



School of Hospitality Administration

STUDENT HANDBOOK & REGISTRATION GUIDE

SCHOOL OF HOSPITALITY ADMINISTRATION

617 – 353 - 3261

E-MAIL: *busha@bu.edu*

WEB SITE: www.bu.edu/hospitality

TABLE OF CONTENTS

QUICK INFO	3
SHA FACULTY and STAFF	
SHA FACULTY AND STAFF DIRECTORY	5
ACADEMIC PROGRAM INFORMATION	
HOSPITALITY ADMINISTRATION CURRICULUM.....	7-8
HOSPITALITY COMMUNICATION CURRICULUM.....	9-10
SATISFYING DISTRIBUTIONAL REQUIREMENTS.....	11
BOSTON UNIVERSITY DUAL DEGREE PROGRAM.....	12
WORK AND INTERNATIONAL EXPERIENCES.....	13
CAREER SERVICES OVERVIEW.....	14
ACADEMIC POLICIES	
ACADEMIC COURSE LOAD.....	16
ACADEMIC STATUS.....	16
EXTERNAL CREDIT.....	17
OTHER ACADEMIC POLICIES.....	18-19
GRADUATION CANDIDACY REQUIREMENTS.....	20
ACADEMIC ADVISING & RESOURCES	
ACADEMIC ADVISING.....	22
ACADEMIC RESOURCES.....	23
REGISTRATION	
REGISTRATION PROCESS	25
REGISTRATION ABBREVIATIONS.....	26
GLOSSARY	28-33
SHA STUDENT ORGANIZATIONS	34

QUICK INFO

ADDRESS/LOCATION: 928 Commonwealth Avenue. Classrooms are located on the second floor of the building. Most of your hospitality courses will be in this building, or in an academic building close by. Faculty and staff offices are located on the third floor.

FACULTY OFFICE HOURS: Every faculty member hosts scheduled office hours throughout the week during the semester, typically in their office. Should you have questions or concerns regarding course work you should attend office hours.

DIRECTOR OF STUDENT SERVICES: The Director of Student Services is the professional academic advisor for the undergraduate student population at the School of Hospitality. Should you have any questions or concerns regarding course selection/registration, degree requirements, major or minor offerings, or study abroad opportunities, you should consult with the Director of Student Services. The Director of Student Services office is located on the first floor in Room 104 in the SHA building. You may make an appointment (at least 18 hours in advance) through Handshake.

JOB POSTINGS AND NEWSWORTHY HOSPITALITY EVENTS are posted on the bulletin board on the second floor of the SHA building. The bulletin boards are also used by the Marriot Career Services office to post deadlines and procedures. Students will also create an account with BU Handshake (job/career platform for seeking placement opportunities).

INNSIDE SCOOP: A weekly electronic newsletter sent to current hospitality students with important information regarding academic information and dates and deadlines, school-wide events, etc. Please make sure to check your email for your weekly copy of Inside Scoop!

SOCIAL MEDIA:



www.facebook.com/buhospitality



@BUHospitality



Boston University School of Hospitality Administration



@buschoolofhospitality

SHA Faculty and Staff

SHA FACULTY AND STAFF DIRECTORY

Academic Advising

Director of Student Services – Room 104

The Director of Student can answer academic questions regarding course selection/registration, degree requirements, major or minor offerings, study abroad opportunities, and transfer credits. It is important that you check in with the DSS at least once a semester (either in person or via email) to ensure you are on track and will graduate on time.

Career Services

Director of Career Services & External Relations – Room 102

The Director of Career Services oversees the internship and career advising for the School. He/she brings companies to campus for recruitment and works with SHA students to guide them in the process of finding internships as well as full-time career positions upon graduation. He/she is available for resume and cover letter reviews, assistance with internship/job searches, and general career related advice. You should speak with Director of Career Services regarding your plans to fulfill your two 400-hour work experiences and international experience.

All faculty offices are located on the third floor. Please feel free to visit the Dean's Suite with questions or to make an appointment with a faculty member.

Full-Time Faculty

Apostolos Ampountolas, *Assistant Professor of Hospitality Finance and Revenue Management*
aampount@bu.edu

Suzanne Bagnera, *Clinical Assistant Professor & Undergraduate Program Coordinator*
sbagnera@bu.edu

Michael Kwag, *Professor of the Practice*
mkwag@bu.edu

Leora Lanz, *Lecturer, Graduate Program Chairman*
lhlanz@bu.edu

Makarand Mody, *Assistant Professor of Hospitality Marketing*
mmody@bu.edu

Christopher Muller, *Professor of the Practice*
cmuller@bu.edu

Taylor Peyton, *Assistant Professor*

Michael Oshins, *Associate Professor of the Practice*
moshins@bu.edu

Academic Program Information

The Boston University School of Hospitality Administration Curriculum

As a candidate for Bachelor of Science degree in Hospitality Administration students must earn 128 credits in general education courses (BU Hub), foundational courses, hospitality specialization courses, hospitality elective courses, and elective courses. In addition, you must complete 800 hours of work experience in the hospitality industry and an international experience.

1: BU Hub – General Education Requirements

All students entering as freshmen in Fall 2018 and after will pursue coursework in the BU Hub, a general education program that is integrated into the entire undergraduate experience. BU Hub requirements are flexible and can be satisfied in many different ways, through coursework in and beyond the major and, in some cases, through co-curricular activities. Students majoring in Hospitality Administration will, through coursework in the major, satisfy some BU Hub requirements in Philosophical, Aesthetic, and Historical Interpretation; Scientific and Social Inquiry; Quantitative Reasoning; Diversity, Civic Engagement, and Global Citizenship; Communication; and the Intellectual Toolkit. Remaining BU Hub requirements will be satisfied by selecting from a wide range of available courses outside the major or, in some cases, co-curricular experiences.

2: Foundational Requirements

The foundational requirements consist of 8 courses (32 credits). Included in this category are courses in the areas of: writing composition and research, mathematics, micro and macroeconomics, and second language. Most of these courses are completed through the College of Arts and Sciences. Many of these courses fulfill Hub requirements. If you are planning to study abroad, you should check to see if the program you are interested in has a language requirement and plan to complete the required number of semesters before you plan to go.

