

FALL 2020

# CAMPUS REOPENING STUDENT GUIDE

For Undergraduate and Graduate Students of the  
College of Arts & Sciences and the Sawyer Business School



Welcome students!

We are very much looking forward to your return to campus for the fall semester. This year's campus life comes with many changes as a result of the ongoing pandemic, along with new responsibilities and commitments, from scheduled tests for COVID-19 to face coverings, social distance requirements, and more. Care and safety for the entire Suffolk community will be our guiding principle this fall, and compliance will be key to a safe and fulfilling educational experience. We urge everyone to use good judgment at all times.

Students will see a campus where much is new and different, with changes in the use of classrooms, lounges, residence halls, and dining areas. Directional signage will show which way to go. Some stairwells will be reserved for upward travel while others will be for those going down. Elevators will have reduced capacity, and if your classrooms or residence hall room are on the first five floors of a building, and you are able, you will be asked to use stairways rather than elevators.

You will see from this guide that the University is changing certain procedures, daily operations, and policies for you to learn and live in this community. Please note that the information provided is accurate as of July 27, 2020. Be sure to visit [the University reopening website](#) frequently for the most up-to-date information. The University may need to change these procedures related to COVID-19 because of changes to federal, state, or local public health and safety standards and guidelines, or University health and safety decisions.

It will be up to all of us, students, faculty, and staff, to respect these changes on campus—wearing face coverings in public, maintaining social distancing, complying with testing requirements, reporting symptoms—and to live our lives in a similar manner both on and off campus. This is our collective responsibility for the health of each other and the community. I am confident we can be accountable to each other as a way to interrupt the spread of the virus, protect this community, and maintain a healthy environment for us all. It will only work if we cooperate to make it happen.

We eagerly await your arrival as we put in place these new precautions to ensure that life on campus will be as rewarding and inspiring as ever.

Welcome back.



Ann E. Coyne, EdD  
Vice President for Student Affairs & Dean of Students

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# COMMUNITY STANDARDS FOR A SAFER CAMPUS

## Suffolk's Power of One Pledge

Every Suffolk University Ram plays an essential role in stopping the spread of COVID-19. Our collective success depends on each member of our community embracing this responsibility, recognizing our personal impact on others and committing to practices that limit both individual and community exposure. When we each commit to acting in the best interest of others, we illuminate the power of one to promote the health and safety of all.

By joining or returning to the Suffolk community in the fall, you are:

- Acknowledging your personal responsibility in limiting the spread of COVID-19
- Committing to maintain diligent practices and behaviors that promote personal and community health
- Agreeing to actively demonstrate your commitment to your health, as well as the well-being of others, through your daily actions and choices

As a Suffolk Ram, I commit to:

- Stay home if I am not feeling well
- Monitor my health daily, contact [Counseling, Health & Wellness](#) (CHW) immediately if I experience symptoms, and follow medical guidance provided to me
- Follow self-isolation and self-quarantine instructions if I am exposed to or test positive for COVID-19
- Participate in regular COVID-19 health screenings and testing as requested and provided by the University
- Reliably share information relevant for contact tracing with appropriate University officials
- Be vaccinated for the flu during the fall semester unless I provide CHW with documentation of a sincere religious objection to being vaccinated, or due to a medical contraindication
- Observe social distancing by maintaining six feet of space between myself and others whenever possible
- Wear a face covering that covers my nose, mouth, and chin in all classrooms, offices, and public and shared spaces
- While navigating campus buildings, follow signage for entrances, exits, pathways, directions of travel and occupancy limits for rooms and elevators
- Practice good hygiene habits such as washing my hands frequently and disinfecting my living space daily

- Abide by the evolving health regulations and guidelines as issued by the University and federal, state, or local officials
- Adhere to all protocols and policies established by the University pertaining to travel during the semester
- Neither host nor attend gatherings (on or off campus) that do not comply with University, local, state, or federal regulations and guidance. As of July 20, 2020, indoor gatherings are limited to eight persons per 1,000 square feet of accessible, indoor floor space, and never more than 25 persons in a single enclosed, indoor space as consistent with [Massachusetts guidelines](#). Students must be able to distance six feet when socializing.
- Encourage and remind my fellow Rams to follow these community standards, and communicate my concerns about others' noncompliance to the [Student Affairs Office](#) or by [submitting an incident report](#).
- Remove myself from campus if I am not able to fulfill my responsibilities to our community standards at any point during the semester
- Understand that if I am not wearing a face covering, observing social distancing practices, or complying with the Power of One Pledge, others may remind me and I may be held accountable for my noncompliance with the Power of One Pledge.

When we make this pledge, we promote the health and safety of all members of our community.

## E-Checkin

Beginning August 17, 2020, all students are required to complete the e-Checkin process via WebAdvisor. You must complete a checklist indicating that you have:

- Acknowledged your willingness to abide by the policies and regulations outlined in the [Suffolk University Student Handbook](#)
- Provided the University with your local address. Your local address will be verified with the U.S. Postal Service before you can successfully submit the address.
- Acknowledged your willingness to abide by the Power of One Pledge
- Provided the University with your emergency contact information
- Acknowledged your financial obligations to the University
- Watched a video about COVID-19 safety precautions and agreed to abide by new University rules and regulations regarding safety compliance

You must fully complete the e-Checkin process before you will have access to other online student tools, such as course schedule, add/drop, and the e-learning BlackBoard platform.

