Welcome to Bay Path College! As a Bay Path student you have access to a first class education and quality support systems designed to honor you as an adult learner, a powerful woman and a promising leader.

Your Bay Path College (BPC) journey will be filled with many exciting opportunities to build on your strengths, make connections and develop plans for your future. We recognize the challenges you face and the chances you have to achieve your life goals. While your journey may take some twists and turns, you are sure to reach your destination if you use your time, talent and resources wisely. Now is the time to fulfill your potential. We are ready to join with you as you take charge of your career and your life.

This **Student Resource Guide** is a road map for your success. Please use this guide to answer the most basic questions about the rules of the road. This guide is where you will find information about academic expectations, student services, policies, and procedures. You will also find information and inspiration about technology, study skills and resources to help you maximize the benefits that you can receive from a Bay Path College education.

So put your hands on the steering wheel, press your foot on the pedal, and keep your eyes on the road to success. Enjoy your journey!

A Letter From the President

Your years at Bay Path College will be a time of learning and exploration. Guided by faculty and staff, you will grow as a person- gaining confidence, developing a sense of purpose, and cultivating a career or professional direction. In the years to come, you can take pride in knowing that you are a member of an elite rank of graduates- graduates from a dynamic women's college.

Your education at Bay Path will prepare you for many things, but there is one critical skill that will distinguish you in your profession, community, and personal life- leadership. Leadership doesn't just imply being first or at the top…it's much broader in the meaning: inspiring and motivating others, being a role model, and realizing the responsibility you have to the world around you. Whether you will be a member of the One Day Mentor Connection, team leader on a class project, or the inspiration for a classmate to persist in her goals, know that you are developing your leadership strengths.

Never forsake those qualities that make women leaders unique and valued: a strong nurturing ethic, a view of work that is based on relationships and personal connections, a reliance on open communication that includes listening, and a style of management that is participatory and empowering.

We are living in challenging times. We have seen greatness from unlikely heroes in unexpected situations. Your leadership skills will always give you the courage and the inner strength to overcome adversity, and they will be your foundation to do remarkable things.

Above all, use your leadership skills by being part of the Bay Path legacy and by inspiring fellow graduates, current students and future students. When you graduate you can take a leadership role in the Alumni Association, be a guest speaker in a class and see the difference you can make in families, organizations, communities and our world.

And remember this one constant…you will always be part of the Bay Path community. On behalf of all of us here at Bay Path, we extend our support and best wishes as you embark on your educational journey in the One Day Program at Bay Path College.

Sincerely,

Dr. Carol Leary
Bay Path College President

Contents

Choosing Your Path, Using Your Resources

Important Contact Information……4-7

What to Expect on Saturdays……8

General Academic information……9-14

Technology at a Glance……15-16

One Day Services and Resource Information……17-20

One Day Career Services……21-22

Important Contact Information

Communication is the cornerstone to any successful endeavor. There are many individuals on campus that are here to help you through your journey. Please take advantage of their skills and knowledge by reaching out to them for assistance, encouragement and direction.

Main Switchboard Number:

Toll Free 800-782-7284 or (413) 565-1000
Bay Path Web Site: www.baypath.edu

Campus Public Safety Office

- **For Emergencies – Please call Ext. 1225.**
- Campus Public Safety has an office located in the Facilities building. Here you can obtain parking permits and IDs. The main office for safety officers is in Deepwood Hall outside the Registrar's Office. If there is an emergency or injury or car problem, please contact Campus Public Safety immediately at Ext. 1225 or 1224. The person on duty has a first aid kit and will arrange for help.

Class Cancellations/Delays	413-565-**1760**
Campus Safety/Emergencies	413-565-**1225**

- If there is an emergency, the Campus Public Safety Officer on duty will come to the classroom to give you the information you need. Please give the number to your family: it is **413-565-1225**. An officer is on duty 24 hours a day.
- Please make sure that if the class is temporarily moved for part of a session, that the professor or someone in the class puts a note on the door to alert the officer on duty of the change.

If classes must be cancelled due to bad weather conditions, then look for the **Bad Weather Alert.** Sign-up for the E2 system on BP Connect or call toll-free 800-782-7284 or 565-1760 for a broadcast message after 5:30 a.m. You can also consult the Bay Path website.