3: Hospitality Specialization Requirements

Specialization courses focus on developing specific industry knowledge. They consist of fourteen courses (48 credits). ***Students are required to complete HF 100: Introduction to the Hospitality Industry in the first semester and before completing any other hospitality coursework.***

- SHA HF 100 Introduction to Hospitality Industry
- SHA HF 120 Principles of Food Production Management (2 credits)
- SHA HF 210 Financial Accounting for the Hospitality Industry
- SHA HF 220 Food & Beverage Management
- SHA HF 231 Human Resources Management for the Hospitality Industry
- SHA HF 250 Hospitality Law (2 credits)
- SHA HF 260 Hospitality Marketing Principles 1
- SHA HF 270 Lodging Operations & Technology
- SHA HF 310 Managerial Accounting for the Hospitality Industry
- SHA HF 370 Revenue Management and Technology (2 credits)
- SHA HF 382 Hospitality Communications (2 credits)
- SHA HF 410 Finance for the Hospitality Industry
- SHA HF 432 Hospitality Leadership
- SHA HF 460 Hospitality Strategic Marketing

4: Hospitality Elective Requirements

Hospitality electives (12 credits) are offered in 1, 2, or 4-credit courses. When selecting the electives, student should consider their career objectives and personal interests. It is important to make sure that you have completed any prerequisite courses before registering for hospitality electives. Information on prerequisites can be found in the course description.

- SHA HF 295 Private Club Management (2 credits)
- SHA HF 301 Research Methods
- SHA HF 307 Hospitality Entrepreneurship
- SHA HF 313 Advanced Hospitality Accounting and Finance (2 credits)

SHA HF 314 Hospitality Market Feasibility and Valuation (2 credits)
SHA HF 315 Fundamentals of Hotel Real Estate Deal (2 credits)
SHA HF 321 Advanced Food and Beverage Management
SHA HF 322 Hospitality Design
SHA HF 329 Introduction to Fine Wines (2 credits)
SHA HF 360 Hospitality Sales Management (2 credits)
SHA HF 361 Advanced Consumer Behavior in Hospitality
SHA HF 367 Hospitality Distribution Channel Management (2 credits)
SHA HF 368 Digital Marketing Strategies for the Hospitality Industry
SHA HF 375 Meetings and Conventions
SHA HF 376 Special Event Planning and Operations
SHA HF 415 Hospitality Asset Management (2 credits)
SHA HF 416 Hospitality Franchising (2 credits)
SHA HF 421 Food Laboratory Modules: Classical International Cuisine (1 credit)
SHA HF 424 Food Laboratory Modules: Pastries (1 credit)
SHA HF 430 Advanced Wine Study (2 credits)
SHA HF 470 Advanced Revenue Management (2 credits)
SHA HF 478 Hospitality Analytics

5: Electives

Students are required to fulfill their remaining academic credit requirements through elective coursework at any college within the University. Elective courses should be selected by the student to complement and broaden the student's background. Students who are considering studying abroad through any of Boston University's Study Abroad Programs should save some of their electives for the semester in which they plan to study abroad. Additionally, students interested in minoring in another school or subject at the University, should utilize their elective allotment for that purpose. ***Physical Education and ROTC courses do not count toward degree credit.***

6: Work Experiences

In addition to regular coursework, SHA students complete two, 400-hour, non-credit internships. The purpose of each internship is to help the students make connections in the field as well as gain the kind of experience that will allow them to obtain meaningful employment after graduation. Please refer to the *Work Experience Guidelines* (HF 140/240 Manual) available on the SHA website for more information about this requirement. These requirements are linked to the non-credit courses SHA HF 140 and SHA HF 240.

7: International Experience

All SHA students are required to demonstrate significant exposure to a culture outside of their home country. For many students, this experience involves participating in a Boston University Study Abroad program either during a semester or summer. For others, it may involve specifically designed coursework completed at the University. Please refer to the *International Experience Manual (HF440 Manual)* available on the SHA website for detailed information about how to fulfill this requirement. This requirement is linked to the non-credit course SHA HF 440. ***Students are NOT eligible to apply for a study abroad program unless they have completed at least one 400-hour work experience.***

SHA CONCENTRATIONS (OPTIONAL):

Through the Bachelor of Science in Hospitality Administration Program, students have the opportunity to declare one of three hospitality concentrations as a way to fulfill hospitality elective credits. Concentrations allow students to focus their degree on an area of particular interest to them. Please refer to the SHA website to review the most updated information regarding the concentrations that SHA offers: <http://www.bu.edu/hospitality/academics/concentrations/>.

All Concentrations consist of 12 elective credits. **It is strongly encouraged that students declare their Concentration by the first semester of their junior year.** Students should fill out the Concentration Declaration Form and return it to the SHA Director of Student Services.

The Boston University School of Hospitality Communication Curriculum

As a candidate for Bachelor of Science degree in Hospitality Communication students must earn 128 credits in general education courses (BU Hub), foundational courses, hospitality core courses, hospitality elective courses, communication core courses, and elective courses. In addition, you must complete 800 hours of internship or work experience in the hospitality industry and an international experience.

1: BU Hub – General Education Requirements

All students will pursue coursework in the BU Hub, a general education program that is integrated into the entire undergraduate experience. BU Hub requirements can be satisfied in many different ways. Students majoring in Hospitality Communication will, through coursework in the major, satisfy some BU Hub requirements in Philosophical, Aesthetic, and Historical Interpretation; Scientific and Social Inquiry; Quantitative Reasoning; Diversity, Civic Engagement, and Global Citizenship; Communication; and the Intellectual Toolkit. Remaining BU Hub requirements will be satisfied by selecting available courses outside the major or, in some cases, co-curricular experiences.

2: Foundational Requirements

The foundational requirements consist of 8 courses (32 credits). Included in this category are courses in the areas of: writing composition and research, mathematics, micro and macroeconomics, and second language. Most of these courses are completed through the College of Arts and Sciences. Many of these courses fulfill Hub requirements. If you are planning to study abroad, you should check to see if the program you are interested in has a language requirement and plan to complete the required number of semesters before you plan to go

3: Hospitality Core Requirements

Specialization courses focus on developing specific industry knowledge. They consist of six courses (24 credits). *Students are required to complete HF 100: Introduction to the Hospitality Industry in the first semester and before completing any other hospitality coursework.*

SHA HF 100 Introduction to Hospitality Industry
SHA HF 210 Financial Accounting for the Hospitality Industry
SHA HF 220 Food & Beverage Management
SHA HF 260 Hospitality Marketing Principles 1
SHA HF 270 Lodging Operations & Technology
SHA HF 375 Meetings & Conventions

4: Hospitality Elective Requirements

Hospitality electives (12 credits) are offered in 1, 2, or 4-credit courses. When selecting the electives, student should consider their career objectives and personal interests. It is important to make sure that you have completed any prerequisite courses before registering for hospitality electives. Information on prerequisites can be found in the course description.

