



**HUMAN RESOURCES,  
LEARNING AND  
PERFORMANCE PROGRAMS  
ORIENTATION INFORMATION**



**Human Resources, Learning and Performance Programs  
Education and Human Services Department  
College of Arts and Sciences  
Beacon Hill, Boston, MA 02114  
(617) 573-8261**

**[www.suffolk.edu/cas/hrlpp](http://www.suffolk.edu/cas/hrlpp)**

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## Introduction

*The following information has been compiled to orient you to Suffolk University. Please feel free to contact any of the faculty members listed below if you have questions prior to the start of your class.*

*The Human Resources Learning and Performance Graduate Programs encompass human resources competencies and strategies; learning that embraces adult learning, organizational learning, and e-learning. The following is a listing of the courses of study within the program and contact information for each division.*

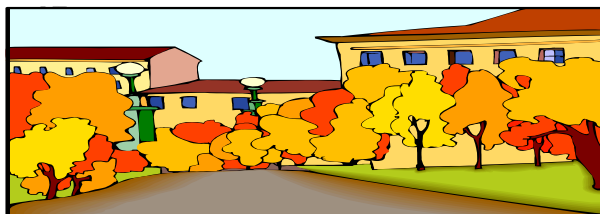
Dr. Barbara F. Ash (617) 573-8280  
Prof. Susan P. Gaskell (617) 973-5328  
Dr. Carol A. Zulauf (617) 573-8089

### Advisor Contacts for Degree Programs:

- M.S. Degree in Adult and Organizational Learning (Drs. Ash or Zulauf)
- M.S. Degree in Human Resources (Prof. Gaskell)
- CAGS Advanced Degree in Organizational Development (Drs. Ash or Zulauf)

### Advisor Contacts for Certificate Programs:

- Graduate Certification in Human Resources (Prof. Gaskell)
- Continuing Education Certificate in Human Resources (Prof. Gaskell)
- Graduate Certificate in Instructional Design (Drs. Ash or Zulauf)
- Graduate Certificate in Organizational Learning (Drs. Ash or Zulauf)



### Graduate Admission Office

Please contact Terry Bishop, Associate Director of Graduate Admission if you have any questions with the admissions process. She can be reached at (617) 573-8302 or [tbishop@suffolk.edu](mailto:tbishop@suffolk.edu).

### Admission of Special Non-Matriculated Students

If you are not yet matriculated in a degree program, you may enroll as a CAPS (Continuing and Professional Student). Master's degree and advanced degree students may elect the equivalent of 2 courses or 6 credits. Certificate students may take one 3-credit course. The CAPS application is obtained from the Office of Graduate Admission. Call (617) 573-8302.

## Registration Information

For newly matriculated students, information on the registration process including the dates, time, and place for walk-in registration will be sent to you from the Office of Graduate Admission. On-line registration will be available up until one month prior to registration week. Web registration is available for those students who have submitted a deposit. On-line registration is accessed through SAIL. To access your SAIL account, you will use your assigned Student ID number as your User ID and the last six digits of your social security number as your PIN. You will then be prompted with instructions to change your password. If you do not have a social security number, please contact the Registrar's Office to obtain a PIN.

## Registrar's Office

The Registrar's office is located in the Donahue Building, 41 Temple St, 3<sup>rd</sup> Floor. The hours of operation are generally Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 3 p.m. The office number is (617) 573-8430, [www.suffolk.edu/sail](http://www.suffolk.edu/sail), or you can email: [webman@admin.suffolk.edu](mailto:webman@admin.suffolk.edu).

## Student Accounts Office

The Student Accounts Office is located in the Donahue Building, 41 Temple St, 1<sup>st</sup> Floor. The hours of operation are normally Monday through Thursday 8:45 a.m. to 6 p.m. and Friday 8:45 a.m. to 3 p.m. The office number is (617) 573-8407, or you can email: [stdact@suffolk.edu](mailto:stdact@suffolk.edu).