Offices & Saturday Hours of Operation
Bookstore - mid-August - mid-May
Alternate summer hours 413-565-**1311**
8:30 a.m. – 4:00 p.m. (Saturdays)
9:00 a.m. – 6:00 p.m. (Monday – Thursday)
9:00 a.m. – 4:00 p.m. (Friday)
Bookstore@baypath.edu

Bursar/Business Office 413-565-**1177**
8:30 a.m. – 2:00 p.m. (Saturdays)
Bursar@baypath.edu

Financial Aid 413-565-**1345**
8:30 a.m. – 2:00 p.m. (Saturdays)
Financialaid@baypath.edu

Hatch Library 413-565-**1376**
7:00 a.m. – 7:00 p.m. (Saturdays)
Hatch@baypath.edu

ITS (Computer/access problems) 413-565-**1487**
7:00 a.m. – 10:00 p.m., except 11:00 a.m. to 1:00 p.m. (Monday - Thursday)
7:00 a.m. - 11:00 a.m. (Fridays)
On Saturdays, contact Campus Public Safety or the Business Assistant, located in the Advising Center, to reach ITS. On other days, use the Request ITS Support link on the portal.

One Day Program
School of Adult and Professional Studies - Longmeadow

The following people are available to assist you as you move through your degree program. You may contact the appropriate person for general questions or to make an appointment.

Dean, School of Adult and Professional Studies 413-565-**1175**
Gina Joseph-Collins, Ed.D.
gjcollins@baypath.edu

Assistant Dean and Director, Online Degree Completion 413-565-**1348**
Dr. Emily Lewis
elewis@baypath.edu

Director of Student Services 413-565-**1287**
Maura Devlin
mdevlin@baypath.edu

Director of One Day Cross Campus Operations 413-565-**1151**
Marisol Cruz
mcruz@baypath.edu

Director of Business/Legal/Criminal Justice/Math 413-565-**1056**
Dr. Nancy Rossiter
nrossiter@baypath.edu

Director of Liberal Studies/Science 413-565-**1353**
Brenda Hardin Abbott
bhardin@baypath.edu

Director of Psychology/Education 413-565-**1056**
Tamara Blake
tblake@baypath.edu

Assistant Director of Academic Advising and Faculty Support 413-565-**1161**
Kellee Grucci
kgrucci@baypath.edu

Career Specialist 413-565-**1494**
Chelsea Kline
ckline@baypath.edu

Administrative Assistant, 413-565-**1056**
School of Adult and Professional Studies
Mary Starzyk
mstarzyk@baypath.edu

Canvas Learning (Online Course Assistance) 413-565-**1328**
Valerie Chavis
online@baypath.edu

Health Services (Immunizations) 413-565-**1391/1392**
Peg Anderson
panderso@baypath.edu

Life Stress Counseling 413-565-**1276**
Constance Gould, LICSW
cgould@baypath.edu

Jennifer Murphy, LICSW
jdmurphy@baypath.edu

Registration
Jay Ostrosky, Associate Registrar 413-565-**1335**
jostrosky@baypath.edu

Megan LaPorte, Assistant Registrar 413-565-**1223**
melaporte@baypath.edu

Major Department Chairs

Education

Chair, Karen DeAngelis, Ph. D.
Ext. 1383; kdeangelis@baypath.edu

Criminal Justice

Chair, Liz Dineen J.D.
Ext. 1172; edineen@baypath.edu

Legal Studies

Chair, John Woodruff, J.D.
Ext. 1238; jwoodruff@baypath.edu

Psychology

Chair, Kathryn Wiezbicki-Stevens, Ed.D.
Ext. 1226; kwiezbic@baypath.edu

What to Expect on Saturdays

At this point, you've applied and been accepted to the One Day Program. You've learned some general information from your Admissions Counselor about how the Saturday College works. You've attended Orientation, and you've gotten a copy of your schedule. But we know you're still wondering how your first (and subsequent) Saturdays will go. Here's what you can expect:

As you know, Saturday classes are scheduled from 7:30 a.m. – 12:30 p.m. and from 1:15 p.m. – 6:15 p.m. You should plan on arriving early for your first class, since you'll need time to find your classroom – and also because the parking lots do tend to fill up! You may want to arrive around 7:00 a.m. on the first Saturday.

Your schedule on Café Web lists the location of your classes, and you can find each building on the map given to you at Orientation. For a friendlier and more welcoming reception, **please know that One Day staff and student Mentors are located in front of the Blake Dining Commons to direct you to your classrooms on the first Saturday of every session.** The Blake Dining Commons building is centrally located, at the end of the main driveway to the college. Classroom assignments are also posted on bulletin boards on the lower level of the Blake building and also in a bulletin board case behind Carr Hall.