SHA HF 120 Principles of Food Production Management (2 credits)
SHA HF 231 Human Resources Management for the Hospitality Industry
SHA HF 250 Hospitality Law (2 credits)
SHA HF 295 Private Club Management (2 credits)
SHA HF 301 Research Methods
SHA HF 307 Hospitality Entrepreneurship
SHA HF 313 Advanced Hospitality Accounting and Finance (2 credits)
SHA HF 314 Hospitality Market Feasibility and Valuation (2 credits)
SHA HF 315 Fundamentals of a Hotel Real Estate Deal (2 credits)
SHA HF 321 Advanced Food & Beverage Management
SHA HF 322 Hospitality Design
SHA HF 329 Introduction to Fine Wines (2 credits)
SHA HF 360 Hospitality Sales Management (2 credits)
SHA HF 361 Advanced Consumer Behavior in Hospitality

SHA HF 367 Hospitality Distribution Channel Management (2 credits)
SHA HF 368 Digital Marketing Strategies for the Hospitality Industry
SHA HF 376 Special Event Planning and Operations
SHA HF 415 Hospitality Asset Management (2 credits)
SHA HF 416 Hospitality Franchising (2 credits)
SHA HF 421 Food Laboratory Modules: Classical International Cuisine (1 credit)
SHA HF 424 Food Laboratory Modules: Pastries (1 credit)
SHA HF 430 Advanced Wine Study (2 credits)
SHA HF 460 Hospitality Strategic Marketing
SHA HF 470 Advanced Revenue Management (2 credits)
SHA HF 478 Hospitality Analytics

5: Communication Core Requirements

Specialization courses focus on developing specific industry knowledge in tactical and strategic communication. Consists of eight courses (32 credits) in the College of Communication. *Students may not start taking COM courses until their sophomore year.*

COM CM 215 Principles and Practices of Public Relations
COM CM 217 Introduction to Advertising
COM CM 331 Writing for Mass Communication
Select one of the following:
COM CM 442 Business Fundamentals for Public Relations or
COM CM 448 International Public Relations or
COM CM 513 Investor Relations or
COM CM 539 Health Campaigns
Select one of the following:
COM CM 417 Fundamentals of Creative Development or
COM CM 441 Media Strategies and Management
Select one of the following:
COM CM 313 Corporate Public Relations or
COM CM 419 Advertising Management
Select one of the following:
COM CM 412 Consumer Insight & Account Planning or
COM CM 443 Digital Media and Public Relations
Select one of the following:
COM CM 416 Strategic Brand Solutions or
COM CM 522 Crisis Communication

6: Electives

Students are required to fulfill their remaining academic credit requirements through elective coursework at any college within the University. Elective courses should be selected by the student to complement and broaden the student's background. Students who are considering studying abroad through any of Boston University's Study Abroad Programs should save some of their electives for the semester in which they plan to study abroad. Additionally, students interested in minoring in another school or subject at the University, should utilize their elective allotment for that purpose. *Physical Education and ROTC courses do not count toward degree credit.*

7: Work Experiences

In addition to regular coursework, SHA students complete two, 400-hour, non-credit internships. The purpose of each internship is to help the students make connections in the field as well as gain the kind of experience that will allow them to obtain meaningful employment after graduation. Please refer to the *Work Experience Guidelines* (HF 140/240 Manual) available on the SHA website for more information about this requirement. These requirements are linked to the non-credit courses SHA HF 140 and SHA HF 240.

8: International Experience

All SHA students are required to demonstrate significant exposure to a culture outside of their home country. For many students, this experience involves participating in a Boston University Study Abroad program either during a semester or summer. For others, it may involve specifically designed coursework completed at the University. Please refer to the *International Experience Manual* (HF440

Manual) available on the SHA website for detailed information about how to fulfill this requirement. This requirement is linked to the non-credit course SHA HF 440. ***Students are NOT eligible to apply for a study abroad program unless they have completed at least one 400-hour work experience.***

SATISFYING FOUNDATION REQUIREMENTS

Economics:

CAS EC 101: *Introductory Microeconomic Analysis* **and**

CAS EC 102: *Introductory Macroeconomic Analysis*

Writing Composition and Research: All School of Hospitality Administration students are required to complete a full year of formal instruction in writing based on the reading and discussion of exemplary works.

CAS WR 120: *First-Year Writing Seminar* **and**

CAS WR 150: *Writing and Research Seminar* **or**

CAS WR 151: *Writing, Research, & Inquiry with Oral and/or Signed Expression* **or**

CAS WR 152: *Writing, Research, & Inquiry with Digital/Multimedia Expression*

Non-native English speakers who need preparatory writing instruction prior to taking CAS WR 120 and 150/151/152, are placed into either CAS WR 111: Academic Writing for ESL Students 1, or CAS WR 112: Academic Writing for ESL Students 2. Students enrolled in CAS WR 111 and/or CAS WR 112 will still be required to enroll in CAS WR 120 and 150/151/152.

Statistics:

CAS MA 113: *Elementary Statistics* **or**

CAS MA 115: *Statistics*

Mathematics:

CAS MA 119: *Applied Mathematics for Personal Finance*

Second Language:

SHA students are required to complete two semesters of the same language. The language requirement can be satisfied by any of the following:

- A score of 560 or higher on the SAT-II Foreign Language Subject Test in Chinese, French, German, Modern Hebrew, Italian, Japanese, Latin, or Spanish.
- A score of three or better on an Advanced Placement foreign language test.
- Bilingual status: bilingual students who are able to demonstrate satisfactory proficiency in reading, writing, and speaking English and another language. Such students should contact the SHA Director of Student Services to learn how to demonstrate proficiency in another language with the Department of Modern Foreign Languages.
- Test into the third semester or higher on the Boston University administered language test. All students wishing to take the placement test will have an opportunity during summer orientation. However, if the student decides to take the placement after orientation, arrangements will need to be made with the Director of Student Services at SHA.

BOSTON UNIVERSITY DUAL DEGREE PROGRAM

The Boston University Dual Degree Program (**DDP**) offers you the opportunity to earn two undergraduate degrees simultaneously at Boston University. DDP students draw upon the many opportunities offered by the rich academic environment at Boston University. For your dual degree program, you must fulfill all graduation requirements of both schools/colleges.

<http://www.bu.edu/academics/dual-degree-program/>

DDP Requirements and Procedures

1. You need a 3.0 cumulative grade point average to enter the DDP program.
2. Apply no earlier than your first semester sophomore year and before the end of your first semester junior year.
3. You need to complete a minimum of thirty-six courses, which represent sixteen credit hours beyond a single degree.
4. It is important to plan for courses that will meet requirements in both schools at the same time. Students should meet with the Director of Student Services to discuss this.
5. Loans, but usually not direct financial aid, can occasionally be extended to a ninth semester if needed.