Residential students living in on-campus housing or University-sponsored hotels must complete e-Checkin *before* moving in.

Commuter students must complete e-Checkin *before* the first day of orientation or classes, whichever is earlier.

To complete e-Checkin on either your computer or your mobile device, log in to [MySuffolk](#) with your Suffolk University login credentials (email login ID and password).

1. Halfway down the page, click [Login to WebAdvisor](#).
2. On the top-right corner of the page, click Log In.
3. Click Students.
4. The e-Checkin screen is under the My Personal Information tab.

Until you complete e-Checkin, it will be the only item accessible in WebAdvisor. Read and complete each form carefully before proceeding to the next screen.

After completing all the screens, you will need to completely log out of WebAdvisor, close your browser, then log back in to access the full Students Menu.

For technical assistance, [contact the Service Desk](#) or call 617-557-2000.

[Contact the Student Affairs Office](#) for any general (not technical assistance) questions.

If you will not be attending Suffolk University for the fall 2020 semester, please [contact the Student Affairs Office](#) to request a [leave of absence or withdrawal](#).

## Educational Materials Related to COVID-19 Health and Safety

You are encouraged to frequently review the information and resources that the University will make available on the [reopening website](#), which will be regularly updated to support our community's health and well-being. These resources include a collection of videos about important topics, including the proper use of face coverings, social distancing, and sanitizing the areas you visit.

## STUDENT HEALTH AND SAFETY

### Preparing for Arrival in Massachusetts

In accordance with a [new travel rule](#) adopted by the Commonwealth of Massachusetts on July 24, 2020, Suffolk University students arriving in Massachusetts, *including* residents who have left the state for anything more than transitory travel, are *required* to:

1. [Complete the Massachusetts Travel Form](#) prior to arrival, unless you:
  - a. are coming from a [lower-risk state](#) (designated by the [Massachusetts Department of Public Health](#)), or
  - b. meet one of the other [exemption criteria](#).

2. Quarantine for 14 days, unless you:
  - a. are coming from a [lower-risk state](#), or
  - b. can produce proof of a negative COVID-19 test result that has been administered up to 72 hours prior to arrival in Massachusetts, or
  - c. meet the [exemption criteria](#).

If you took a test prior to your arrival but have not received your negative result, you *MUST quarantine until you receive the negative result*.

*Individuals who fail to comply with these requirements are subject to a \$500 per-day civil fine levied by the Commonwealth of Massachusetts.*

## **Quarantining and Testing Upon Arrival in Massachusetts**

All (including international) students arriving from outside the U.S. or from a higher-risk state assigned to live in a residence hall or University-sponsored hotel *must* move in on August 20. Upon arrival, you will be tested for COVID-19 at no cost. Individuals who test positive will be required to isolate in the residence hall/university-sponsored hotels (residence students) or at home (commuters) for a minimum of 10 days. Before they leave isolation, they must be afebrile (no fever) for 24 hours—without the use of antipyretics (acetaminophen or ibuprofen)—and their symptoms must be significantly improved. If you test negative for COVID-19, you may leave quarantine.

There is no additional cost for residential students to quarantine in residence halls/University-sponsored hotels, and food will also be provided at no cost.

Programming and personal support will be available for students in quarantine and after they leave quarantine.

## **Face Coverings and Social Distancing**

The University is committed to promoting a safe campus environment for students, faculty, and staff in accordance with current state and local public safety guidelines. Face coverings that cover your nose, mouth, and chin must be worn at all times: in classrooms and any shared spaces, in the residence halls and University-sponsored hotels, and in all University buildings, as well as on the street and in public spaces. The University will provide residence students and students in face-to-face (F2F) classes with two Suffolk University-branded face coverings. You are also required to social distance six feet from others. Wearing a face covering does not replace the need to maintain social distancing and observing safety protocols in shared spaces.

Students are advised to avoid touching their eyes, nose, or mouth when removing their face coverings, and washing their hands immediately before and after removal. Face coverings should be changed daily and stored in a clean paper bag when not in use. Disposable face coverings should be discarded daily.

## Screening, Testing, Contact Tracing, Isolation, and Quarantining

Screening, testing, and quarantining (when appropriate) is required of all students. Suffolk University has partnered with the [Broad Institute](#) to assist with our program of testing certain campus populations. We will also be using an app to support screening and daily self-attestation of wellness and symptoms. You will be notified by email when more information about how to download and use the app is available.

All members of the Suffolk community are encouraged to report any suspected symptoms of COVID-19 and/or any known exposure as promptly as possible.

### Screening

Suffolk University will require students, faculty, and staff to monitor and report their daily health screenings—including temperature checks—through a secure smartphone app and complete a self-attestation that will facilitate access to our campus buildings, including residence halls and University-sponsored hotels. Using this platform, you will attest to whether you have experienced any COVID-19 symptoms and/or whether you have been in close contact with any known or suspected cases of COVID-19. In addition, this app will incorporate test results when testing is necessary for a community member.