Every Saturday, various One Day staff members are on hand to help you with any kind of concern you might have. We can be found in the Advising Center on the lower level of the Blake Student Commons building. This office is down the hall from the bookstore, headed towards Parking Lot A. Please stop in to ask questions about your classes, your schedule, academic advising, careers, financial aid, or simply to say hello. During breaks from classes , the One Day team can sometimes be found at the Resource Table in the lobby of the Blake Dining Commons building. **The Resource Table also has a wealth of informative handouts to help you navigate your life as a student.** We offer information about career exploration, campus events and happenings, financial aid and scholarships, graduate school planning, community resources, teacher test pamphlets, and more. We rotate the information as necessary and constantly add new information. Please stop by to introduce yourself; we love to meet new One Day students!

You may be glad to hear that you'll have breaks. We know 5 hours is a long time to sit in a classroom; that's true for professors too! Professors generally schedule break time that works with the format of each day's class outline. On breaks, students often check out the Resource Table, visit the bookstore, pick up a snack or lunch in the Dining Hall or in the Carpe Diem Café (Blake Dining Commons building, lower level), eat a lunch made at home, use the microwave in the Dining Hall, use the ATM (also in Blake, lower level), talk over questions they may have with One Day staff, and socialize with each other.

Before you know it, it will be 6:15 p.m., and you'll be finding your way back to your car, your head abuzz with new ideas and budding friendships!

General Academic Information

Choosing a Path

The BPC Longmeadow campus offers these **major** degree programs:

- Business
- Criminal Justice
- Education
- Legal Studies-Paralegal
- Liberal Studies
- Psychology

You must also complete specific **general education** requirements. As you consider your career goals, you also have the option of choosing to **concentrate** your studies in areas like business management and early childhood/elementary education or to earn **specialized certificates** like advanced paralegal studies.

Some courses require a prerequisite. This means that you have to successfully complete other courses before you can take that particular course. Courses with prerequisites are listed in the BPC School of Adult and Professional Studies (SAPS) online catalog.

You also have a chance to tailor your schedule and learn through a variety of classroom formats. BPC uses the Canvas Course system to offer you both online and hybrid courses. (Hybrid courses meet for 3 sessions on campus and 3 sessions online.) Each semester you will work with your academic advisor to choose the courses that you will take for each of the 3 sessions offered during the Fall and Spring semesters. Every course you take meets for six weeks.

The faculty at BPC is dedicated to your learning. You are more likely to succeed if you communicate clearly and on a timely basis with your professors.

Faculty who teach in the One Day Program are not only scholars, but also practitioners who bring a wealth of knowledge and experience to the classroom. Your interactions with them are of utmost importance.

If you want to be sure you are on the right path and that you clearly understand the requirements for your chosen course of study, then read the BPC School of Adult and Professional Studies catalog, review your degree audit, consult with your advisor, meet with a career specialist and ask questions! Overall, you are responsible for being sure that you are on the right path for your career development and graduation!

Academic Expectations

Leadership is not a position. It is an attitude. You are a leader in so many ways. As you lead yourself on your educational journey, we want to be sure that you know how to navigate your way through to graduation. So here are some important program and policy highlights to keep you on track:

- BPC's academic programs and policies are fully described in the School of Adult and Professional Studies catalog which can be found online through the One Day BP Connect page. Your degree audit can be located on Café Web. These key documents will help you to keep track of your progress.

- The teaching and learning process at BPC includes active learning and collaboration with your peers. You are expected to come to every class fully prepared, having read the materials and completed the assignments.

- Each course has a "**First Assignment**," which must be completed **before** the first class. The first assignment is posted in your Canvas classroom two weeks before the first class and may take up to 10 hours to complete.

- The **syllabus** for the each course indicates the learning objectives for the course and information about how you will be graded based on achievement of expected course outcomes. Assessment of your learning generally involves a combination of written work, quizzes, exams, projects and class participation, including group work. If any part of the syllabus is not clear to you, please ask the professor to explain it in detail.

- Remember that **grades** are not given. You earn your grade by investing your time and talent in the courses you take.

- Accelerated degree programs within the School of Adult and Professional Studies (SAPS) are carefully designed with dynamic learning experiences involving substantial class participation. **Attendance is critical and mandatory** for all scheduled classes whether the course is taught on campus, online or in a blended format. Faculty will monitor and report attendance for all on campus and online courses. Missing classes, arriving late, leaving early or being inactive online are not acceptable. In accordance with federal and state financial aid requirements, the college will maintain accurate records of students' attendance.

