to use to get around the city on the T, bus or commuter rail. The T offers many different levels of T passes, and you can purchase many of them through Simmons for a discount through a partnership with the T called "semester passes." For Spring and Fall semesters, you can purchase four months' worth of passes up front, at a discount, and pick them up each month at the Cashier's Office. If you miss the deadline to buy a semester pass, you can still purchase a pass each month (at full price) at the Cashier's Office or at other locations around the city, such as large T stops (for example, Government Center and Harvard Square) and convenience stores.

## B.5.4. BY BICYCLE

### *Useful Websites:*

**Boston Critical Mass:** <http://www.bostoncriticalmass.org>

**City of Boston – Bicycling in Boston:** <http://www.cityofboston.gov/transportation/bike.asp>

**Massachusetts Bicycle Coalition:** <http://www.massbike.org/>

Boston is a bit conflicted when it comes to bikers – there are a lot of people who commute by bike, but there aren't many designated bike lanes or paths to cover major routes in, out, and around the city. Cambridge is a bit kinder to its bicyclists, marking bike paths on major streets. Check out Critical Mass and the Massachusetts Bicycle Coalition for help navigating the area on your bike. Don't forget your lock and helmet, and be wary of aggressive drivers!

## B.5.5. BY BUS OR TRAIN

### *Useful Websites:*

**Amtrak:** <http://www.amtrak.com>

**Greyhound:** <http://www.greyhound.com>

**The LimoLiner:** <http://www.limoliner.com/>

**Peter Pan:** <http://www.peterpanbus.com>

**South Station:** <http://www.south-station.net/>

Greyhound, Peter Pan, and Amtrak serve the Boston area out of South Station, which is located on the Red Line in the Financial District. Additional bus and train services pick up in other parts of the city. Check providers' websites for locations.

## B.6. FOOD & DRINK

### *Useful Websites:*

**Best of Boston:** [http://www.bostonmagazine.com/best\\_of/](http://www.bostonmagazine.com/best_of/)

**Boston Citysearch:** <http://boston.citysearch.com/>

**Boston Magazine Dining Section:** [http://www.bostonmagazine.com/dining\\_food\\_wine](http://www.bostonmagazine.com/dining_food_wine)

**Boston Vegetarian Society:** <http://www.bostonveg.org/restaurants/>

**Phantom Gourmet:** <http://www.phantomgourmet.com/>

**Where to Eat:** <http://www.wheretoeatboston.com/>

**Zagat Boston:** [http://www.zagat.com/zagatsearch/boston\\_restaurant\\_zagat.html](http://www.zagat.com/zagatsearch/boston_restaurant_zagat.html)

This city loves a good meal and a cold beverage. You'll never run out of places to eat or drink in around Boston. These listings should get you started!

## B.6.1. RESTAURANTS

Peterborough Street is home to several restaurants popular with GSLIS students. In a half-block, you can get a hamburger, burrito, sushi, Chinese or Thai food. Some of these restaurants share picnic tables out front, perfect for a large group that can't agree on a single cuisine. Below are a few additional restaurants and food courts in the area that you might check out.

**Brown Sugar Café (Thai):** [www.brownsugarcafe.com](http://www.brownsugarcafe.com)  
129 Jersey Street

**El Pelon Taqueria:** [www.elpelon.com/new](http://www.elpelon.com/new)  
92 Peterborough Street

**Fresh City:**  
Landmark Center –  
Corner of Brookline Ave. & The Fenway

**The Linwood Grill & Barbeque:** [www.linwoodgrill.com](http://www.linwoodgrill.com)  
81 Kilmarnock Street

**Longwood Galleria Food Court:**  
Corner of Longwood Ave. & Brookline Ave.

**Rebecca's Café:**  
Corner of Longwood Ave. & Brookline Ave.

**Thornton's Fenway Grill:**  
Corner of Peterborough & Kilmarnock Streets

### WHERE'S PETERBOROUGH STREET?

Exit the Main College Building through the main entrance onto The Fenway. Cross The Fenway, walk through the park and cross Park Drive. Walk up Park Drive with the flow of traffic, and take your second right onto Peterborough Street. The restaurants are on the second block of Peterborough.

## B.6.2. BARS

Boston may be known for its Irish pubs, but there are plenty of breweries and trendy hot spots to fit whatever mood you're in. Below, we've listed a few bars close to Simmons. Use Boston Citysearch to find more options all over the city.

