

SIMMONS COLLEGE
GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
FALL 2009 - NEW STUDENT FAQ's

Q: What is an Advising Statement, and what do I do with it?

A: Every new student is required to meet with his/her faculty advisor or another GSLIS faculty member to complete an Advising Statement. The Advising Statement is an academic planning tool created jointly by the student and his/her faculty advisor to ensure the student will take all program and required classes needed for graduation as well as your career objectives. The Advising Statement is NOT a contract, and can be changed at any time. After the Advising Statement has been filled out and signed by both the student and the faculty advisor, it should be turned in to the Student Services Center where it will be kept in your student file as requested for accreditation.

Q: What is an Honor Code, and where do I sign it?

A: Each student must sign an Honor Code, saying that he or she has read the GSLIS Honor System Policy and agrees to abide by it. To view the Honor Code in its entirety, please go to: <http://www.simmons.edu/gslis/resources/honor.php>. If you do not sign this Honor Code during your advising appointment with your faculty advisor, you may come to Student Services Center to sign your Honor Code.

Q: What is the TOR, and where do I go if I need help?

A: The Technology Orientation Requirement, (TOR), is a series of readings, short quizzes and hands-on activities that introduces new GSLIS students to the technology and resources at Simmons GSLIS. It ensures that new students are prepared to use the technology required for their LIS courses. The TOR consists of three (3) parts. Parts 1, 2 are due Monday, September 28th; Part 3 is due Monday October 19th. For more information on the TOR, please go to: <http://gslis.simmons.edu/tor/>

If a student is having difficulties completing the TOR, he/she can go to the Tech Lab located at P-213 and ask Tech-Lab staff for assistance.

Q: My student folder - what is it and where can I expect to find in it?

A: Each student has a folder with his/her name on it which can be found in the file cabinets in the Student Lounge, P-212-G. Here professors will return to you coursework materials, i.e., papers, projects, notebooks, etc. Professors will usually alert students that they are leaving items in the student folders; however, it is still a good idea to check your folder every week or so!

Q: Where is the bookstore?

A: The bookstore is where you can purchase textbooks, although it offers more and is a great resource for many student needs. The bookstore is located on the basement- level of the Main College Building

Q: Where do I get my Simmons ID?

A: Students may obtain their Simmons IDs from Card Services, in E-007 which is located in the East wing of the basement-level of the Main College Building (MCB).

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Q: What about parking? and Where can I get my T- Pass ?

A: Information about student parking can be found on-line at:
<http://my.simmons.edu/services/business/parking/student-parking.shtml>.

If you have purchased a T-Pass, you can pick it up at Student Financial Service in W-207, which is located in the West wing on the 2nd floor of the Main College Building (MCB).

Q: Where should I go if I have questions about health insurance?

A: For on-line information, go to: <http://www.simmons.edu/financialaid/accounts/insurance.php>
For in-person assistance, you can go to the Student Financial Services in W-207, which is located in the West wing on the 2nd floor of the Main College Building (MCB).

Q: How do I add or drop classes?

A: Students can add or drop classes on AARC by going to: <http://aarc.simmons.edu>. If you should have trouble adding or dropping a class on AARC, please contact gslisreg@simmons.edu and we will be happy to help you. Information on Simmons' refund policy can be found at: <http://www.simmons.edu/financialaid/accounts/refunds.php>

Q: I was unable to attend Advising Day. What did I miss?

A: Students can listen to the podcast of the Spring'09 Advising Day, which is essentially the same information presented during the morning session of the Fall 2009 Advising Day held in July 2009. The podcast is in three (3) parts and can be found at the following links:

Topic - Introduction

<http://gslis.simmons.edu/podcasts/index.php?id=94>

Topic - Registration & Student Organizations

<http://gslis.simmons.edu/podcasts/index.php?id=95>

Topic - Course Offerings

<http://gslis.simmons.edu/podcasts/index.php?id=96>

Q: I'm still feeling lost and need help!

A: General "New Student" information can be found on-line by going to:
<http://www.simmons.edu/gslis/resources/index.php>.

Also, the Student Services Center is here to help you! We're located on the 2nd floor of the Palace Road Building, P-212. Our hours are:

Monday – Thursday 9:00 a.m. - 6:00 p.m.

Friday 9:00 a.m. - 4:00 p.m.

Saturday 9:00 a.m. - 1:00 p.m.

Our phone # is: 617-521-2814

And you can email us anytime: gslisHELP@simmons.edu