
ADMINISTRATIVE INFORMATION

The following information is intended to give students a basic overview of the administrative operations of the Graduate Program, the School of Law and the University. Students should check both the Morin Center home page (www.bu.edu/law/banking) and relevant portions of the BU Law website (www.bu.edu/law) for up-to-date information throughout the school year.

General Information and Student Services

1. **The Morin Center for Banking and Financial Law**, room 1524, 617/353-3023, 1-888/285-7003 (in U.S.) fax: 617/353-2444, email: banklaw@bu.edu. The Morin Center administrative office is open during the academic year from 9:00 a.m. to 6:30 p.m., Monday through Thursday, and from 9:00 a.m. to 5:00 p.m. on Fridays. During the summer months and other times when classes are not in session, the office closes at 5:00 p.m.
2. **Building Hours.** The Law Tower is open during the academic year from 7:00 a.m. to 12:00 p.m., Monday through Sunday.
3. **Class Cancellations.** If an instructor should cancel a class for illness or personal reasons, the Morin Center will send an email notice to students in the class. During inclement weather the University's central administration will make the decision to cancel classes campus-wide by 6:00 a.m. Information is broadcast by Boston radio stations WBZ (1030 AM), WEEI (590 AM), WHDH (850 AM) and WBUR (90.9 FM). This information is also available by calling 617/353-SNOW (7669) at Boston University. If the University is closed due to the weather, the Morin Center will also be closed.
4. **Career Development Office**, room 1374, 617/353-3141, email: lawcdo@bu.edu, <http://www.bu.edu/law/prospective/careers/index.html>. The Career Development Office (CDO) is staffed by experienced career counselors, including a specialized LL.M. manager. Hands-on workshops instruct students on resume writing, interviewing skills, networking and targeted mailings. Counseling sessions provide students with individualized advice, while mock interviews hone important interview skills. Counseling geared to students who are considering a career in public sector is also a strong component of the CDO. The CDO has an extensive collection of career-related books, job newsletters, binders and periodicals in its office and adjoining Resource Room and publishes an annotated bibliography describing available resources. All of the CDO publications and other services are accessible on the School of Law's web site including numerous links to online job searching sites. The CDO offers web-based interview scheduling capability and on-line job listings through OCI+ (a product of eAttorney.com).
5. **Computers.** BU Law's Office of Computers Systems (OCS) provides computing support to faculty, staff, students and guests. The staff oversees diverse activities ranging from support and administration of computer labs and their related peripherals (printers and scanners) to designing, configuring and delivering secure Ethernet and wireless networks. They provide personalized consulting and support, and manage all aspects of the building's networking framework.
 - a. **Labs.** There are four computer labs available for student use in the School of Law. Three