**Boston Beer Works:** [www.beerworks.net](http://www.beerworks.net)  
61 Brookline Avenue

**Linwood Bar & Grill:** [www.linwoodgrill.com](http://www.linwoodgrill.com)  
81 Kilmarnock Street

**Squealing Pig:**  
134 Smith Street (off Huntington Avenue)

## B.6.3. GROCERY STORES

### *Useful Websites:*

**Shaw's/Star Market:** <http://www.shaws.com>

**Stop & Shop:** <http://www.stopandshop.com>

**Trader Joe's:** <http://www.traderjoes.com>

**Whole Foods:** <http://www.wholefoodsmarket.com>

The grocery store closest to the Simmons campus is the Fenway Shaw's, located at 33 Kilmarnock Street – across the street from the Landmark Center. There's also a Whole Foods at 15 Westland Avenue near the Symphony T stop and a Trader Joe's in Coolidge Corner, Brookline, at 1317 Beacon Street, accessible by the C line.

## B.7. CULTURE & NIGHTLIFE

### *Useful Websites:*

**Boston.com A&E Section:** <http://www.boston.com/ae>

**The Simmons Box Office:** <http://my.simmons.edu/services/box-office/>

There's plenty to do in and around Boston! Museums, movies, theatre, music, hiking, and more. We won't cover it all here, but this should get you started.

The Simmons Box Office sells tickets to events on campus, as well as passes to some museums, sporting events, stamps, T tokens and more – including discounted passes to the Fenway 13 movie theater. Check your e-mail for upcoming events.

Please note that tickets to some events, on- and off-campus, are subsidized by a fee charged to all under graduate students, and therefore are not available to graduate students. Contact the Box Office for details if you have any questions.

### B.7.1. MUSEUMS

**Useful Websites:**

**SearchBoston City Guide:** [http://www.searchboston.com/dir/AE/Museums\\_and\\_Galleries/](http://www.searchboston.com/dir/AE/Museums_and_Galleries/)

There are so many museums in and around Boston that it can be hard to know where to start. In fact, Simmons College is located just minutes from two exceptional museums, The MFA and the Isabella Stewart Gardner Museum.

We've listed a few popular museums below, but there are plenty more in the area, many of which offer student discounts. Don't forget that your local public library may offer passes that provide free or discounted admission to area museums. Beatley library circulates passes to the JFK Museum as well as the Museum of Fine Arts. Check at the circulation desk for details.

**Museum of Fine Arts:** [www.mfa.org](http://www.mfa.org)

Student admission is \$13. Admission is free on Wednesday nights from 4:00 p.m. - 9:45 p.m. Please note that the student and free admission do not include access to special exhibits and some galleries.

**Isabella Stewart Gardner Museum:** [www.gardnermuseum.org](http://www.gardnermuseum.org)

Our neighbor in the Fens, you can get free admission to the Gardner Museum with your student ID or if your first name is Isabella.

**Museum of Fine Arts:** [www.mfa.org](http://www.mfa.org)

**Institute of Contemporary Art:** [www.icaboston.org/Home](http://www.icaboston.org/Home)  
As of this printing, the ICA is currently closed but is slated to re-open in a new location on Boston's waterfront in late 2006-early 2007. Check their website for information on admission.

**Museum of Bad Art:** [www.museumofbadart.org](http://www.museumofbadart.org)

Admission to MOBA is always free – you just have to get there! It's located in the basement of the Dedham Community Theater, about 20 minutes outside of Boston.

**Museum of Science:** [www.mos.org](http://www.mos.org)

**Free Stargazing:** [www.mos.org/doc/1207](http://www.mos.org/doc/1207)

The Museum of Science does not currently offer a student discount. However, at their Gilliland Observatory, the MoS offers free stargazing on Friday nights.

**The MIT Museum:** [web.mit.edu/museum](http://web.mit.edu/museum)

The MIT Museum offers free admission the third Sunday of every month. Otherwise, with your valid Simmons ID, you can get in for just \$2. Additional discounts may also apply to you – visit their webpage for details.

**The Harvard University Museums:** [www.harvard.edu/museums](http://www.harvard.edu/museums)

Harvard operates several museums, including four art museums, a museum of natural history and a museum of archeology and ethnology. For information on discounts, visit their web page and select the museum you're interested in visiting – many offer free admission on a regular basis, as well as student discounts and discounts for Cambridge Public Library card holders.