DDP Coordinators

SHA: Student Services	Room 104	928 Comm. Ave.	353-0930
CAS: Academic Advising	3 rd floor	100 Bay State Road	353-2400
CFA: Dean's Office	Room 202	855 Comm. Ave.	353-3350
COM: Academic Advising	Room 113	640 Comm. Ave.	353-3471
ENG: Undergrad Program	Room 107	44 Cummington St.	353-6447
SAR: Academic Advising	Room 207	635 Comm. Ave.	353-2708
WED: Dean's Office	Room 243	605 Comm. Ave.	353-3213
QST: Undergraduate Programs	Room 102	595 Comm. Ave.	353-2650

WORK & INTERNATIONAL EXPERIENCES

In addition to regular course work, SHA students complete a field placement requirement: two 400-hour non-credit work experiences and an international experience. These experiences are designed to give students practical work experience in the field, exposing them firsthand to the hospitality industry.

It is very important that students understand the work experience (HF 140 and HF 240) and international (HF 440) experience requirements. Manuals have been made to answer student's questions. These manuals are available on the SHA website which can be found at <http://www.bu.edu/hospitality/careers/work-and-international-experiences/>.

SHA HF140:

- Complete at least 400 continuous hours working in the same position for the same hospitality employer
- Register for SHA HF140 AFTER* the completion for the above mentioned 400 hours
- Complete all components of an e-portfolio (all information will be provided through BlackBoard Learn upon registration for SHA HF140)
- This must be pre-approved by SHA Career Services

SHA HF240:

- Complete at least 400 continuous hours working in the same position for the same hospitality employer
- Register for SHA HF240 AFTER* the completion for the above mentioned 400 hours
- Complete all components of an e-portfolio (all information will be provided through BlackBoard Learn upon registration for SHA HF240)
- This must be pre-approved by SHA Career Services

SHA HF440:

- Complete an approved study abroad program, OR complete two other internationally focused activities. Please view this form for the options: <http://www.bu.edu/hospitality/files/2016/04/International-Experience-Manual-HF440-Revised-Spring-2016.docx.pdf>
- Register for SHA HF440 AFTER* the completion for the above mentioned requirements
- Complete all components of an e-portfolio (all information will be provided through BlackBoard Learn upon registration for SHA HF440)
- This must be pre-approved by SHA Career Services

ALL students must receive approval of their work experience PRIOR to beginning each work experience.

***If you are an International student completing an internship in the US, ISSO requires that you register for the field experience class (HF140, HF240, HF440) while you are completing your work hours.**

Career Services

Location:

SHA Office of Career Services Marriott Career Center

928 Commonwealth Avenue, 1st floor

hcareers@bu.edu

What can the Office of Career Services do for you:

- Individual career counseling appointments to include assistance with:
 - Career counseling, resume and cover letter writing, and much more.
- Group workshops covering:
 - Resume Writing
 - Cover Letter Writing
 - Networking
 - Business Etiquette
 - Interviews including Mock Interviews with industry professionals
 - Dress for Success
 - Industry Panels
- On Campus Recruiting for internships as well as post-graduate job opportunities
- Assistance with internship and job searches through BU Handshake and other hospitality-related search engines available on the SHA website, <http://www.bu.edu/hospitality/careers/resources/>.
- All services are available during both academic semesters.

Please bookmark the following website and visit frequently: <http://www.bu.edu/hospitality/careers/> -this website will give you access to Corporate Recruitment and Event Schedule, Work Experience Requirements, Important Resources, tips on Job Searching, and frequently asked questions

The SHA Office of Career Services can also answer many of your questions related to the three internship graduation requirements, HF140, HF240, and HF440. For more information regarding these requirements, please visit: <http://www.bu.edu/hospitality/careers/work-and-international-experiences/>.

Boston University Center for Career Development (CCD)- 100 Bay State Road (353-3590)

<http://www.bu.edu/careers/>

This is separate from the School of Hospitality Administration Career Services Office and is available to all BU students. The CCD provides a plethora of resources and opportunities. Among them, students are eligible to make interview appointments through CDC after they attend a Resume Writing and Interview Skills Workshop. Workshops are free of charge, but should be scheduled in advance due to the limited class size.

Academic Policies

ACADEMIC COURSE LOAD

FULL-TIME STUDENTS STATUS

To be considered a full-time degree candidate, **a student must be registered in at least 12 academic credits**. All School of Hospitality Administration students are required to maintain full-time status. A normal course load is 4 four-credit courses or 16 credits. Full tuition, however, covers 18 credits. You may want to select one or two .5 - 2 credit HF electives and/or Physical Development Program courses each semester. ***PDP courses do not count towards graduation.***

Course Overload

Prior approval by the SHA Director of Student Services is required for any student wishing to register for more than 18 credits. All students must be in good academic standing. Seniors may overload up to 2 extra credits (20 total) for two semesters at no additional charge to their student account. Sophomores and juniors require a GPA of 2.5 or better to apply and will incur a per credit charge to their student account (except those students with a cumulative GPA of 3.3 or higher). **Freshmen are not permitted to overload under any circumstances.**

Part Time Student Status

Students can petition to have part-time student status (11 credits or less) only during their final semester senior year, and pending how many course credits they have left to fulfill. Students interested in petitioning to have part-time status will need to fill out a petition form and submit it to the Director of Student Services the semester prior to their last.

Class Standing

The following credit requirements determine class standing:

<u>Class</u>	<u>Number of Credits</u>
Freshman	0-31 Credits
Sophomore	32-63 Credits
Junior	64-95 Credits
Seniors	96-128 Credits

ACADEMIC STATUS

After the completion of each semester, the records of all students in the School of Hospitality Administration are reviewed. Failure to make satisfactory progress can result in academic probation for a stated time or until stated conditions are met.

Dean's List

Students are placed on the Dean's List of academic honor by achieving a 3.5 grade point index (GPI)

- be registered as full-time;
- obtain a 3.5 average for the semester;
- have completed a minimum of 16 Boston University academic credits
- have no incomplete courses for that semester.

Probation

In order to remain in good academic standing, you must maintain a cumulative GPA and GPI of 2.0. If your GPA or GPI falls below a 2.0, you will be placed on academic probation and may also lose any financial assistance you are receiving. Your GPA and GPI must return to at least a 2.0 within a specified amount of time or you risk suspension or possible dismissal.