- are located on the third floor, and the fourth is on the second floor in the Law Library. There are approximately 80 Pentium-based computers served by multiple laser printers. These computers have Office XP and Internet access, which includes access to Lexis and Westlaw, and email. A lab supervisor is available at all times to answer questions and attend to any problems. The computer lab hours are Monday - Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 5:00 p.m., Saturday 12:00 p.m. to 5:00 p.m., and Sunday 12:00 p.m. to 6:00 p.m. These hours vary during holidays, but any changes are posted in the computer lab. There is no eating or drinking in the computer lab.
- b. **Wireless Access.** Wireless network access is available on most floors of the Law building. It is also available in the law annex, the first floor patio, and the outside ground floor entrance area.
6. **Copying Services, FedEx Kinko's**, 617-358-2679, <https://psg.kinkos.com/bu>. FedEx Kinko's is the main copying facility for the University. Located at 115 Cummington Street, their hours of operation during the school year are Monday through Friday, 8:00 a.m. to 9:00 p.m. In addition to FedEx Kinko's full-service color and black & white copying service, the following options are available:
- Course packets - faculty often issue supplemental course materials (i.e. cases, journal articles) that are sold at FedEx Kinko's.
 - Color and black & white do-it-yourself express copiers offering the same quality as the full-service copiers.
 - Full-size copies of architectural and engineering designs, plus other oversize prints and reproductions.
 - Black & white and color enlargements of photos, artwork, company logos and more up to 8 ½" x 11" or 11" x 17". Poster-size enlargements, banners and signs also are available.
7. **Email and ACS Accounts.** Members of the Boston University community are entitled to a free Internet account through the University's Academic Computing Services (ACS). ACS accounts provide students with a BU login name and a Kerberos password. With this BU login name and Kerberos password, students can access email, Student Link, online course materials (required for many courses), and numerous other computer resources. To establish a BU login name and Kerberos password, go to the on-line ACS application form available at: <http://www.bu.edu/computing/accounts/intro.html>. You can also go to the Office of Information Technology (111 Cummington Street) with your current BU ID where there are several terminals dedicated to process new accounts. In either event, whether you complete the online registration form or use the dedicated terminals, you will need to present your BU ID at the Office of Information Technology to finalize your ACS account application. **All students in the Graduate Program in Banking and Financial Law must have a BU email account.**
8. **Financial Aid**, room 1320, 617/353-3160. The Law Financial Aid Office offers extensive loan and debt management counseling, reviews loan policies and procedures, coordinates and tracks the states of federal and private loans that the Boston University Office of Financial Assistance processes, and helps resolve problems with students' accounts.
9. **Law Library**, second and third floors, and law library annex, 617/353-3151. The Pappas Law Library provides law students with extensive research and computer facilities, resources,

training, and services to support their law school coursework and legal training. Librarians provide tours and orientations, teach legal research classes and refreshers, provide daily reference and research assistance, interlibrary loan, circulation and reserve services, and prepare research guides and a library newsletter in print and on the library's web site.

The Law Library's resources include federal and state primary materials, all significant legal periodicals, and a major collection of treatises. Library computer labs are located in the Pappas reading room and on the third floor in rooms 316, 334 and 384. Students may access the Internet, Lexis-Nexis, Westlaw, various web subscriptions, CD-ROM titles, and interactive educational materials from the Center for Computer Aided Legal Instruction (CALI). Word processing is available only on the third floor. Printing and copying facilities are available on all library floors. A wireless network allows laptop usage throughout Pappas Library, the annex, and on most floors in the Law Tower. The law library staff offices, collections, study areas and group discussion rooms are housed in both the law school tower and in the lower level of Mugar Library adjacent to the School of Law. For the convenience of students who wish to study at the Law School, certain areas in the Law Tower and Pappas Law Library have been designated as Quiet Areas. These areas are designated by signs, and are located on the first, second, and third floors of the Pappas Law Library and in the Law Library Annex. Please refrain from talking in these areas.

10. **Lockers.** Lockers for storage of books, jackets, etc. are located in the basement of the Law School. Students may sign up for lockers at the Morin Center.

11. **Lounges.** The Charles C. Craig Graduate Student Lounge is located in room 1540 and is primarily for the use of BU's LL.M. students. Mail files for students in the Graduate Banking and Financial Law Program and the Graduate Tax Program are in the lounge.
In addition to the Graduate Student Lounge, there are a number of student lounges throughout the Law School: Ring Lounge (Ground Floor), and Garo and Upton Lounges (First Floor). There are comfortable seating and tables in these lounges, along with vending machines, a microwave, and a refrigerator. J.D. mail files and American Law LL.M. mail files are located in Upton Lounge. The Garo Lounge houses the School of Law Café, serving bagels, muffins, salads, sandwiches, soup, snacks, coffee, and other beverages. The café is open during the school year, Monday through Friday, 8:00 a.m. to 3:30 p.m. Other student lounges are located on the second and twelfth floors.

12. **News and Announcements**
 - a. **Mail.** Mail files and LL.M. students in the Graduate Banking and Financial Law Program are located in the Graduate Student Lounge (room 1540).