## B.7.2. THEATER & LIVE SHOWS

*Useful Websites:*

**Boston.com A&E Section:** [http://www.boston.com/ae/theater\\_arts](http://www.boston.com/ae/theater_arts)

**Boston's Weekly Dig:** <http://www.weeklydig.com/>

**Broadway in Boston:** <http://www.broadwayinboston.com/>

Boston is a hub of activity when it comes to theater and live shows. For concert listings, pick up a copy of *The Weekly Dig* or the *Boston Phoenix*, in the free paper boxes scattered around the city. As for music and theater, you can find listings in the free weeklies, as well as the *Boston Globe's* Arts & Entertainment section. Here are a few of the big-name companies in the area:

**Boston Symphony Orchestra:** [www.bso.org](http://www.bso.org)

The BSO allows students to purchase their College Card, which provides one ticket to as many as 15 performances. For details, visit [www.bso.org](http://www.bso.org), select “Boston Symphony Orchestra” at the top, then “College Card” on the left.

**The American Repertory Theatre:** [www.amrep.org](http://www.amrep.org)

The A.R.T. sells a student pass each season. For details, visit their website and select “student pass” at the top.

**The Boston Ballet:** [www.bostonballet.org](http://www.bostonballet.org)

The Boston Ballet sells Student Rush Tickets two hours before each performance (except “The Nutcracker”) at the Wang Center Box Office. See their website for details.

#### COLLEGE AND UNIVERSITY PERFORMANCES

In addition to the many professional companies that live in and tour through Boston, there are also plenty of excellent college troupes and orchestras. You might check out the following, though there are many more:

**The Berklee Performance Center:** [www.berkleebpc.com](http://www.berkleebpc.com)

**The Boston Conservatory:** [www.bostonconservatory.edu/performances/index.html](http://www.bostonconservatory.edu/performances/index.html)

**Boston University's College of Fine Arts:** [www.bu.edu/cfa](http://www.bu.edu/cfa)

**Emerson College's Cutler Majestic Theatre:** [www.maj.org](http://www.maj.org)

## B.7.3. MOVIES

### *Useful Websites:*

**Boston.com Movies:** <http://www.boston.com/ae/movies/>

**Boston Movie Times:** <http://www.bostonmovietimes.com/>

**Independent Film Festival of Boston:** <http://www.iffboston.org/>

From foreign to indie to summer blockbuster, you can catch just about anything you like somewhere in the area. The closest theater to campus is the Fenway 13 at Landmark Center, but don't be afraid to branch out – and don't forget to bring your Simmons ID!

### INDEPENDENT THEATERS

**The Brattle Theater, Cambridge, MA:** [www.brattlefilm.org](http://www.brattlefilm.org)

**The Coolidge Corner Theater, Brookline, MA:**  
[www.coolidge.org](http://www.coolidge.org)

**Kendall Square Cinema, Cambridge, MA:**  
[www.landmarktheatres.com/market/Boston/KendallSquareCinema.htm](http://www.landmarktheatres.com/market/Boston/KendallSquareCinema.htm)

**The Somerville Theatre:** [www.somervilletheatreonline.com](http://www.somervilletheatreonline.com)

**The Capitol Theatre, Arlington, MA:**  
[www.somervilletheatreonline.com](http://www.somervilletheatreonline.com)

**West Newton Cinema:**  
[www.westnewtoncinema.com](http://www.westnewtoncinema.com)

## B.7.4. DANCING

### *Useful Websites:*

**The Avalon:** <http://www.avalonboston.com/>

**Axis:** <http://www.bostonaxis.com/>

**Boston Citysearch:** <http://boston.citysearch.com/>

**Boston's Weekly Dig:** <http://www.weeklydig.com>

**The Milky Way:** <http://www.milkywayjp.com/>

**The Roxy:** <http://www.roxyplex.com/v2roxy/>

If you're looking for a night out dancing, you shouldn't have a hard time finding somewhere. Check out Boston Citysearch, or pick up a copy of *The Improper Bostonian* or *Boston's Weekly Dig*, both of which are free on street corners around the area. Many dance clubs are located near each other on Lansdowne Street in the Fenway or in Chinatown and the Theater District. Plus there are floating clubs, which are clubs that change their venues, such as *The Pill*. Once you are immersed in the scene, these locations are easy to find.