EXTERNAL CREDIT

As a new student at Boston University, you may be eligible for external credit based upon:

- College courses completed during high school or during the summer
- Advanced Placement (AP) Examinations
- International Baccalaureate Examinations
- GCE Advanced-Level Examinations
- French Baccalaureate Examinations
- German Abitur Examinations
- Italian Maturita Examinations
- Swiss Maturity Examinations

Advanced Placement Credit

Students entering the School of Hospitality Administration who offer satisfactory scores in **Advanced Placement** examinations may receive credit for foundational and elective requirements. If you have taken the Advanced Placement Examination, the official College Entrance Examination Board (CEEB) score reports should be submitted to the Admissions Office in order to determine eligibility advanced credit (code is 3087). If you have been awarded Advanced Placement credit, be sure to confirm with the SHA Director of Student Services that the credit is posted to your transcript. This will eliminate the possibility of a course appearing to be missing from your record.

The programs at Boston University award credit for test scores of 4 or 5 on most AP Examinations. For more information, please consult the Advanced Credit Guide -

<http://www.bu.edu/admissions/files/2017/06/Advanced-Credit-Guide.pdf>.

Most programs at Boston University award eight credits for test scores of 5, 6, or 7 on most higher-level **International Baccalaureate Examinations**. For more information visit

<http://www.bu.edu/admissions/apply/international/advanced-credit/>.

Transfer Credit

If you are planning on taking courses at another university to use for credit towards your degree, you must file a Transfer Credit Approval Form with the SHA Director of Student Services. You will be asked to receive approval from the appropriate BU department. For example, to fulfill CAS EC 101 at another institution you would need to seek primary approval from the BU Economics Department. An official transcript must be sent by the school to SHA Director of Student Services before credit is awarded. The following are also requirements to having a course transfer:

- The course was completed at an accredited postsecondary institution
- The grade earned is C or better
- The content and depth of the course was similar to a course offered at Boston University

Credit for specialization courses will be transferred at the discretion of the School of Hospitality. Transfer credit is *not* granted for physical education, health, dance, or ROTC courses, or for activities such as orientation, choir, band, or student service.

Please keep in mind, external transfer courses do not carry Hub unit requirements as the Boston University equivalent courses.

Pass/Fail Policy

To encourage intellectual exploration, Boston University permits students in good academic standing to elect up to two elective courses on a Pass/Fail basis to satisfy credit requirements. The courses designated as Pass/Fail cannot be taken in the same fall, spring, or summer semesters.

A student's earned grade in the course designated as Pass/Fail will be replaced by a "P*" for Pass as long as a student has earned a course grade of D or above. A student's earned F grade in the course designated as Pass/Fail will be designated as "F*". When a student earns a P* in a course they have designated as Pass/Fail, the credits from that course count toward the degree, and neither credits nor grade are used in calculating the student's grade point average. If a student earns an F* in a course they have designated as Pass/Fail, both the credits and grade are used in calculating the student's grade point average. The credits do not count toward degree requirements.

Pass grades may not be used to satisfy the following:

- Hub requirements
- Foundational Requirements (writing, language, math, statistics, or economics)
- Major/minor program requirements
- Study Abroad courses
- Directed Study or Directed Research courses

The deadline for a student to designate a course Pass/Fail is the course's drop with a "W" grade date. Students may designate a course Pass/Fail by completing and signing the Pass/Fail Course Designation Form with the Authorized School Official. Designating a course Pass/Fail is irrevocable as of 5:00 p.m. EST on the deadline to withdraw with a "W" date, as described above.

Please visit <https://www.bu.edu/academics/policies/policy-on-passfail-courses-for-undergraduate-students/> for more information about Pass/Fail policy.

Examinations

Course examinations are given at the discretion of the instructor. Final examinations are required in most undergraduate courses and are given during the scheduled examination period. A student who receives an "I" grade may petition for a make-up examination only if the final examination was missed for a serious reason (such as illness or family emergency).

Incomplete Course Work

When a student has presented a sufficient reason why coursework cannot be completed on schedule, the instructor will assign a date within the succeeding semester by which all course requirements must be completed and the student receives an "I" grade. **A contract for completion must be filled out and signed by both the instructor and the student.** You should obtain an "Incomplete Grade" contract from the SHA Director of Student Services. The student must complete his or her coursework by the date dictated by the professor otherwise the "I" grade will automatically and permanently change to an "F". If the student completes the work by the specified time, the "I" grade is replaced with the final grade awarded by the instructor.

Directed Study

A faculty member may arrange a directed study course with a student or a group of students in order to cover material not normally taught or, in unusual circumstances, to cover material in a course that is not offered when needed. A student should obtain the necessary paperwork from the SHA Director of

Student Services and present a course outline to the professor. The student must have at least junior standing to pursue a directed study. No more than two directed studies can be applied towards graduation requirements. All paperwork must be submitted and approved prior to beginning the directed study.

Leave of Absence/Withdrawal/Reinstatement

A student may voluntarily choose to leave Boston University for a specified period of time, with the expectation of returning to complete the degree program. In this case, the student may request a leave of absence. In addition, a student may choose to withdraw from the University.

A student wishing to withdraw or take a leave of absence must complete a University Leave of Absence Form and file it with the University Service Center, located at 881 Commonwealth Avenue. Exit interviews will be conducted with students who visit or phone the Dean's Office. It is requested that the student also notify a staff member from their school. If a refund or credit on a paid tuition is due, the amount refunded or credited is computed with reference to the date of the student's first notification of intent to withdraw; whether by phone, walk-in or letter.

Undergraduate students who leave Boston University voluntarily without notifying the University for one or more semesters must address a written request for reinstatement to the SHA Academic Counseling Office eight weeks before the start of the semester. Students who officially transfer to another institution and subsequently wish to return must apply for regular transfer admission through the Office of Admissions

Program Changes

It is not uncommon for a student to change majors at least once during his or her college career. In requesting a program change, consult the Academic Advising Office of the school/college you plan to transfer to. You should also notify the SHA Associate Dean of Academics and arrange for an exit interview.

GRADUATION CANDIDACY REQUIREMENTS

Candidates for the Bachelor of Science in Hospitality Administration and Bachelor of Science in Hospitality Communication are required to complete 128 credits, which include BU Hub requirements, foundational requirements, specialization requirements, and electives. Students are required to have at least a 2.0 GPA to graduate. **All foundational and elective requirements must be completed with a grade of C- or better. All SHA courses designated as specialization or elective courses must be completed with a grade of C or better for graduation credit. A maximum of 4 D's are allowed to count toward a degree, but no D's are allowed to count in your major (specialization requirements, related courses, and hospitality electives).** A grade of F does not carry any credit but will be factored into your GPA. In meeting the graduation requirement students must have taken at least 12 courses (48 credits) at Boston University, and at least 6 of these (24 credits) must be in the area of specialization. Students must have been registered for the last two semesters in order to be eligible for graduation. Undergraduate students should make an appointment with the SHA Director of Student Services two semesters before the anticipated graduation date. The director will review your status with you and have you complete an application for graduation. Planning ahead and staying in touch with the SHA Director of Student Services may well save you from confusion and potential disappointment as you approach graduation.