 - b. **Web Calendar and News.** As of August 1, 2006, BU Law's new website is near completion. Students will be able to access an online calendar and news page from the "Student Central" portion of the site for information regarding the Graduate Program and the School of Law.

13. **Proper Attire.** Since the Program is a post-graduate professional course for lawyers and law graduates, we recommend that students come to class in business casual attire.

14. **Smoking Policy.** The Law School is a smoke-free facility. Smoking is prohibited in the Law School, Law Auditorium, Law Library, and Annex.

15. **Student Accounting Services**, 881 Commonwealth Avenue, lower level, 617/353-2264, <http://www.bu.edu/comp/saweb/>. Student Accounting Services handles billing for tuition, residence charges, and other applicable fees. Questions regarding your student account should be directed to this office. Check their web site for information regarding payments, medical insurance, wire transfer and other important information.
- a. **Unsettled Student Account Policy.** It is expected that students at Boston University will settle their student accounts in a timely fashion each semester. Payment/settlement is defined as full payment of current semester charges, plus any previous balance, by check and/or credit card(s) and/or documentation of loans, scholarships, grants and outside awards.
- University Policy requires that payment/settlement occur no later than two weeks prior to the start of classes each semester, except for new graduate students. After that date, a late fee is assessed at the time of payment/settlement. Any student experiencing difficulty in settling a student account must meet immediately with the Student Accounting Services, Customer Services Department (881 Commonwealth Avenue, 617/353-2264) to make arrangements to pay/settle his/her account.
- The following actions will take effect for any Law Students failing to complete payment/settlement of his/her student account in a timely manner:
- i. Examination grade will not be recorded or given to student in any course taken that semester.
 - ii. Student cannot select classes for the following semester.
 - iii. Student cannot get loans processed or certified for the following semester.
 - iv. Student will not be issued transcripts or verification of enrollment.
 - v. Financial Aid awards, including student loans and student employment/work study, will be canceled.
 - vi. Access to University facilities will be denied.
 - vii. Student cannot participate in graduation.
 - viii. Student cannot be certified for the bar.
16. **Student Link.** The Student Link (www.bu.edu/link) is an online resource available to all Boston University students. The requirement for access is a BU login name and Kerberos password. The web site contains useful information for incoming and continuing students including academic information, on-campus job listings, and financial aid information. The Link allows enrolled students to obtain their personal records at BU, including schedules and student account information. Students can update their addresses using the Link. Note: not all functions of the Link are applicable to law students.
17. **Taping Policy.** Please note that classroom proceedings for a course or seminar may be recorded by the School of Law's Audiovisual Department for certain purposes including, but not limited to, accommodation of student illness, disability or religious holidays. Under the Academic Regulations of the School of Law, any other use of recording devices in the classroom is prohibited except with the instructor's express permission.
18. **Transcripts.** Law School transcript requests are processed by the Registrar's Office at the Law School (Room 444) for all students whose financial accounts are paid in full. Requests for transcripts may be made either in writing or in person (telephone requests for transcripts

cannot be accepted) and will be processed within two working days. Student-issued transcripts are available at no charge. Transcripts sent to a third party cost \$3.00 per transcript.

19. **University Identification Numbers and Cards.** All Boston University students are assigned a nine-character, computer-generated I.D. number. This University I.D. number or 'U' number will be used for all University records including registration, class adjustments, and access to the Terrier Phone. Terrier Cards, Boston University I.D. Cards, for new students are issued at the start of each semester. Photo identification must be presented to receive a new card. Valid identification includes a driver's license, state identification card or passport. The Terrier Card is valid for on-campus identification only. New Charles River campus students who reside off-campus may obtain their Terrier Card from the Terrier Card Office, 775 Commonwealth Avenue, lower level.