This tool will help you to determine next steps if you are experiencing symptoms, have had an exposure, or have received a positive COVID-19 test result. If you have this experience, the app will prompt you to contact [CHW](#) to speak with a nurse practitioner, who will provide guidance and medical advice.

All community members will be required to show their “green light” on their phone app in order to access buildings and events. This light will automatically appear on the phone screen, stamped with the date and time, once the self-attestation is completed and an individual is deemed safe to proceed to campus.

More information about this app will be provided as soon as it is available.

### Testing on Arrival and Ongoing Surveillance Testing

Based on public health guidance, populations of students, staff, and faculty who are considered to be at increased risk for infection (i.e., those living in residence halls/University-sponsored hotels) will undergo testing upon move-in and surveillance testing on a regular schedule throughout the fall term at no cost.

- **Residence students** will be tested twice a week.
- **Student athletes** involved in small group “pod” practices, as well as strength and conditioning, will be tested twice a week.
- **Commuter students in F2F classes and remote students coming to campus** to work or to access services will be tested once a week.
- **Students enrolled exclusively in online classes** will not be tested.

Off-site testing and medical treatment at an area clinic or hospital will be recommended for symptomatic individuals.

You will be informed via email about how to pick up and drop off your testing kits.

Surveillance testing for individuals who do not fall into high risk categories is not recommended, and therefore generally will not be provided by Suffolk. However, testing will be recommended—and guidance readily provided—to anyone, regardless of risk, who exhibits symptoms or has concerns due to a known or suspected exposure.

### **Contact Tracing**

Suffolk is committed to assisting the Boston Public Health Department and the Massachusetts Department of Public Health by implementing contact tracing for any member of our community who has tested positive and has been physically present on campus. Contact tracing involves identifying and contacting anyone who has come in contact with an infected person. This piece of our COVID-19 plan is crucial in order to identify those who have unknowingly become infected and to help control the spread of the virus in our community. The individuals involved in contact tracing will be trained, certified, and mindful of protecting each person's privacy to the degree possible.

### **Quarantine and Isolation Housing**

[Quarantine housing](#) is used when an individual has potentially been exposed to an illness and needs to separate from other individuals in order to see if they develop symptoms and become sick. [Isolation housing](#) is used when someone has symptoms or is confirmed to have an illness.

If a student who resides on campus or at a University-sponsored hotel needs to go into quarantine or isolation, CHW will work with Residence Life and Housing Services to arrange for the student to move to a private room with a private bathroom until the period of quarantine or isolation is over (if the student is not already living alone with a private bath). If a residence student needs to go into isolation rather than quarantine, and they reside on-campus or at a University-sponsored hotel, CHW and Residence Life and Housing Services will arrange for the student to move to a private room or semi-private room with another student who is also in isolation. Students in quarantine or isolation are responsible for bringing their own bed linens as well as minimal belongings with them to their new rooms, if appropriate.

Commuter students should plan to stay at home, with relatives or in their off-campus apartments, and should have a plan for food and other necessities, if quarantining or isolation are required.

When a student is temporarily assigned to quarantine or isolation, they will receive a detailed plan from CHW about preparing for their stay in temporary accommodations, including a “what to bring” list, information about self-care during the quarantine or isolation period, and contact information for assistance.

While in quarantine or isolation, residence students will have full access to wireless Internet in their accommodations, so they are able to attend classes remotely and participate in virtual student programs if they feel well enough to do so. The quarantine and isolation accommodations will include a supply of groceries and beverages, and Suffolk's Dining Services will provide regular delivery of prepared meals for reheating, fresh fruit, produce, and dairy products.

CHW nurse practitioners will remotely monitor the progress of the student and will determine when the quarantine or isolation period has concluded. The student may then return to their academic year room assignment.

Additional guidance on who must quarantine, including temporary residence assignments and protocols, will be provided to students who are going into quarantine or isolation housing.

## Health Forms and Immunization Requirements

### For New Students

All new students are responsible for completing and submitting the appropriate health materials prior to arrival. *Students living in the residence halls and University-sponsored hotels may not be able to move in until health forms and immunization records are received.* For more information, [please review requirements](#).

### For Returning Students

You must ensure that your immunizations are up-to-date *prior* to the start of the semester and move-in. Please go to the [Student Health Portal](#) to review the compliance status of each of your required immunizations. Please be aware that the Tdap vaccine can expire and an incomplete varicella, MMR, or HepB series of shots will result in non-compliance status. If you have questions about your immunization compliance status, please [email CHW](#). Monitor your Suffolk email frequently over the summer, as this is where you will receive notifications about immunization noncompliance.

### For All Students

In addition to the immunizations required by the Commonwealth of Massachusetts, *all* students will be required to obtain a flu shot during the month of October when it becomes available. Exceptions will be granted for students with documentation of a sincere religious objection to being vaccinated or due to a medical contraindication.