All students must complete their degrees within seven years from their date of initial matriculation to the University. Students entering in September 2019 will have until September 2026 to complete their degrees.

Graduation Latin Honors

Cum Laude	top 15 percent of SHA graduates
Magna Cum Laude	top 10 percent of SHA graduates
Summa Cum Laude	top 5 percent of SHA graduates

Latin Honors are calculated using the cumulative grade point average of the student as they enter their final semester at Boston University. The top 5 percent of the SHA students will receive Summa Cum Laude, top 10 percent will receive Magna Cum Laude and the top 15 percent, Cum Laude. Latin Honors are calculated separately for each School and College within Boston University.

Academic Advising & Resources

ACADEMIC ADVISING

Academic advising services are designed to support you as you plan, build, and complete an undergraduate degree that reflects your interests and aspirations. Academic advisors can assist you with topics including:

- choosing a major and plan your degree program
- declaring a minor
- study abroad programs
- course registration process
- interpreting and implementing the school's academic regulations, standards, and policies
- intra-university transfer process
- Boston University's Dual Degree Program
- leave of absence/withdrawal process
- academic difficulties, problems, and concerns

School of Hospitality Academic Advising

The Director of Student Services is the professional Academic Advisor for the undergraduate student population at the School of Hospitality. SHA students are encouraged to meet with the Director of Student Services periodically to review your academic status and review any of the topics listed above. In addition, the Director of Student Services will track students' progress to graduation and certify that students have met the degree program requirements. The Director of Student will:

- assist with applying transfer work to your academic record
- review graduation applications and inform you of any outstanding requirements
- certify you for graduation when all requirements have been completed

Academic Advising Expectations

- Make an academic advising appointment via Handshake.
- Please make appointments in a timely manner, at least 18 hours in advance.
- If you need to cancel your appointment for any reason, please contact the Director of Student Services as soon as possible.
- Please make sure to check in at the front desk when you arrive for appointments.
- Please come to meetings prepared with necessary forms, program evaluation sheets, pathway sheets, etc.
- Be proactive and take responsibility for your own academic progress.
 - Use the academic resources available to you (Degree Advice Report, the Student Handbook, the hospitality website, the Hub website, the Registrar's Office, etc.) to find answers to the questions you're looking for.

School of Hospitality Faculty Advisors

School of Hospitality students will be assigned a faculty advisor during their second semester in SHA. First-semester SHA students will be assigned to the Director of Student Services. You must meet with your faculty advisor (or Director of Student Services if you are a first-semester SHA student) *at least* once a semester to review your degree program progress and to obtain your course registration code which will allow you access to register for courses. ***You will not be able to register for courses without your registration code.***

ACADEMIC RESOURCES

Student Link

The Student Link is an online portal that gives you access to public and personal academic, financial and institutional data maintained in the University's central computer system. Student Link Services Include:

- Academic Summary
- Advisors
- Current Schedule
- External Credits and Test Scores
- Final Exam Schedule
- Grades
- Housing Information
- List of Your Classes and Grades
- Student Accounting Services
- Transcript Preview

Degree Advice Report

Degree Advice Report, found on your Student Link, is an electronic degree program progress report. Your Degree Advice Report includes:

- Courses you need to graduate
- Courses you can take to fulfill each requirement
- Courses you have finished, courses you're in now, and courses you have left
- Courses that were fulfilled with transfer credit or external test scores

How do I find my Degree Advice Report?

1. Go to bu.edu/studentlink
2. Click on Academics, then Academic Advising
3. Log in
4. Wait a moment – your Degree Advice Reports will take a few moments to load

What do all of the symbols mean?

- Checked-off boxes: courses/requirements you have fulfilled
- “Squiggly” boxes: courses/requirements you are currently working on fulfilling
- Empty boxes: courses/requirements you have not yet fulfilled

Office of the University Registrar

The Office of the University Registrar is responsible for supervising course registration, evaluating transfer credit, maintaining student academic records, issuing transcripts, verify enrollment and graduation, issuing diplomas, and overseeing the production of the Bulletin and the Degree Advice system. The office is located on the second floor of 881 Commonwealth Avenue.

The Registrar website includes helpful information about:

- requesting an official transcript
- important semester dates (include Add/Drop dates and final exam schedules)
- course registration process
- applying for graduation and receiving your diploma

Registration

REGISTRATION PROCESS

WebREG (Online Registration)

WebReg (on-line registration) is available through the Student Link, an online resource for all Boston University (BU) students. The Student Link enables you to view class schedules, register, and add and drop classes. You can also plan a tentative class schedule with the Registration Planner. In order to use WebReg, all students must have a BU login name and a valid Kerberos password.

Steps to use WebReg:

- Go to www.bu.edu/studentlink
- Select Academics
- Select Registration tab
- Enter your BU Login in the “User Name” box and your Kerberos password in the “Password” box.
- Click Continue
- Select RegOptionsAcademics under the semester you want to register for
- Select Add (Choose Appropriate school/college i.e. CAS or SHA, class and section.
- Click Add classes to schedule
- Review your schedule to make any changes
- On the Confirmation screen, click View and Print out your schedule; be sure to have your schedule reviewed by Director of Student Services or the Student Advisor!

REGISTRATION ABBREVIATIONS

ADD (Add Class) means you were successfully added into a class

DRP-ST (Drop-Student) means the student has dropped the class or that the school dropped that class for the student.

DRP-NS (Drop-Needs Stamped Approval) means the student has not provided stamped approval for the course on his/her registration form.

DRP-CA (Drop-Canceled) means the class the student wants to register for has been canceled.

DRP-CL (Drop-Closed) means the class the student wants to register for has been closed.

IND (Independent) means that the course lectures stands alone and does not have any labs or discussions groups.

LEC (Lecture) refers to the lecture portion of a course (there should be related labs or discussions on your schedule; lectures normally carry 4.0 credits).

DIS (Discussion) refers to the discussion portion of the class; this carries 0.0 credits and should be listed below the appropriate lecture session. (Attendance is required)

LAB (Laboratory) refers to the laboratory section and also carries 0.0 credits. (Attendance is required)

PLB (Prelab Lecture) refers to a prelab lecture and carries 0.0 credits. (Attendance is required).