University Resources

1. **Bookstore.** (<http://www.bkstore.com/bu>) Barnes and Noble at B.U. is the University bookstore, located on five floors at 660 Beacon Street in Kenmore Square. Law textbooks are sold on the fifth floor. Barnes and Noble is open from 9:00 a.m. to 9:00 p.m., Monday through Friday, 10:00 a.m. to 6:00 p.m., Saturdays and 12:00 p.m. through 6:00 p.m. on Sundays.

2. **Computing Facilities.**

- a. **Office of Information Technology**, 111 Cummington Street, 617/353-2780, <http://www.bu.edu/it>, email: it@bu.edu. The Office of Information Technology provides a variety of computing and communications resources in support of coursework, instruction, and research, including ACS (Academic Computing System), a shared-access UNIX cluster, a general-purpose computing lab equipped with PC workstations and laser printers, a high-speed Campus Network interconnecting these resources and linking them to the Internet; direct network access in many residence rooms; and personal computing labs in many residence halls. At the beginning of each semester, IT offers free, hands-on tutorials in many computing topics and systems. More information and a schedule are at www.bu.edu/computing/tutorials.

Students, faculty and staff have free access to a variety of email services through ACS. Consultants are available to answer your questions at the Consulting Services Help Desk, adjacent to the PC lab in the basement of 111 Cummington Street. (617/353-2784, help@acs.bu.edu, www.bu.edu/cc). Specialized resources for scientific computing and visualization are also available (<http://www.bu.edu/scv>).

The Office of Information Technology is located at 111 Cummington Street, behind the Warren Towers complex at 700 Commonwealth Avenue. Information Technology's main office is open Monday - Friday from 9:00 a.m. to 5:00 p.m. The general-purpose PC lab is open seven days a week and offers extensive hours during the fall and spring semesters; summer, intersession, and holiday hours may vary. To open an email account, go to the I/O window in the basement computer lab. Be sure to bring a current Boston University ID. **All LL.M. Banking and Financial Law students MUST have a BU email account.**

- b. **Personal Computing Support Center**, 100 Cummington Street, 617/353-7272, <http://www.bu.edu/pcsc>. The Office of Information Technology's Personal Computing

Support Center (PCSC) provides help and training for Windows-based and Macintosh personal computers. Technical support, file conversion, virus removal, self-paced training, scanning, and other services are available at the PCSC's main location, room MCS B19. Hands-on tutorials on a variety of subjects are offered across the street at the PCSC classroom, 100 Cummington Street. The PCSC is open Monday-Friday from 9:00 a.m. to 5:00 p.m., with extended evening hours during the fall and spring semesters.

3. **Counseling Services.** The Counseling Center, Boston University King Center, 19 Deerfield Street, 2nd floor, 617/353-3540, <http://www.bu.edu/counseling>. The Counseling Center has psychologists with training and expertise on many concerns that students face. Concerns may be personal, interpersonal or career-related. Both individual and group/support counseling are offered. Counseling is also available for couples. The services are confidential in accordance with Massachusetts regulations. The initial visit is free of charge. Fees are assessed once a regular course of counseling begins. Rates are significantly lower than typically found in the greater Boston area, with further allowances made for students with financial hardship.
4. **Disability Services.** Boston University Office of Disability Services, 19 Deerfield Street, 2nd floor, 617/353-3658 (Voice/TTY), <http://www.bu.edu/disability>. Students seeking academic or other accommodations due to a permanent or temporary disability should contact the Office of Disability Services. Students must provide documentation regarding their disability to that office, and such documentation must comply with University guidelines, which may be obtained from Disability Services. Disability Services will review your medical documentation and may recommend academic accommodations to the Graduate Program in Banking and Financial Law on the basis of that documentation. The recommendations of Disability Services must be reviewed and approved by the Morin Center. Please note that Disability Services may require as much as two weeks to complete its review, and that the School of Law cannot provide academic accommodations on the basis of a disability unless Disability Services has recommended accommodations. Thus, students should start this process as early as possible. If you are requesting additional time in which to complete examinations, you need to begin this process at the beginning of the semester – do not wait until the exam period to address this issue.
5. **Family Services.**
 - a. **Office of Family Resources**, 985 Commonwealth Avenue, 617/353-5954.
<http://www.bu.edu/family/>.
The Office of Family Resources offers a number of services to members of the Boston University community including a free referral service and resource materials for parents seeking child care. It offers a child care service listing of Boston University students (with previous child care experience) available for baby-sitting on a short-term basis. It conducts school vacation programs for children in kindergarten through grade 5. Students can use the office's resource library for families with information on child care and eldercare issues, support groups, and other related services.
 - b. **Children's Center**, 32 Harry Agganis Way, 617/353-3413.
The Children's Center provides a full-time childcare program for children ages two through five.
This service is available to members of the Boston University Community, and the Center is open from 8:00 a.m. to 6:00 p.m. For information regarding programs, charges,