## Parking Information

- Center Plaza Parking Garage: (617) 742-7807, entrance on Somerset and Tremont Streets (turn right after entering), 24 hour parking available. After 3:30 p.m. you may obtain a discounted rate of \$6. The ticket must be stamped at the University with a Center Plaza stamp only. \*
- Charles River Park Garage: (617) 742-2819, entrance on Cambridge Street under the Charles River Shopping Plaza Parking Lot and located next to Holiday Inn Hotel. After 3 p.m. you may obtain a discounted rate of \$6. The ticket must be stamped at the University with a Charles River Park stamp only. \*



\*Stamps are available in the lobbies of the Fenton (Corner of Derne and Hancock Streets), and Donahue Buildings (Temple Street).

- LAZ Parking: (617) 426-0604, at Province Street Garage behind the Parker House. The hours are 7 a.m. to 11 p.m., Monday through Friday and 7 a.m. to 7 p.m. on Saturday. The garage is closed Sunday. The evening rate after 4 p.m. is \$7. A Suffolk ID is required. This is an elevated garage, and it requires you leave your keys with your car.
- Boston Common Garage: (617) 954-2096, located on Charles Street across from the Public Garden. The evening rate after 8 p.m. and weekends is \$8.
- Lot adjacent to the Sawyer Building: Evening and weekend rate is \$10. The evening rate is valid after 4 p.m.

## Public Transportation

Suffolk University is easily accessible stations are Park Street or Government



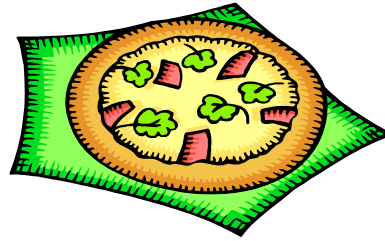
by the MBTA subway. The closest Center on the Red Line.

## Classroom Locations

Please refer to the *Course Bulletin* ([www.suffolk.edu/catalog/index](http://www.suffolk.edu/catalog/index)) and University Map ([www.suffolk.edu/map](http://www.suffolk.edu/map)) on line. Most HRLPP classes are held in the Donahue or Fenton Buildings.

## Restaurants

- ❖ Derne Street Deli (16 Derne Street)
- ❖ Donahue Cafeteria (41 Temple Street)
- ❖ Primos Pizza (28 Myrtle Street)



## Program Web Site

[www.suffolk.edu/cas/hrlpp](http://www.suffolk.edu/cas/hrlpp)

The Human Resources, Learning and Performance Program web site contains the program course schedules, program requirements, course descriptions, and other valuable information. Check the web site often for updates and schedule changes.

## Transfer Credits

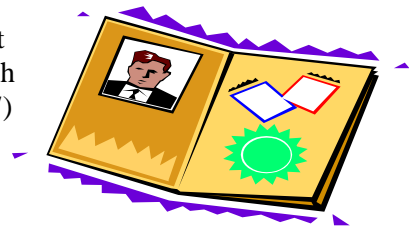
Most of the human resources courses require EHS 680, The Human Resources Functions as a prerequisite. If you are transferring courses to satisfy the prerequisite, you will need to obtain an evaluation of your credits prior to registration. Human Resources students should contact Prof. Susan Gaskell; Adult and Organizational Learning Students should contact Dr. Ash or Dr. Zulauf and Advanced Degree – Organizational Development students should contact Dr. Zulauf.

## Policies and Guidelines

Specific information on the policies and guidelines for the Human Resources, Learning and Performance Programs may be obtained from your academic advisors. Instructors will distribute the *HRLPP Policies and Guidelines* book during the first week of class. Certificate students please note information pertaining to course selection and transfer policies.

## Suffolk ID

You may obtain an ID Card by visiting Sawyer building, basement level A, during the hours of 8 a.m. through 8 p.m., Monday through Friday. If the office is closed, contact the University Police at (617) 573-8333. You will need a copy of your registration and a valid picture ID.



## **Bookstore Location**

The Suffolk University Bookstore is located at 148 Cambridge Street, (617) 227-4085. The hours of operation are generally Monday through Thursday 9 a.m. – 6 p.m. and Friday 9 a.m. – 5 p.m. You may wait until after the first class when you receive the course syllabus to purchase books. There are extended evening and weekend hours during the first few weeks of class each semester.



# **SUFFOLK UNIVERSITY CAMPUS MAP**