Class Abbreviations

- Meeting Days: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday
- Meeting Times: A = AM, P = PM, ARR = Arranged, TBA = To Be Announced
- Credits: VAR = Variable Credit (otherwise the credit amount is listed)
- Instruction Types:
 - APP = Applied Art
 - DIS = Discussion Section
 - DRS = Directed Study
 - EXP = Clinical Experience
 - IND = Independent Course (no additional components)
 - LAB = Laboratory
 - LEC = Lecture
 - OTH = Other

Adding and Dropping Courses

Prior to the First Day of Classes:

Classes may be added/dropped on a seats available basis, without the signature of the instructor.

As of the First Day of Classes

All classes may be added/dropped on a seats available basis, with the signature of the instructor until the ADD deadline.

GLOSSARY

Academic

Academic Advising	Any academic questions related to the Hospitality School, Meg Andrews is our Academic Advisor
Add/Drop Period	Period which students can add or drop classes to their schedule
Blackboard	An academic tool that professors use to post assignments, grades and other resources for a class
BU Hub	The new general education program
Commencement	Graduation day!
Dean's List	Students who receive over a 3.5 GPA
Degree Advice Report	Resource for students to see their required classes, and the courses they have completed.
Degree Requirements	Required classes to take in order to graduate
Dual-Degree	Students who have two majors
External Credits	Credits that are transferred in from another school
Faculty Advisor	A professor each student is assigned for academic related questions
Hospitality Field Experience	Students must fulfill 2 400 hour work experiences, and 1 international experience
GPA	A student's grade point average, on a 4.0 scale
Leave of Absence	Students who opt to take a semester off from school, but plan on returning
Marriott Career Center	SHA's very own career advising center
My Pearson Lab	An academic tool that professors use to post assignments, grades and other resources for a class
Pass/Fail	Students who opt to not receive a letter grade, but do not want to drop the class
Registrar's Office	Office that supervises registration and external credits
Registration	Signing up for new classes for the upcoming semester
Student Link	Students go-to website for all BU related questions
Study Period	Period in between the end of classes, and finals week
Transcript	Official college report of completed classes
Withdrawal	When it is too late to drop a class, students can receive a W instead of an actual grade

Schools & Colleges

CAS	College of Arts and Sciences	725 Commonwealth Ave
COM	College of Communication	620 Commonwealth Ave
ENG	College of Engineering	44 Cummington Mall
CFA	College of Fine Arts	855 Commonwealth Ave
CGS	College of General Studies	871 Commonwealth Ave
SAR	College of Health & Rehabilitation Studies: Sargent College	685 Commonwealth Ave
MET	Metropolitan College	755 Commonwealth Ave
QST	Questrom School of Business	595 Commonwealth Ave
WED	Wheelock College of Education and Human Development	2 Silber Way
Pardee	Pardee School of Global Studies	121 Bay State Road
SHA	School of Hospitality Administration	928 Commonwealth Ave
KHC	Kilachand Honors College	121 Bay State Road

Student Life

BU ID #	A student's personalized BU identification number
BU shuttle	The bus for BU students to take to easier commute around campus
Clubs & Organizations	Over 450 student-run organizations to join. Great way to meet people with common interests.
Convenience Points	Points that may be used around campus to pay for food, drinks and items.
Dining Points	Points on BU campus that are strictly used for food services
Faculty-In-Residence	Faculty members in residences to help students transition to college
Fraternity/Sorority	Greek life for students to be involved in a brotherhood/sisterhood
Guest Pass	Signing in guests to residences. Unlimited 1-time passes, only 7 3-night passes per semester
Late Night	Dining services that stay open later for students. Offered in Warren Towers and 100 Bay State Road
Laundry Service	A service that will do your laundry for you in 1 day (additional cost)
MBTA Pass	The pass to use Boston's Public Transportation. Ex- The T
Meal Plan	The plan a student chooses for the dining halls.
Residence Assistant	A BU student who helps facility safety and community on each floor of dorms

Rhett	The school mascot, a Boston Terrier
Sports Pass	A pass included in tuition to attend BU sporting events. Students can opt out if they do not want to pay.
Terrier Card	Your form of ID to swipe into BU buildings, and get into the dining hall. All dining and Convenience points can be used through your Terrier ID

Resources

Behavioral Medicine	Mental health resources for students	881 Commonwealth Ave
Boston University Police Department	Facilities safety on BU campus. Also helps with health emergencies and any major issues	32 Harry Agganis Way
BU Hub Advising Center	BU's general education program	775 Commonwealth Ave
BU Sexual Assault Response and Prevention (SARP) Center	Professional help for students who experience a traumatic experience	930 Commonwealth Ave
Center For Student Services	Assists students to make the right decision for their academic and professional careers	100 Bay State Road
Center for Career Development Center	Helps students with networking events, and assist with any career questions	100 Bay State Road, 6 th floor
Community Service Center	Helps students volunteer in the Boston area	775 Commonwealth Ave
Educational Resource Center	Students' academic support system	100 Bay State Road, 5 th floor
Howard Thurman Center	Promotes the common ground ideology	808 Commonwealth Ave
International Students and Scholars Office	Assists international students with the transition to college	888 Commonwealth Ave
Office of Orientation	Helps students with the transition to college	775 Commonwealth Ave
Peer Tutoring	Tutoring from another BU student	100 Bay State Road
Study Abroad Office	Assists students with the opportunity to study in another country	888 Commonwealth Ave
Student Activities Office	Manages all the student groups on campus. Over 450 of them!	1 University Road
Student Health Services	Helps with any medical issues a student may endure	881 Commonwealth Ave

University Service Center	The place to call when you aren't sure exactly what department to go to. Also helps with taking a leave of absence	881 Commonwealth Ave
Writing Center	Writing help for any of the 120/150 classes	100 Bay State Road

Financials

Appeal Process	The process of appealing your financial aid in hopes to be awarded more	https://www.bu.edu/finaid/
Direct Deposit	A form to fill out to have your paychecks be directly debited into your bank account	Student Link
Employee Time Entry Sheet	The time sheet students fill out to their bosses in order to get paid for the hours worked	Student Link
Financial Aid	The Award a student is given to financially assist them pay for school	https://www.bu.edu/finaid/
Grants	Money awarded by the government which does not need to be paid back	https://www.bu.edu/finaid/types-of-aid/scholarships-grants/
Job Board	List of all jobs that are offered for students on campus	Student Link
Government Loan	Loan given from the government which a student will pay back after college	https://www.bu.edu/finaid/types-of-aid/loans/
Loan Deferment	Postponing the payment of a students loans after college	https://www.bu.edu/finaid/types-of-aid/loans/
Private Loan	Loan from a private bank which a student will pay back after college	https://www.bu.edu/finaid/types-of-aid/loans/
Quickie Jobs	A quick, one time job for students to make money	Student Link
Scholarships	Money awarded by the school based on merit that does not need to be paid back	https://www.bu.edu/finaid/types-of-aid/scholarships-grants/
Smart Money 101	On campus tool to help students budget their money	https://www.bu.edu/smartmoney101/
Student Employment	On campus employment for students	Student Link
Work Study	Federally given award to help students pay for school in the form of employment	https://www.bu.edu/seo/students/work-study/