  If a student misses more than two class meetings for any course regardless of the reasons, the student will be administratively withdrawn from the course and she will not be able to receive credits for the course. When a student is withdrawn from a course based on the attendance policy, she is also responsible for any associated charges

including the cost of taking the course again to receive credits. Administrative withdrawal from courses may affect financial aid.

Online/hybrid classes
For students enrolled in online classes, a student is determined to be absent for the week if she has not logged into the class at least 4 times during any week that the course is in session. Students enrolled in blended classes must attend at least two out of the three classes scheduled to meet on campus. The online course management system tracks students' activity and professors are responsible for monitoring students' active participation in the course.

If a student must be late or absent from a class due to health problems, family/work emergencies or other such extenuating circumstances, then the student is responsible for informing the professor in advance to make arrangements for any make-up assignments allowed by the professor. Except for mandatory administrative withdrawal for missing more than two classes, faculty have the discretion to determine the penalties for tardiness/leaving early or absences and the impact that absences may have on students' performance/grades.

- **Tardiness** is both a discourtesy to the professor and to other members of your class. The interactions among students and with the professor are crucial aspects of learning in the BPC accelerated program model. You must be on time and participate fully. Examinations, projects, and papers do not normally capture the total learning expected in any course. Coming late to class or leaving early will affect your understanding of the material being covered and may also affect your grade.

- If there are extreme family emergencies, deaths in the immediate family, or critical concerns about your own health then we understand that you may have to be late or miss a class. Just remember to **consider the consequences** (see above attendance policy) because there are no exceptions. Communicate with your professor as soon as possible before the next class. Also check your syllabus for each class so you will know the details of the attendance policy as well as your professor's policy on make-up assignments.

- Under extraordinary circumstances, you may make arrangements with a professor for an **incomplete grade** in a course if you must miss the last class (and when you have missed no other classes). You are expected to make up the missing work by the third week of the following session. An Application for an Incomplete Form should be filled out and signed by both the professor and the student and submitted to the Registrar's Office.

- BPC promotes academic honesty and integrity. Offenses against the college community including cheating, plagiarism and other dishonorable academic/social behavior can be a

roadblock to your progress. Please review the entire policy statement included in the School of Adult and Professional Studies catalog.

Important Issues of Courtesy

- Make every effort to be on time for class. Because of the accelerated nature of the One Day Program, a lot of information is covered quickly. The best way to stay on top of the work is to miss as little of class as possible.
- Bay Path College does its best to provide a peaceful learning environment. Please be respectful of others while they are speaking and presenting in class. Listening to others is a major part of the overall classroom experience and you would not want to miss out on that important component. Please do your part to listen and contribute.
- Please turn off cell phones, beepers, pagers, or MP3 players while you are in class. Messages can be checked during breaks and lunch.
- Faculty Questions/Concerns - Please first discuss any questions or concerns related to your course directly with the faculty member as s/he is more than happy to help. If you attempt to first address a question or a concern at an administrative level we will redirect you to your faculty member in most cases. If you still need assistance after contacting your faculty member, please feel free to contact the faculty's Department Chair or the Dean of the One Day Program for further support.

Using Your Resources

BPC maintains a wealth of resources to assist you along your path. Here are some strategies that you can use to support your learning experiences in your courses:

Academic Support

- Your first resource should always be your professors. Each professor will list his or her contact information on the syllabus so that you will have a way to contact professors during the week. Faculty may also meet with you by appointment.
- At Bay Path College, everyone is required to use the Bay Path College e-mail system. All faculty, administrators, and students can be reached by e-mail. To access the Bay Path College Address Book in e-mail, click on the “TO” button when you are composing an e-mail message. A dialogue box will pop up; select the BP Address Book from the drop down window in the “Search in” box. Then type in the recipient’s name. **Please check your Bay Path e-mail regularly.** If you don’t, you’ll miss out on timely information and opportunities!
- During sessions in which there are English composition (writing) or mathematics courses, professional tutors will be available for students one night per week. The information

regarding scheduled nights for tutors will be posted on BP Connect. Tutors will normally meet in the Bashevkin Academic Development Center, which is on the first floor of the Catok Art Center.