the application process, and eligibility, call the Center.

6. **Health Services.** Student Health Services, 881 Commonwealth Avenue, 617/353-3575, <http://www.bu.edu/shs>

Student Health Services consists of a walk-in medical clinic, a mental health clinic by appointment or on an emergency basis, an infirmary, and a crisis intervention counselor. All full-time students are eligible to use Student Health Services regardless of their insurance choice. Students who participate in at least 75% of the full-time curriculum are eligible if they do not reject the insurance offered by the University. Within Student Health Services are:

 - a. **Walk-in Medical Clinic**, 617/353-3575. Four full-time physicians are available to provide general medical care. They are assisted by a small part-time staff of physicians. In addition, there are three full-time nurse practitioners that provide regular nurse practitioner care and family planning classes. When needed, referrals are made to specialists outside the clinic. NOTE: Students are financially responsible for all services received outside of the Student Health Services: i.e., the student must either pay for the service or file an insurance claim form and then pay any unpaid charges not covered by insurance.
 - b. **Crisis Intervention Counselor**, 617/353-3569. The Mental Health Services staff includes a licensed independent clinical social worker who serves as the crisis intervention counselor.
 - c. **Mental Health Clinic** (academic year only), 617/353-3569. A board-certified psychiatrist directs a staff of psychiatrists and psychologists who provide short-term mental health services by appointment or for emergencies. These services are confidential.
 - d. **Infirmary** (academic year only), 617/353-3578. An 11-bed infirmary is available during the academic year for students who have illness of moderate severity. The infirmary nursing staff provides care 24 hours a day. If hospitalization is indicated, the patient is transferred to a nearby hospital. NOTE: Students are financially responsible for all services received outside of the Student Health Services: i.e., the student must either pay for the service or file an insurance claim form and then pay any unpaid charges not covered by insurance.
7. **Housing.** Boston University Office of Housing is unable to offer any graduate on-campus housing. You may wish to contact the Office of Rental Property Management or the Office of Off-Campus Services for information on off-campus housing.
 - a. **The Orientation and Off-Campus Services Office**, George Sherman Union, 775 Commonwealth Avenue, 617/353-3555, <http://www.bu.edu/orientation/och/>. The Orientation and Off-Campus Services Office maintains a listing of local, off-campus housing. The list may be reviewed during regular business hours. To have access to the listings, students must present a valid I.D. or other proof of affiliation with the University. If you have an account through Boston University that can access email and the Internet (and you have a BU login name and kerberos password), you can access off-campus listings for this office by going to the following web site: <http://www.bu.edu/studentlink>. Once at that site, click on Food and Shelter, then Off-Campus Housing. Follow the rest of the instructions.
 - b. **Boston University Office of Rental Property Management**, 19 Deerfield Street, 617/353-4101, <http://www.bu.edu/orpm/>. The Office of Rental Property Management

handles rentals of University-owned apartments.

- c. **Roommate List.** The School of Law Admissions Office (room 1324, 617/353-3100) maintains a law student roommate list for incoming law students seeking a roommate or for law students looking for another student in need of a roommate. For further information, contact the Admissions Office.