## Common Spaces

All common spaces on campus will have reduced density. Indoor gatherings are limited to eight persons per 1,000 square feet of accessible, indoor floor space and never more than 25 persons in a single enclosed, indoor space. You must maintain physical distancing at all times and wear a face covering over the nose,

mouth, and chin. In common areas of a residence hall or University-sponsored hotel, where it is not possible to maintain six feet of distance from others—entryways, corridors, stairwells, and elevators, for example—you must wear a face covering. Please do not move the lounge furniture in campus residences; it has been carefully positioned to maintain at least six feet between furnishings.

The University will also use a scheduling app for students to reserve seats in the library or schedule a workout at the Smith Fitness Center. Residence students can schedule a time to do laundry in the residence halls. Information about how to access the seating reservation system will be provided by email before the start of classes.

## **COVID-19 Kits**

Residence and commuter students taking face-to-face (F2F) classes will be given two Suffolk-branded face coverings and a kit comprised of a thermometer, hand sanitizer, and disinfecting wipes. After receiving this initial kit, you are expected to provide such items for your personal use. You will be notified by email when more information about how to obtain your COVID-19 kit is available.

# **STUDENT WELL-BEING AND INVOLVEMENT**

## **Counseling, Health & Wellness**

[Counseling, Health & Wellness](#) (CHW) will continue to provide counseling and medical services to students during this period of concern about COVID-19. Students with questions about COVID-19, or any other health issue, should use the [Student Health Portal](#) to sign up for a same-day medical advice visit and conference with a CHW nurse practitioner. After you schedule your appointment online, a CHW nurse practitioner will call you at your preferred number and either offer guidance via telehealth or proceed with an in-person medical visit, if safe and clinically appropriate.

For counseling services, students should call 617-573-8226. Students experiencing a crisis during business hours should call CHW to arrange a same-day in-person or telehealth crisis appointment. Students wishing to schedule all other types of counseling appointments, including telehealth counseling, intake appointments, or to request a referral for an outside therapist, should also call CHW. Counseling staff are able to provide telehealth services to students located in Massachusetts; students living outside of Massachusetts will be given information about finding a local referral. As always, all students have access to mental health support during times when CHW is closed by calling 617-573-8226.

Counseling, Health & Wellness staff are also offering [virtual drop-in groups](#) for all students, regardless of location, addressing self-care during this time,

useful coping skills, and healthy relationships with others. Drop-in groups are not counseling groups, but are intended to teach important skills and offer an opportunity to connect with other students. Students may also be interested in CHW self-help resources including [TAO Connect](#) or [self-help information](#).

The CHW SUPERS are peer health educators who will offer ongoing virtual and in-person small group wellness programs and social media campaigns for students. To learn more, check out the SUPERS on [social media](#) or [request a program](#).

[Learn more about CHW services](#), as well as what to do in a medical or psychological emergency.

## Student Safety

Students should always contact the [Suffolk University Police Department](#) (SUPD) at 617-573-8111 regarding any safety concerns. Officers are available to escort students to and from campus buildings, residence halls and University-sponsored hotels; call the telephone number above or use the LiveSafe app to make a request. Safety programs will be offered online and in person while maintaining safety considerations. The residence halls will be staffed with SUPD security at all times. Suffolk police officers will make frequent rounds of the University-sponsored hotels where students will be staying.

### LiveSafe App

LiveSafe is Suffolk's free public safety app. It can be downloaded from the App Store or Google Play. This app allows users to view emergency procedures and on- and off-campus resources, as well as the following:

- Call SUPD on campus, and 911 off campus
- Report tips directly to SUPD in a text message format, and attach photos, videos, or audio recordings
- Request SUPD escorts
- Get a virtual escort with up to three people from their contact list, on or off campus

## Suffolk CARES

We understand that navigating your new normal could be confusing, cause anxiety, and even produce extenuating circumstances that may influence your ability to have a successful academic career. The [Suffolk CARES program](#) is available to assist you with finding the right resources when you need them. These resources include, but are not limited to, case management, an on-campus food pantry, food insecurity grants, and emergency funding grants.

If you are experiencing personal or academic issues that are interfering with your ability to be successful at Suffolk, [fill out a CARE Referral Form](#), [send an email](#), or call 617-573-8239 to schedule a Zoom or in-person appointment with a case manager.

If you are concerned about a friend's well-being, please fill out a [CARE Referral Form](#). A member of our staff will contact you to learn more and then reach out to the person you are concerned about to share resources and support. You may also submit the form anonymously.

Please [email COVID support](#) if you need to report any COVID-19 difficulties or concerns.

### **Suffolk CARES Pantry**

The [Suffolk CARES pantry](#) is open with new protocols to ensure the health and safety of our community. Students are no longer able to browse in the pantry and instead will pick up pre-packaged bags during assigned times. Students experiencing food insecurity should call 617-573-8239 to schedule a Zoom meeting with a pantry staff member, who will review the resources available and provide the link to a pantry order form. Once the order is received, you will be assigned a pickup time. To ensure that proper social distancing can be maintained, it is important that you pick up your pre-packaged bag during your assigned time. If the pantry does not have something you need, we will do our best to also provide you with a Food Insecurity Grant on your Ram Card.