- In addition to providing professional tutors on campus on weeknight evenings, the college offers an on-line tutoring service to students called **Smarthinking**. Smarthinking uses the Internet to connect students with highly qualified and well trained professional educators. Smarthinking has online tutoring, writing services, and homework help, available up to 24 hours a day, 7 days a week in a variety of subjects. To access Smarthinking, go to the Bay Path portal and click on "Online Tutoring" on the mail page. Schedules for tutors for each subject can be found on Smarthinking's website.

Bashevkin Academic Development Center

The Bashevkin Academic Development Center, located in the lower level of Catok Art Center, provides free academic services. (Note that the Center hosts One Day classes on Saturdays.)

- Tutors
- Study Groups
- Quiet Study Areas
- Computers
- Academic Counseling

The Academic Development Center has a faculty member on staff to assist you with questions concerning academic problems. The Director of Student Services can work with you on how the center or other resources might be able to help you.

Director of Student Services
Maura Devlin
(413) 565-1287 or Email: mdevlin@baypath.edu.

- **Workshops**

  At various times throughout the year, workshops are offered on topics such as time management, test anxiety, and documentation techniques. The workshops are run by a faculty member and offer you extra assistance. Signs will be posted around campus to announce upcoming workshops. Students can sign up by e-mail at the Bashevkin Academic Development Center, or call to register.

- **Computers**

  The computers in the Bashevkin Academic Development Center are available whenever a class is not in session in the Center. You are welcome to use the computers in the BADC for word processing and printing papers. You may also want to try out our expanding support software in writing, reading, and math. Computers are also available in D'Amour and Carr computer labs.

- **Resource Materials**

  The BADC has information about effective study habits and documentation methods, etc. Handouts cover a wide range of topics such as how to write and correctly document papers.

- **Study groups/Study Areas**

  The BADC can help you form study groups, or you may do so yourselves.

- **Services for Students with Disabilities**

  If you have a disability and would like to discuss what accommodations are available to you, please contact the Director Student Support, Maura Devlin, at Ext. 1287 or by e-mail: **mdevlin@baypath.edu.** You will be asked to supply recent documentation which, when evaluated, will provide the basis for services available to you. Students will not receive special accommodations without registering and following this process with the Disability Coordinator. Since the process may take time, begin the process well in advance of the first classes. Maura Devlin will then work with you and your faculty member to put your accommodations into place.

  The Academic Development Center is open both day and evening for your convenience. You do not have to have an appointment to use its services. If you wish to meet with one of the faculty members, please call to schedule an appointment.

Reaching Your Destination

Of course, as the saying goes, success is a journey and not a destination. When you have completed required credits for an Associate's degree or a Bachelor's degree, you are ready for graduation - a well-deserved stop along the way. Your transcript and degree audit will be validated by the Registrar's Office. This includes checking to be sure that you have met all of the requirements for your major, general education and other specialized learning that you have pursued. You must also complete at least 30 credits of coursework at BPC and maintain a minimum grade point average.

You can earn honors at BPC for academic excellence along with leadership contributions and community service. Honors may be awarded for overall performance as well as performance during a semester or in your major course of study. As you celebrate remember to have your road map prepared for the next part of your journey - whether it is graduate school or continued career development. Contact the One Day career staff early on your journey for directions and guidance.

Technology at a Glance

BPC uses an array of technology resources for teaching and learning and also to share important information with you so you can stay abreast of campus news. All newly enrolled students receive a complete packet of information in the mail from the Information Technology Services Department. This includes the information that you will need to access BPC technology.

You can learn more details about BPC technology by reading the **Getting Started Guide**. Of course, hands on learning matters too so be sure to spend some time online with our BPC systems and resources. The full range of technology available to you is briefly described below.

E-mail

All important information from the college is sent through the Bay Path e-mail system. **Check your BPC e-mail regularly and especially before class.** With busy schedules, e-mail is a great way to contact faculty and staff for assistance. Once each session you will also receive a One Day Newsletter with up-to-date information about courses, student accomplishments, career profiles and more. If you do not check your e-mail at least once a week, you may miss very critical information.

BPC Website

The BPC website at www.baypath.edu includes a wealth of information about BPC's history, academic programs, services and events.

Online Academic Information Systems: BP Connect

The portal can be accessed from any computer connected to the internet. Through BP Connect, which is a central link, you will be able to connect with faculty, staff, students and information. From a web browser, type http://mycampus.baypath.edu. You will see the server log-in screen for accessing the portal. Enter the username and password assigned to you.