8. **International Students and Scholars Office**, 19 Deerfield Street, 2nd floor, 617/353-3565, <http://www.bu.edu/isso>.

The International Students and Scholars Office (ISSO) provides a broad range of services to international students, professors, research scholars, visitors, and their families. It issues visa and immigration documents to make possible study or employment at Boston University. In addition, the office provides advising and support services to help international students and scholars to adjust to life on campus and in the community, and to maximize their opportunities while at Boston University. All international students must register with this office before beginning Law School studies.

9. **Parking Services**, George Sherman Union (2nd floor), 775 Commonwealth Avenue, 617/353-2160, <http://www.bu.edu/parking>. Parking spaces at Boston University are extremely limited. Students may park in Boston University parking lots only if they have a currently valid parking decal. To purchase a decal, students must submit a completed application, car registration and a currently valid I.D. card to Parking Services. In lieu of an I.D. card, Parking Services will accept an official receipt of tuition payment. Semester "T" passes can be purchased from the Office of Parking Services.

10. **Physical Education, Recreation and Dance (PERD)**, 300 Babcock Street, 617/353-2748, <http://www.bu.edu/perd>. Full-time students may take up to 18 credits in Boston University.

Many students take advantage of the physical education opportunities at the University.

- a. **Physical Education Classes.** Students may take physical education classes to balance their academic courseload and to make use of all eighteen available credits. There are over one hundred 0.5–2.0 credit courses to choose from. Check the PERD web site for more information.
- b. **FLEXD.** The FLEXD (Fitness, Lifestyle, Exercise, and Dance) Program provides low-cost, noncredit recreation classes for students, faculty, staff, and alumni. Classes are offered around academic and work schedules in the early-morning, noontime, and evening hours, and on weekends. Course length varies from a one-time meeting to several times a week for a full semester.
- c. **Summer Term Recreation Classes.** Summer Term Recreation Classes at Boston University are one of the city's best-kept fitness secrets. A full range of classes—Rowing, Swimming, Dance, Sailing, Tennis, Kayaking, Conditioning, and more—are offered to the University community and the general public. Most summer term recreation classes are held for five weeks, starting one week after summer term academic classes begin.
- d. **Family Recreation Program.** During the academic year, Saturday-morning classes are offered for Boston University faculty, staff, students, alumni, and their children, ages four to sixteen. Instruction in swimming, skating, sports, and dance is available for the children while parents can get a workout, too!

11. **Recreational Facilities.**

- a. **Fitness and Recreation Center**, 915 Commonwealth Avenue, 617/353-2748, email: fitrec@bu.edu, <http://www.bu.edu/fitrec>. A part of the Agganis Arena and Student Village complex, Boston University's Fitness and Recreation provides approximately 270,000 square feet of space, supporting physical education, non-credit courses, intramurals, club sports, student organizations and much more. The state-of-the-art fitness and recreation center contains and 18,000 square foot weight and cardio room, two separate swimming pools, 2 multiuse gymnasiums with seven courts, an elevated 1/8 mile jogging track overlooking several activity areas, racquetball and squash courts, several multi-purpose activity and classrooms for dance, group exercise classes, martial arts, club and intramural meetings and health and wellness classes, and a thirty-five foot climbing wall. Access to the Center is free for all full-time students; part-time students may join the Center for monthly payments of \$16.95 or an up front payment of \$164 for a one-year membership.
- b. **Track and Tennis Center**, 100 Ashford Street, 617/353-4141. The Track and Tennis Center (TTC) contains a banked six-lane 200 meter indoor track, an exterior flat jogging lane, a throwing area, 4 tennis or basketball courts, golf range (for class only), aerobics space, and locker rooms.
- c. **Agganis Arena**, 935 Commonwealth Avenue, 617, 358-7000, www.agganisarena.com. Agganis Arena is part of the John Hancock Student Village, home of Terrier men's hockey, and plays host to various men's and women's basketball games. In addition to B.U. sports team action, the Agganis Arena hosts B.U. events, concerts, family shows, sporting events, trade shows and conferences throughout the year.