### **Interfaith Center**

The [Interfaith Center](#) at Suffolk University welcomes all students, staff, and faculty for the new academic year 2020-21. Health and safety precautions will be in place as we continue to serve students, staff, and faculty of all religions.

The University chaplain, [Reverend Amy L. Fisher](#), is available to assist with any questions. The following precautions will be implemented in the Interfaith Center:

- Religious events will continue in a hybrid fashion: both limited physical attendance and Zoom, or other virtual platform, including yoga practice; Zazen Buddhist meditation; Atheists, Humanists, Agnostics and Anti-theists (AHAA!); Suffolk Hillel; Christians Gathering for Justice; Questioning Catholics; Witches, Feminists and Pagans; Grieving Loss Together; Contemplative Mysticism; etc.
- Confidential sign-in sheets will be available for each event to aid with contact tracing if an attendee later learns they were ill at the time of the event.
- There will be limits in the main Interfaith Center (Sawyer 823B) of one individual at a time for prayer, meditation, reflection, etc.
- Ablution areas (Sawyer 827) will be limited to one individual at a time for each prayer area. Travel prayer rugs will be provided to each individual in lieu of communal prayer rugs.
- Confidential pastoral care and counseling with the University chaplain will continue via Zoom and in person with face coverings and social distancing.

## Athletics

[Athletics](#) is an important part of life at Suffolk. Unfortunately, due to ongoing health and safety concerns related to the COVID-19 pandemic, the Commonwealth Coast Conference (CCC), of which Suffolk is a member, has suspended intercollegiate play for the fall 2020 season. Our ability to keep student athletes, coaches, and fans healthy is our main focus. We will organize smaller groups (or “pods”) of athletes to practice and participate in strength and conditioning opportunities, and provide COVID-19 testing twice a week for participating students. Student athletes are not required to participate in these athletic opportunities and will not be penalized for not participating when the full teams are able to practice and compete.

Read the [statement from the CCC](#).

### Smith Fitness Center

The [Smith Fitness Center](#) will be open by scheduled appointment and disinfected between uses. You will be notified by email when more information about how to schedule a work-out time is available.

### Intramurals and Club Sports

Intramurals, open gym, and club sports will likely be suspended. You will be notified by email when more information about open gym is available.

## Student Involvement

Participation in activities outside the classroom has always been an important component of the Suffolk experience. Athletics, community engagement, clubs and organizations, performing arts, student governing, and programming boards all help to create community, develop leadership skills, and provide places to express yourself and have fun.

The Division of Student Affairs and the [Office of Student Leadership and Involvement](#) (SLI), the [Center for Community Engagement](#) (CCE), the [Center for Student Diversity and Inclusion](#) (CSDI), the [Performing Arts Office](#) (PAO), and [Residence Life and Housing Services](#) are developing programs, safety guidelines, and best practices that will have students engaging with their community outside the classroom while safeguarding the health of all members of our community. These may include:

- Supporting student clubs to move their meetings and programs to virtual/Hyflex formats (see descriptions in the [Learning Environments section](#)) to allow for all to attend in a way they find safe and accessible.
- Developing programming that can be delivered safely and meaningfully. This may include virtual programs, micro-programs, virtual access to speakers, performances, workshops, game nights, movie nights, etc.
- In-person programs, when permitted, will need to comply with social distancing guidelines. All common spaces on campus will have reduced

density. Indoor gatherings will be limited to eight persons per 1,000 square feet of accessible, indoor floor space. Indoor gatherings of more than 25 persons will not be permitted. Participants must maintain social distancing at all times and wear a face covering over the nose, mouth, and chin. Suffolk Dining Services will work with student organizations and clubs, as it has in past years, to bring catered meals, boxed lunches, or snacks to your Suffolk activities, club events, or any special experiences throughout the year.

- Providing safety protocols (event registration, reserved seating, personal protective equipment [PPE]) to allow in-person programming, when permitted, to be delivered as safely as possible.

## **Lounges in the Sawyer Student Activity Center**

The lounges on floors two through four in the Sawyer Building will be open with reduced capacity to allow for social distancing. Seats will need to be reserved and students are required to wear face coverings when occupying those spaces.

## **Student Employment**

The University is currently in the process of assessing student employee positions for fall 2020 given the current public health recommendations on social distancing. Students who have been awarded employment funding as part of their financial aid package will receive information from the Student Financial Services Office regarding available positions in August. We expect student positions to be a mix of on-campus and remote work.

# **ACADEMICS**

## **Academic Calendar**

The academic calendar will remain as originally published. Please visit the [University Academic Calendar](#) for important dates for the fall 2020 term. Students should plan to arrive in time for the semester's start, although we understand there may be travel limitations for international students.

## **Class Meeting Times**

Due to social distancing and health and safety guidelines, the fall 2020 meeting times have been adjusted to allow more time for you to transition between classes and for the sanitizing of classrooms. Undergraduate day classes will be offered between 8 a.m. and 5:45 p.m. Changes to meeting patterns have been updated on your academic schedules.