You now have access to all BPC technology and you have the chance to post and review information on the Student Bulletin Board in addition to many other features and sites, including the Hatch Library. You can also access the SAPS catalog and Student Resource Guide from BP Connect. Just click on the Academics tab and select One Day Program.

CANVAS

CANVAS is BPC's online courseware system. You are expected to use the Canvas Course system as part of your learning process for each course. Through Canvas you will find your syllabus for each course posted at least two weeks before the course begins. Textbooks for each course are specified in the syllabus. Some professors will also include lesson plans, lecture notes, and other resources for your class in the Canvas system. Use BP Connect or a web browser to gain access to Canvas. The CANVAS tutorial will help you to use the system effectively.

Campus Cafe

Campus Café (also called BP Road) includes information about your schedules, grades, billing etc. You will also find a copy of your degree audit there so you can keep track of the courses you have completed and the ones that you still need to take according to your specific course of study. Note: If you can only see the "Your Statement" link, then you may be in a "Hold" status, meaning that you have an outstanding financial balance or you're missing a required form such as immunization records.

E2 Campus Emergency Notification System

Through E2 you can sign up to receive campus alerts such as text messages through your cell phone. When on the portal, click on the Academics tab, then One Day Program, then Public Safety. Once on the Public Safety page click on E2 and follow the directions so you will be on the list to receive notification about weather cancellations and other important matters.

Questions regarding passwords and technical use should be emailed to **ITS@baypath.edu;** questions on course schedules go to **registrar@baypath.edu;** and questions on billing should be emailed to **bursar@baypath.edu**. Questions about Canvas should be emailed to Valerie Chavis at **online@baypath.edu** or you can call her at **413-565-1328**.

One Day Student Services and Resource Information

There are many service stations and personnel who want to give you the fuel, tools and support you need to reach your destination.

Advising Center

The Advising Center is located just inside the front door of the Blake Student Commons building. The Saturday Business Assistant is located in the Advising Center from 6:30 a.m. to 6:15 p.m. on Saturdays, and One Day team members staff the Advising Center during the core hours of 10 a.m. to 2 p.m. on Saturdays on a rotating basis. On the first Saturday of each semester, staff from the Registrar's Office are on hand to resolve scheduling problems. You can come here with your questions about classes, your schedule, your degree audit, careers and more.

The Saturday Advising Center has a phone line, which is only on use during classes on Saturdays. From an on-campus phone, you can dial x1130 and from an outside line, you can call 565-1130 to reach the Advising Center.

Resource Table

The resource table is located outside of Blake Dining Hall. Each week the table is set up from 6:30 a.m. to 6:15 p.m. The resource table has information on many different topics such as graduate school, majors, scholarship information, career workshops, upcoming events, student ID's, and career counselors. Stop by each week to see what's new!

ID Cards

Photos for ID cards are taken on Saturdays from 12:00 p.m. – 1:30 p.m. in the Campus Public Safety office in the Facilities building. As the CPS staff have many responsibilities, please check with CPS at x1225 (565-1225) to make sure they will be available to make IDs at the time that you would like to have one made.

Access to D'Amour Computer Labs After Hours

D'Amour will be open to everyone from 6:30 a.m. - 7:00 p.m. without the need for an ID card while the One Day Program is in session. After 7 p.m., any individual with an ID card can access the door.

If you experience difficulty with your card, please contact Campus Public Safety at Ext. 1225 and have the card with you. If you e-mail to explain your problem, please include the eleven-digit number that appears on the front of your card. If you have any questions, please contact Officer Vincent Rossi , at Ext. 1225.

Bookstore

- The bookstore is located in the lower level of Blake Student Commons. The telephone number is: 413-565-1314/1311; the email is: **bookstore@baypath.edu**
  Fall hours of operation are:
    - Monday - Thursday, 9:00 a.m. - 6:00 p.m.
    - Friday 9:00 a.m. - 4:00 p.m.
    - Saturday 8:30 a.m. - 4:00 p.m.
    - Closed on Sundays. At certain times during the year the bookstore may be open for extended hours, which will be announced.
  - **Check the Bookstore link on the portal for summer hours.**
- Books for the **following session** will be sold to students on the **last Saturday of the session that precedes the course**, or they may be available earlier. Check with the Bookstore at 565-1311 to confirm that books are available for purchase, especially if you would like to check on a book before the mini-rush sale.
- Students may also purchase textbooks online at efollett.com. Books ordered online may be picked up at the store or will be shipped directly to the student. Students may also place orders over the telephone with a credit card.
- The Book Buyback Program is available at any time, but is most financially rewarding to students when the Bookstore has in hand an order for that book (in the same edition), and needs to purchase that title again. In those situations, Follett is able to pay up to 50 percent of the purchase price. At other times, Blue Book value governs the price that the bookstore will pay.