12. Safety.

- a. **The Boston University Police Department**, 32 Harry Agganis Way, emergencies only: 617/353-3121, all other business: 617/353-2110. The BU Police Department is the primary law enforcement agency for the University. All officers are academy-trained and armed, and enforce state law. Police patrol 24 hours a day, and respond to, investigate, and prosecute all crimes occurring within their jurisdiction. The department operates with a community policing philosophy emphasizing both prevention and proactive enforcement in cooperation with the community.
- b. **Escort Security Service**, George Sherman Union, first floor, 775 Commonwealth Avenue, 617/353-4877. The Boston University Escort Security Service provides an escort (either van transportation or a pair of escorts to walk with you) for Boston University students, faculty and staff to all destinations on campus. The service is coordinated through the Boston University Office of the Vice President and Dean of Students. All B.U. escorts carry identification cards and communication radios. Escorts are available during the academic year, Sunday through Thursday evenings from 8:00 p.m. until 2:00 a.m., Friday and Saturday evenings from 8:00 p.m. until 3:00 a.m. During the summer, the service operates Sunday through Thursday only, from 8:00 p.m. until 12:00 midnight. A student may obtain an escort by calling 617/353-4877, or by requesting an escort at the University Information Services desk on the first floor of the George Sherman Union.
- c. **Reporting Emergencies and Crimes**. Boston University encourages the prompt and accurate reporting of all criminal incidents, safety-related emergencies, and suspicious circumstances on university property to the B.U. Police Department.
 - i. **Police Services**: Call the B.U. Police at 617/353-3121 and tell the dispatcher the

location and nature of the emergency. Stay on the line to provide additional requested information. If off-campus, dial the local police at 911.

- ii. **Emergency Telephone System:** Known as the “blue light” phones, there are currently five emergency telephones located inside or near the School of Law. In the event of an emergency, press the red button and you will be directly connected to the B.U. Police Department.
 - iii. **Medical Emergencies:** Call the B.U. Police at 617/353-3121 and tell the dispatcher the location and the nature of the emergency and to call an ambulance. If off-campus, dial the local police at 911.
 - iv. **Fire Safety:** Call the B.U. police at 617/353-3121; give the location and extent of the fire; pull the nearest fire alarm. Leave the building calmly, by following the EXIT signs to fire exits. **DO NOT** use the elevators. If off-campus, dial the local fire department at 911.
 - v. **Bomb Threats in a University Building:** Do not touch or move any suspicious packages or objects; dial 617/353-3121. State information as accurately as possible and particularly, the reported location of the object, or of location threatened. If you are told to leave the building, do so calmly.
- d. **RAD Classes (Rape Aggression Defense).** The RAD program is a twelve-hour self defense program for women only. This program is offered in the evenings through four three-hour classes. For information visit the BUPD or Wellness Center web sites at : <http://www.bu.edu/police/rad/index.html> or <http://www.bu.edu/wellness/rad.html>.

13. **Veterans Benefits.** Office of Veterans Affairs and Dependent Benefits, 881 Commonwealth Avenue, second floor, 617/353-3678. If you think you are eligible for veterans’ educational benefits or would like more information about VA rules and veterans’ programs, contact the Boston University Office of Veterans Affairs.

14. **Wellness Center,** Office of the Vice President and Dean of Students, 775 Commonwealth Avenue, Room B-01, 617/353-3698, <http://www.bu.edu/wellness>, wellness@bu.edu. A division of the Vice President and Dean of Students, the Wellness Center’s mission is to educate members of the Boston University community on different aspects of health and wellness. Their model is prevention through education. Education is imparted by way of workshops/presentations, the PEN (Peer Education Network) Players, and written materials. The Wellness Center also sponsors fun and informative events for the University community. Students faculty and staff may consult with the Wellness Center staff to discuss any wellness concerns.