## **Class Attendance**

Each instructor and course will have specific attendance requirements indicated on the course syllabus. Instructors will record attendance and may

use a variety of methods depending on whether you are attending classes on campus or from a remote location. These methods may include review of Zoom and Blackboard records. All students are expected to abide by the [Attendance and Absence Policy](#).

## **Registration, Add/Drop, and Waitlists**

The University Registrar's Office staff has updated meeting times. Registration, schedule changes, and waitlists have also been updated. [WebAdvisor](#) is available so you can register or change your schedule in course sections where space is available. Students do not need approval to register for all online classes.

Note: This process does not apply to Sawyer Business School graduate students in one of the part-time, fully online programs (MBA, MSA, MSBA, or MHA only). Students in these programs should work closely with their Success Advisor on any required schedule changes.

## **Fall 2020 Learning Environments: Understanding Your Course Schedule and Schedule Options**

The health and safety of the entire Suffolk University community is of the utmost importance, and we understand that necessary public health requirements and travel challenges may complicate our students' ability to attend classes this fall. Suffolk has prepared to accommodate these requirements and challenges while ensuring that we continue to provide the best possible experiential and transformational learning opportunities.

Courses will be delivered through a variety of formats available to you whether you will be attending on-campus in Boston or participating remotely. This will also give you the flexibility to easily adjust how and where you attend classes if your circumstances change during the semester. Whether you attend your classes on campus or on online, Blackboard—Suffolk University's Learning Management System—is the primary way that you will access course materials such as assignments, recordings, and Zoom meetings.

Please note that any class may need to shift to being delivered entirely online as a result of a change in circumstances such as public health directives issued by the Commonwealth of Massachusetts or the City of Boston. University faculty are prepared to make this shift at any time while maintaining continuity of learning.

When you search for courses in WebAdvisor or look at your Fall 2020 course schedules, you will see LOCATION codes that indicate the format in which particular courses will be delivered. (Please note that different sections of a course may be offered in different formats.)

You will see the following chart in WebAdvisor:

Below are definitions of terms you may see in WebAdvisor, on your course

schedule, or on a syllabus for a particular course.

Location	Definition
Boston-Hyflex	Course delivered on campus. Students may choose to attend on campus or online. Students may attend the entire course online.
Online	Course delivered completely online. Asynchronous courses will not have meeting information.
Hybrid	Course delivered with a mixture of hyflex/on-campus and online instruction.
On campus only	Course delivered on campus only. Students must attend on campus.
Online-MBA Short Term	Short term course delivered completely online. Graduate students only.

**Asynchronous:** online and at any time; WebAdvisor does not provide meeting information for asynchronous courses; some asynchronous courses may have a synchronous final exam time identified as “web chat.”

**Flexible students:** those unable to participate face-to-face and/or in real time for some or all course meetings.

**F2F:** face-to-face; students attending and/or instructor delivering course in person on campus.

**Hybrid:** instructor delivers some proportion of class meetings F2F and some proportion online; in most courses, students may attend classes with hyflex option to attend F2F or online. Hybrid delivery formats vary by course or course section. Click on “Meeting Information” for individual course sections in WebAdvisor for further details on which dates are online and which are F2F. Here are some examples to help you understand how hybrid courses work:

- In Hybrid Course A, every week the instructor delivers three hours of course meetings F2F on campus. The fourth meeting hour (“recitation”) is delivered online at a time identified with the words “web chat” in WebAdvisor. The 20 students taking the class all attend the recitation online but exercise the hyflex option for F2F meetings: eleven attend all F2F course meetings on campus, and nine attend online—some participating synchronously and some watching recorded course meetings later.
- In Hybrid Course B, every week the instructor posts 1.5 hours of online instruction (video lecture, discussion board assignments, etc) and delivers 1.5 hours of F2F instruction (discussions, hands-on applications, computer labs, etc.) twice per week. Students complete the online class asynchronously by Monday and (to allow for safe physical distancing) are divided into two groups (B1 and B2) to complete the F2F class. Group B1

attends F2F on Tuesday; Group B2 attends class F2F on Thursday.

- In Hybrid Course C, half of the students will have the option to attend all class sessions F2F, while the other half will attend all class sessions online.

**HyFlex:** instructor delivers all course meetings F2F on campus; students choose to attend F2F on campus or to participate online. Online participants may attend synchronously or asynchronously—through recordings of course meetings made available for viewing at any time.

**Online:** students not required to be on campus; instructor delivers course meetings 100% virtually. Instruction may be delivered asynchronously, synchronously, or with a combination of asynchronous and synchronous meetings.

**Remote:** online instruction; used when face-to-face course delivery is interrupted with little or no warning (such as a weather event preventing access to campus).

**Synchronous:** online and in real time. WebAdvisor identifies synchronous meeting times with the term “web chat.”

## Grading

Students will be graded for the fall 2020 semester according to the normal scale. For returning students, the pass/fail option that was in place for the spring 2020 semester will no longer apply.

[View the Undergraduate Student Grading Policy.](#)

[View the Graduate Student Grading Policy.](#)

## Classroom Usage

Class size has been reduced to allow for social distancing of six feet in classrooms. As a result, F2F courses will be comprised of fewer students. Materials for disinfecting desks will be available for all classrooms. Eating, food and drink is not permitted in classrooms.