Rent-a-Text Program

- The Rent-a-Text Program is also available. This is a textbook rental program offered through the Bookstore. Not every book will be available through this program, so check with the Bookstore to see if your books are included. This is a great way to save 50% on textbooks.

Business Office

The Business Office, located in the Annex, the small red building situated between Carr and D'Amour Halls, will be open every Saturday from 8:30 a.m. - 2:00 p.m. and weekdays from 8:30 a.m. – 5:00 p.m. Note: Paperwork for the Financial Aid Office may be dropped off at the Business Office on Saturday; however, specific questions regarding financial aid should be directed to the Financial Aid Office on weekdays by calling 565-1345/1346. The toll free number is 800-782-7284.

Classrooms - Temperature Control

If classrooms are uncomfortable due to the temperature being too hot or too cold, please call Campus Public Safety at Ext. 1225 immediately. A maintenance person will be on duty every Saturday, and Campus Safety will contact this staff person to correct the problem.

Emergencies – Call Ext. 1225

If there is an emergency, injury, or car problem, please contact Campus Public Safety immediately at Ext. 1225 or 1224. The person on duty will have a first aid kit and will arrange for help.

Fitness Center

The fitness center is open, from early September to mid-May, from 6:30 a.m. to 10:00 p.m. Monday – Friday; from 10:00 a.m. to 2:00 p.m. on Saturdays; and 10:00 a.m. to 10:00 p.m. on Sundays for students and faculty. Summer hours are generally 12:00 p.m. to 2:00 p.m. and 5:00 p.m. to 7:00 p.m. Monday – Friday and 12:00 p.m. to 2 p.m. on Saturday. Anyone using Breck Fitness Center must have a medical permission card filled out completely and signed by a physician. Please contact Rob Panetti, Fitness Trainer, at Ext. 1016 or rpanetti@baypath.edu for a permission card. This card is kept on file for your entire stay at Bay Path College; therefore you will only need to do this once. Assorted classes are scheduled throughout the week. Please contact Rob for seasonal changes in the schedule or for more information about the fitness center or any other questions pertaining to the Healthy Life-Style Series.

Food Service

You may always go to BP Connect to confirm current hours of operation. Go to the One Day Program page and click on Longmeadow, then Food Service.

Vending Machines:

- **Lower level of Blake** vending machines contain bottled water, coffee, sodas, and snacks. Enter the level through the lower parking lot door, (D'Amour Hall side). The door will be open from 7:00 a.m. - 6:00 p.m. every Saturday. Note: Report any problems with the machines to the Food Service Director at Ext. 1322.

Blake Student Commons Dining Room:

Hours of Operation:

- **Blake Student Commons Dining Room** is open for brunch from 11:00 a.m. to 1:00 p.m. and for dinner from 4:00 p.m. to 8:00 p.m. every Saturday during the traditional academic year. You may purchase brunch for $6.25 and dinner for $8.25. During the summer the dining room is open from 11:00 a.m. to 1:00 p.m.

- **Carpe Diem Café**, located on the lower level of Blake Student Commons, is open from 7:00 a.m. to 4:00 p.m. every Saturday during the traditional academic year.

Summer Hours (following Commencement through the end of the One Day term in July or August): Lunch will be served every Saturday from 11:30 a.m. to 1:00 p.m.

Hatch Library

The library is the white building located on the east side of Longmeadow Street. **You may contact the library at 413-565-1376 or toll free at 800-782-7284. You can gain access to the online catalog and databases by going to or calling the library, by visiting the library website at http://library.baypath.edu or by emailing: library@baypath.edu with your student ID number.** However you contact the library, you will receive instructions on how to get access to materials off campus (via the virtual library). Check to see if you can access the research databases from off-campus using the library website. Click on the off-campus access link and enter your login information. If you do not have access, contact the library so they may set it up for you.

The library is normally open the following hours from September to May:

Monday – Thursday	8:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	7:00 a.m. to 7:00 p.m.
Sunday	1:00 p.m. to 10:00 p.m.

From late May until Labor Day, the library will post special hours for summer and Saturday students.