If you happen to be into the ballroom dancing scene, or just in the mood for something different, check out the Tango Society of Boston's "Tango by Moonlight" series on the Weeks pedestrian bridge near Harvard Square in Cambridge. For a schedule, see the events calendar at [www.bostontango.org](http://www.bostontango.org).

## B.7.5. PROFESSIONAL SPORTS

*Useful Website:*

**Boston.com Sports section:** <http://www.boston.com/sports>

Boston is a sports-obsessed town – from the majors to college leagues, you won't have to go far to find a game to attend. Our professional teams include:

**The Bruins – NHL:** [www.bostonbruins.com](http://www.bostonbruins.com)

**The Celtics – NBA:** [www.celtics.com](http://www.celtics.com)

**The Patriots – NFL:** [www.patriots.com](http://www.patriots.com)

**The Red Sox – MLB:** [redsox.mlb.com](http://redsox.mlb.com)

**The Revolution – MLS:** [www.revolutionsoccer.net](http://www.revolutionsoccer.net)

### COLLEGE SPORTS

**Boston.com College Sports section:** [www.boston.com/sports/colleges/](http://www.boston.com/sports/colleges/)

There are some fierce college rivalries in town, most notably when it comes to hockey: local universities and colleges participate in the Beanpot, an annual hockey tournament. Be sure to check out and root for Simmons's athletic teams as well. Varsity schedules can be found at [my.simmons.edu/life/athletics/varsity/index.shtml](http://my.simmons.edu/life/athletics/varsity/index.shtml).

## B.7.6. BILLIARDS & BOWLING

### *Useful Websites:*

#### **Boston Billiard Club:**

<http://www.bostonbilliardclub.com/boston.htm>

**Flat Top Johnny's:** <http://www.flattopjohnnys.com/>

**Jillian's:** <http://www.jillians.com/>

**King's:** <http://www.backbaykings.com/>

**Lanes & Games:** <http://www.lanesgames.com/>

**Milky Way Lounge & Lanes:** <http://www.milkywayjp.com/>

**Sacco's Bowl Haven:** <http://www.saccosbowlhaven.com/>

Jillian's and King's both offer bowling and billiards, and Jillian's also has an arcade floor where you can take on your classmates in air hockey or drag racing. Milky Way Lounge & Lanes combines a bar, restaurant, bowling alley and live music venue all in one small space, making for a great night out. If you're strictly looking for billiards, try Boston Billiard Club and Flat Top Johnny's. And for a trip back in time, check out candlepin bowling at Sacco's in Davis Square, Somerville.

## B.7.7. KARAOKE & SING-A-LONGS

### *Useful Websites:*

**Jacob Wirth's:** <http://www.jacobwirth.com/>

**Jake Ivory's:** <http://www.jakeivorys.com/>

**Limelight Studios:** <http://www.limelightboston.com/>

**Milky Way Lounge & Lanes:** <http://www.milkywayjp.com/>

Limelight is a new venue in Boston that allows you to do karaoke in front of a crowd, or just in front of your friends. The Milky Way has karaoke every Tuesday night – the first and third Tuesday of the month you can sing along with a live backing band. If you prefer to have your singing voice drowned out by a huge crowd, check out Jacob Wirth's every Friday night to see Mel, The Piano Man, a Boston institution. There's also Jake Ivory's, where two dueling piano players take audience requests.

## B.7.8. THE GREAT OUTDOORS

### *Useful Websites:*

**Blue Hills Reservation:** <http://www.mass.gov/dcr/parks/metroboston/blue.htm>

**Boston Ski & Sports Club:** <http://www.bssc.com/index.cfm>

**Department of Conservation and Recreation:** <http://www.mass.gov/dcr/>

**Frog Pond:** [http://www.cityofboston.gov/parks/frogpond\\_winter.asp](http://www.cityofboston.gov/parks/frogpond_winter.asp)

**Walden Pond State Reservation:** <http://www.mass.gov/dcr/parks/northeast/wldn.htm>

Depending on the season, you can wade or ice skate on Frog Pond in Boston Common. The Department of Conservation and Recreation (DCR) also maintains a website with lists of ice skating venues and beaches around Boston. You can also get information about sailing and rowing on the Charles River at this website, as listed above.