## Increased Classroom Technology

Over the summer, additional classrooms have been outfitted with technology that enables remote learning.

## Sawyer Library

The [Sawyer Library](#) will be resuming on-campus services in a phased reopening

with reduced seating, enhanced e-services, provisions for safer access to collections, socially distant traffic flows, and other modifications where appropriate. Services will be based on safety precautions; therefore, access to some items and areas will be restricted during some phases of the reopening.

## Information Technology Services

The [Information Technology service desk](#) will be assisting users remotely whenever possible and scheduling appointments for instances that require on-site assistance.

### Computer Labs and Printing

The [computer labs](#) located in the Sawyer and Sargent buildings will be open for student access with limited capacity, scheduled seating, and socially distant traffic flows when using printers. Additional print stations are available in common areas: the Samia Academic Center lobby, Sawyer Building fifth floor hallway, and 73 Tremont Street fifth floor.

Cleaning and disinfecting will occur every night. Students will be required to sanitize before and after each computer use. Sanitizing supplies will be available.

### Virtual Desktop Infrastructure

Students are encouraged to use the [virtual desktop infrastructure](#) (VDI) for remote access to course-required software, as well as to print from their personal devices. [Review the minimum laptop specifications](#) for VDI access and general use.

## Academic Support

The [Division of Student Success](#) will offer its full range of services on an appointment-only basis. All appointments will be available via Zoom or phone, but in-person appointments can also be requested (except for tutoring).

### Academic Coaching

The Center for Learning & Academic Success (CLAS) offers [academic coaching](#) appointments to assist you with navigating course expectations, time management, study skills, and goal setting. In addition, the academic coaching team can provide tips on how to be successful in the various course delivery modes. Benefits of coaching include:

- Understanding course expectations
- Increasing awareness of campus resources
- Creating a specific action plan to achieve academic goals
- Developing an effective time management system
- Developing techniques to ease test anxiety
- Strengthening study skills

→ Boosting your semester and cumulative GPA

[Request an academic coach.](#)

### **Academic Tutoring**

[Tutoring services](#) will all be offered by the CLAS virtually via Zoom for the fall 2020 semester. Services include writing tutoring for any course or project, English language tutoring, and course content tutoring for over 300 courses. The CLAS is also running several English language workshops in which all English language learners are welcome.

### **Disability Services**

The professionals in the [Office of Disability Services](#) (ODS) will continue to work with students on academic and residential accommodations while abiding by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and Free Housing Act. The staff teaches students how to advocate for themselves or will act as a liaison between students and faculty or administration to identify the best accommodation. For course delivery modalities, the ODS staff will help you navigate academic accommodation requests in F2F, online, HyFlex, or hybrid formats (see format descriptions in the [Learning Environments section](#)). For all disability-related questions, and especially if you feel that you might be eligible for accommodations as a result of COVID-related impacts, please [contact a disability services advisor](#).

### **Study Abroad**

[Study abroad](#) can still be a reality for you! We want to help you get informed, get back out there, and go global in a future semester. Study abroad applications for the spring 2021 semester will open in August 2020, with an application deadline of October 15, 2020. [Send us your questions](#) about opportunities and requirements.

Information specific to international students can be found in the [For International Students section](#).

### **Undergraduate Academic Advising**

[Academic advising](#) is a partnership that helps balance your personal interests with your curriculum and graduation requirements. Our team of academic advisors is committed to guiding you through your academic journey at Suffolk, whether it pertains to declaring a major, degree requirements, career and major exploration, course selection, study abroad course approvals, or graduation trajectory. If you have any questions pertaining to your academic journey, [contact academic advising](#).

### **Graduate Academic Advising**

Graduate students should seek advising assistance from program directors and/or program advisors.

Sawyer Business School graduate students can find their advisors on their program evaluation or by visiting the [Meet Your Advisor](#) webpage.

College of Arts & Sciences program advisors may be found [in this list of graduate program directors](#).

## Career Development Center

The [Career Development Center](#) will continue to offer its full range of services and will operate on an appointment-only basis this fall. All appointments will be available via Zoom or phone. Services include resume writing, interviewing, internship assistance, networking, and your job search.

## Bookstore

The [Bookstore](#) is looking forward to your return to campus. Extra precautions are in place to ensure that students will be comfortable using the Bookstore. To ensure safety we will:

- Conduct daily health screenings of our employees
- Implement a one-way entrance and a separate one-way exit
- Clean surface areas every two hours
- Require face coverings while in the store

Online ordering is available. We encourage you to place your orders early.

# NEW STUDENT AND FAMILY ORIENTATION

## For New Undergraduate Students and Families

There's lots more information for incoming new undergraduate students and families to learn during the second part of orientation. After careful consideration, and for your health and safety's sake, we've changed the timing and format of this event.

We're holding part two of orientation virtually for both first year and transfer students on August 31–September 1. New residence students should move into the residence halls before orientation. Both days will feature required sessions for students from 9:30 a.m. to 4:30 p.m. We'll also hold sessions for families during the first half of each day; please look out for an email invitation with your registration link.