One Day Mentors

One Day students who have been in the program for some time serve as Mentors to new One Day students. Mentors can help students with needs such as study skills; stress management; tips for juggling work, home, and school; finding college resources; and navigating the college's on-line systems. Additionally, mentors participate in orientations and often help direct students to classrooms on the first day of classes each session. If you would like to connect with a Mentor, or for more information about the Mentor program, contact Maura Devlin, Director of Student Services, at 565-1287 or via e-mail at mdevlin@baypath.edu.

Parking

Parking for Saturday One Day students is free, but requires a parking pass, available from the Campus Public Safety Office. You'll need your registration information in order to fill out the parking application. Due to the overwhelming success of the Saturday program, parking can be

difficult at times. The Campus Public Safety Department facilitates the flow of traffic on Saturday morning to ensure safe and adequate parking for all. Please give yourself extra time for parking because the campus fills quickly. Please honor all handicapped spots, and feel free to park in the reserved spots adjacent to Elliott House.

Photocopies

There are copy machines for students located in the Hatch Library. The copiers are coin-operated and cost $0.05 each. If you have any problems with these copiers, or lose money in any of them, you can call the ITS Help Desk at Ext. 1487 for assistance.

You may also contact Office Services Monday through Friday between 8:30 a.m. and 5:00 p.m. to have copies made. Copies cost $0.04 (on white paper) $0 .05 (double sided; white paper); $0.05 (single sided; color paper); $0.06 (double sided; color paper) each and can normally be done while you wait. Office Services has a large variety of paper colors and stocks to choose from and can also 3-hole punch and bind your copies for an additional charge.

One Day Career Services: Career Coaching

Most of the One Day academic advisors are certified professional/life coaches. They can help to serve as your personal mentor, guide and cheerleader to support you in developing your Life Success Plan. This coaching process focuses on your individual needs and interests in any areas of your life, including academics, major decisions, career path, community service opportunities…whatever you passionately identify as being important to you.

Beyond working with your academic advisor, we also have a Career Specialist, Chelsea Kline. She can work with students to further explore career opportunities, help prepare students for interviews, discuss career growth, and conduct personal inventories if they are truly undecided about what you would like to do in the future. **Chelsea can be reached at ckline@baypath.edu or 413-565-1494.**

Maura Devlin, Director of Student Services is the lead for our internship program. If you are interested in exploring an internship, please contact her at **mdevlin@baypath.edu or 413-565-1287.**

Your advisors/coaches know that many, if not most, women who join the One Day program are motivated at least partly by the desire to achieve career fulfillment. To help you identify and realize your dreams your coaches work with you in the following areas of career development:

Choosing Your Path

- Self-Reflection: What can I learn about myself?
- Career Assessment: What am I good at? What do I love to do?

- Career Outlook Research Tools: What job markets are growing?

Exploring Your Path

- Requirements: Advanced degrees/certifications/licenses?
- Options: What can I do with this degree?
- Experiential Learning: Informational interviewing, shadowing, internships?

Targeting Destinations on Your Path

- Sourcing Job Openings: Networking, on-line job boards, alumni
- Candidacy: Cover letter, resume, interviews, salary negotiating
- Growing Your Career on the Job: Becoming a valuable employee

Your career advisors can also help you access the Career Development Center (CDC) which is located in the lower level of Blake Student Commons. The CDC offers the following benefits to all Bay Path students:

- **Career Development Newsletter:** Published weekly during the semester, the newsletter includes interesting information about career planning and job hunting, as well as announcements about upcoming career related events. The newsletter may be found on the Bay Path College web site at http://www.baypath.edu/UndergraduateExperience/CareerServices.aspx.
- **Career Information Library:** The library offers a variety of books, videos, periodicals, and other publications to help with your career plans. You will also have access to a wide array of resources via our Internet resources. Additionally, you will find the latest recruiting materials from local and national organizations. Request a copy of the comprehensive Internet guide!
- **Workshops and Seminars:** Throughout the year, there may be special programs regarding resume writing and other job search strategies. Get help with resumes and cover letters; learn about interviewing, networking and more! Watch the career services website and email for details.
- **Job Information:** Job postings from a variety of employers in Western Massachusetts and beyond may be found in the CDC and on the Bay Path College web site at http://www.baypath.edu/UndergraduateExperience/CareerServices.aspx.
- **Graduate School:** The Center includes comprehensive information about a wide range of graduate schools and programs. Applications for the GRE, GMAT and LSAT are also available.