If you want to get out of the city for a little bit, Blue Hills Reservation offers hiking. So does Walden Pond, where you can also go for a dip if the weather is warm.

If you want to join a sports league or like to ski and snowboard, you might check out the Boston Ski & Sports Club. They run sporting and social events, and bus trips to area ski resorts in the winter.

## B.8. SHOPPING

### *Useful Websites:*

**Cambridgeside Galleria:** <http://www.cambridgesidegalleria.com/>

**Copley Place:** [http://www.simon.com/find\\_mall/](http://www.simon.com/find_mall/)

(choose “Copley Place” from the “Select a Mall or Center” menu)

**Downtown Crossing:** <http://www.downtowncrossing.org/>

**Faneuil Hall Marketplace:** <http://www.faneuilhallmarketplace.com/>

**IKEA Stoughton:** <http://info.ikea-usa.com/>

**Newbury Street:** <http://www.newbury-st.com/>

**The Shops at Prudential Center:** <http://www.prudentialcenter.com/>

**The Shops at Trilogy:** <http://www.trilogyboston.com/>

You can shop all over town – if you’re looking for a particular store, visit their website and use their store locator to find out where they are. Chances are, they have a location you can get to on the T.

As for department stores, just about all of the major East Coast chains have a store in the area: Neiman Marcus (Copley Place), Saks Fifth Avenue (The Shops at Prudential Center), Macy's (Downtown Crossing), Lord & Taylor (760 Boylston Street), Filene's/Macy's (Cambridgeside Galleria) and Filene's Basement (Downtown Crossing).

Located in the the Simmons neighborhood is the Landmark Center and the newly constructed Shops at Trilogy. Both house a variety of stores.

## B.9. ENTERTAINING OUT-OF-TOWN GUESTS

### *Useful Website:*

**State website for visitors:** <http://www.mass.gov>  
(select the "Visitors" tab at the top of the page)

Massachusetts, and Boston in particular, has plenty to offer for visitors. Listed below are a few highlights to get you started.

(Additional museums and cultural events are listed in section

*B.7. Culture and Nightlife.*)

### **In Boston:**

**Boston Duck Tours:** [www.bostonducktours.com](http://www.bostonducktours.com)

**The Boston Harbor Islands:** [www.bostonislands.org/visithome.html](http://www.bostonislands.org/visithome.html)

**Faneuil Hall:** [www.faneuilhallmarketplace.com](http://www.faneuilhallmarketplace.com)

**The Freedom Trail:** [www.thefreedomtrail.org](http://www.thefreedomtrail.org)

**Frog Pond (wading/ice skating):**

[www.bostoncommonfrogpond.org](http://www.bostoncommonfrogpond.org)

**The New England Aquarium:** [www.neaq.org](http://www.neaq.org)

**Swan Boats:** [www.swanboats.com](http://www.swanboats.com)

### **Outside of Boston:**

**The DeCordova Museum and Sculpture Park:**

[www.decordova.org](http://www.decordova.org)

**Higgins Armory Museum:** [www.higgins.org](http://www.higgins.org)

**The Peabody Essex Museum:** [www.pem.org](http://www.pem.org)

**Plimoth Plantation:** [www.plimoth.org](http://www.plimoth.org)

**Provincetown, Mass.:** [www.provincetown.com](http://www.provincetown.com)

**Salem, Mass.:** [www.salemweb.com](http://www.salemweb.com)

**Old Sturbridge Village:** [www.osv.org](http://www.osv.org)

*The information on these pages is subject to change.*

*Please refer to the related website for the most current information.*

## WE'D LOVE YOUR FEEDBACK

This guide is something totally new to the GSLIS community. We would love to know what you thought of it, how it can be improved, and how it was useful to you. Please take a moment to answer a few short questions and then remove this page and return it to:

Jennifer Doyle  
Director of GSLIS Curriculum &  
Communications  
(Mailbox located in P111)

1. How useful was this guide to you?
2. What do you feel was missing or not properly presented in this guide?
3. Are there any aspects of this guide that you felt were particularly helpful? Please list them here.
4. Was this guide easy or difficult to navigate?
5. Did you go to the guide's companion webpage where the links are organized according to the guide-book's sections? Was this useful to you or not?
6. Any additional feedback is welcome. Please list it on the back of this page.