Additional Locations

Admissions Visitor Center	(617)-353-2300	233 Bay State Road
Agganis Arena	(617)-358-7000	925 Commonwealth Ave
Art Gallery	(617)-353-3329	855 Commonwealth Ave
Athletic Services	(617)-353-4630	285 Babcock Street
Barnes and Noble Bookstore	(617)-267-8484	910 Commonwealth Ave.
Booth Theater	(617)-353-3350	820 Commonwealth Ave
BU Academy	(617)-353-9000	1 University Road
BU Beach	-----	270 Bay State Road
Center for Career Development	(617)-353-3590	100 Bay State Road, 6 th floor
Dean of Students Office	(617)-353-4126	775 Commonwealth Ave
Development and Alumni Relations	(617)-353-5261	595 Commonwealth Ave
Disability and Access Services	(617)-353-3658	27 Buick St., Suite 300
Financial Assistance	(617)-353-2965	881 Commonwealth Ave
George Sherman Union	(617)-353-5498	775 Commonwealth Ave
Housing Office	(617)-353-3511	25 Buick Street
Howard Thurman Center	(617)-353-4745	775 Commonwealth Ave
Information Technology Office	(617)-353-2097	771 Commonwealth Ave
International Students and Scholars Office	(617)-353-3565	888 Commonwealth Ave
Judicial Affairs & Student Safety Programs	(617)-358-0700	25 Buick Street
New Balance Field	-----	278 Babcock Street
Nickerson Field	-----	273-277 Commonwealth Ave
President's Office	(617)-353-2200	1 Silber Way
Registrar	(617)-353-3612	881 Commonwealth Ave
Softball/Baseball field	-----	Malvern Street
Student Health Services	(617)-353-	881 Commonwealth Ave
Tsai Performance Center	(617)-353-8725	685 Commonwealth Ave
Walter Brown Arena	(617)-353-4632	285 Commonwealth Ave

Residence Halls

West Campus	Student Village 1	10 Buick Street
West Campus	1019 Commonwealth Ave	1019 Commonwealth Ave
West Campus	Student Village 2	33 Harry Agganis Way
East Campus	575 Commonwealth Ave “Hojo”	575 Commonwealth Ave
South Campus	Arundel Street	16 Arundel Street
East Campus	Bay State Road Brownstones	Bay State Road
South Campus	Beacon Street	820-872 Beacon Street
South Campus	Buswell Street	1-55 Buswell Street
Fenway Campus	Campus Center Student Residence	150 Riverway Road
West Campus	Claffin Hall	273 Babcock Street
East Campus	Danielson Hall	512 Beacon Street
East Campus	Kilachand Hall	91 Bay State Road
South Campus	Mountford Street	46-100 Mountfort Street
East Campus	Myles Standish	610 Beacon Street
South Campus	Park Drive	500-515 Park Drive
Fenway Campus	Pilgrim House	37 Pilgrim Road
West Campus	Rich Hall	277 Beacon Street
Fenway Campus	Riverway House	162 Riverway Road
West Campus	Sleeper Hall	275 Beacon Street
South Campus	St. Mary’s Street	74 St. Mary’s Street
East Campus	The Towers	140 Bay State Road
Central Campus	Warren Towers	700 Commonwealth Ave
Central Campus	White Stones	726-728 Commonwealth Ave

SHA STUDENT ORGANIZATIONS

The School of Hospitality Administration Student Government - SHAgov coordinates many events within the school and represents SHA as part of the larger Boston University Student Government body. SHAgov coordinates several activities throughout the year, including social events and community service projects.

American Hotels and Lodging Association – This student-run division of the AH&LA is primarily focused on hotel operations and providing our members with networking opportunities and firsthand industry experience to jump-start their future careers.

The National Society of Minorities in Hospitality - NSMH is a national organization that strives to promote diversity and professionalism in the hospitality industry. Being a minority is not required for membership, just a belief in the power and importance of diversity. Meetings with industry leaders during local site visits, as well as social and community service events have earned the nationally recognized BU chapter a number of national awards, including Best Membership Drive, Most Traveled Chapter, Best Publicity, and the Highest Individual GPA.

Diner's Club – Not to be confused with the travel and entertainment credit card company, the Diner's Club at SHA was formed by a group of students interested in exploring local restaurants. Members arrange to eat at Boston-area establishments, have an informal discussion with the owner after the meal, and tour the facility. These exchanges give students valuable insight into the operations of a successful restaurant.

Hospitality Finance and Technology Professionals - HFTP is a professional group at SHA, formed to gain a better understanding of the professional and practical requirements of accounting and financial management, technology management, and hospitality information processing. Through meetings, speakers, and tours, we strive to stimulate discussions, forge connections, and provide educational programs.

Hospitality Sales and Marketing Association International - HSMIAI is committed to growing business for hotels and their partners by fueling sales, inspiring marketing, and optimizing revenue. Our members, who are affiliated with the Boston chapter of HSMIAI, take part in a variety of activities, including guest speakers, sales blitzes, and professional chapter events. We also offer opportunities for scholarships, internships, and mentoring programs with industry professionals.

The National Association of Catering and Events - NACE seeks to assist caterers in achieving career success by raising the level of education and professionalism of the catering industry. Get involved in the catering world and network with catering professionals of all backgrounds, including catering managers, event planners, florists, DJs, and more. Beyond networking, NACE offers students educational opportunities, internship and mentorship programs, and scholarships. NACE is a fun and educational way for students interested in event planning to get involved with the professional community.

Eta Sigma Delta – Eta Sigma Delta is SHA's international honor society for hospitality management students, established to encourage and reward outstanding academic achievement. Membership is limited to juniors and seniors who rank in the top 20 percent of their graduating class with a GPA of 3.0 or higher. Qualified candidates will be notified each semester. Activities include an annual induction ceremony and community service events.

Dean's Hosts & Peer Advisors – Student leaders are selected each year to share their SHA experiences with prospective students, incoming freshmen, and transfer students at a number of different recruitment, yield, and orientation events. They provide information about academic offerings, class registration, student organizations, and industry events to help new students transition and get acclimated into the SHA community.