## For New Graduate Students

New graduate student orientations for students in the College of Arts & Sciences and the Sawyer Business School will be held virtually on Thursday, August 27. Schedule details will be provided by each school's dean's offices.

## STUDENT IDS

New undergraduate students are asked to [upload photos](#) for their IDs online. If the photograph does not meet one or more of the required criteria, you will receive a notification by email explaining why the photo was not accepted.

ID cards will be distributed as follows:

- Residential students and students living in University-sponsored hotels will pick up their IDs at move-in. Residents of Miller Hall and One Court will be able to access their rooms by using their University ID and PIN provided at check-in. Students will be asked to change their PIN within seven days of arrival. Students residing at Smith Hall, Modern Theatre, and 10 West will access front doors by using their IDs and rooms by using a physical key.
- Commuters and graduate students taking classes on campus will receive an email with instructions for picking up their ID cards when they become available.
- Students taking all remote classes who will not be visiting campus may [request their ID](#) to be mailed to them.

## FOR RESIDENTIAL STUDENTS

Please refer to the [Preparing for Arrival in Massachusetts](#) and [Quarantining and Testing Upon Arrival in Massachusetts](#) sections for additional important information. You must also ensure that you have submitted all materials noted in the [Health Forms and Immunization Requirements section](#). *If these materials have not been received prior to your move-in date/time, you may not be able to move into your residence hall/University-sponsored hotel.*

## On-Campus Housing

Suffolk University has instituted changes in our [on-campus residence halls](#) to help make everyone in the University community safer. We urge everyone to look out for and to treat one another with the highest level of civility.

In order to reduce the risk of COVID-19 transmission, all residence hall bedroom occupancy has been changed to single. You may be in common, suite-style, or apartment-style housing. Students living in these shared configurations will need to work together to carefully coordinate usage of common spaces to limit the number of students in close proximity at the same time. Common spaces

can include bathrooms, lounges, study rooms, and elevators. Students who live in spaces with common restrooms will have additional and frequent cleaning of high-touch surfaces by ABM. For more information on specific cleaning protocols, see the [Cleaning Protocol section](#).

## University-Sponsored Hotels

In order to reduce density in our residence halls, all upper-class students have been reassigned to University-sponsored hotels near Suffolk. We have secured complete and multiple floors of hotels to limit interaction with hotel guests. Students in this type of housing will receive a room key from the hotel, which will also control entrance into the building as well as the elevator. Students will live in single rooms with private in-room bathrooms. All Residence Life and Housing Services policies will apply to University-sponsored hotel spaces.

Students will not be able to select the University-sponsored hotel to which they will be assigned.

Once students are assigned, information regarding specific amenities and resources will be communicated separately by the Residence Life and Housing Services staff, as hotel rules vary based on their specific policies and regulations.

Residential Student Living at A Glance				
	Traditional Singles	Suite-Style	Apartment-Style	University-Sponsored Hotel
<b>Occupancy</b>	Single Bedrooms			
<b>Meal Plan</b>	Required			Required for students previously in non-kitchen units; not required for students previously assigned to apartment-style
<b>Bathrooms</b>	Minimally shared with floor mates; no more than two people at sinks at any time; showers/toilets have stalls	Minimally shared with suite mates; students develop mutually agreed-upon plan	Minimally shared with apartment mates; students develop mutually agreed-upon plan	Private; no sharing
<b>Cleaning Plan</b>	ABM will increase disinfection of high-touch areas, students encouraged to wipe down before and after use	ABM will clean prior to move-in; students will clean on their own thereafter	ABM will clean prior to move-in; students will clean on their own thereafter	Hotel staff will clean prior to move-in; students will clean on their own thereafter
<b>Lounges</b>	Limited to 10 students at a time, with required face coverings and six feet of social distancing			Follow hotel protocol
<b>Guests</b>	No visitors or guests allowed until further notice; access to residence hall/University-sponsored hotel spaces limited to students assigned to that space only			

## Roommate Requests

Since all students will be in single bedrooms, we will not be able to accommodate roommate requests. However, we will be using the roommate matching function on the Housing Portal for all first-year students to attempt to match potential suitemates or neighbors. Efforts will be made for all upper-class students who have been reassigned to University-sponsored hotel spaces to have previously-assigned roommate(s) as neighbors, but this is not guaranteed.

## Move-In Dates and Helpers

Move-in day is always exciting for students and families. To ensure that it is also safe through appropriate social distancing, you are required to schedule a move-in appointment using the link provided in the housing assignment email. Please be flexible when selecting a move-in date/time, as we must limit the number of students per building who can move in on any given day and time. (For example, if we can only allow five students to move in each hour, we will only be able to accommodate 60 students per building over a 12-hour period.)

Please be sure to follow move-in day signage indicating the capacities of lounges and elevators and the directions of staircases. Large rolling bins will be available to assist you in moving your belongings into the building.

On the move-in day selected by appointment, you will be able to have only one friend or family member to assist you. These helpers will be expected to maintain social distancing of six feet as well as wear a face covering at all times. Your family member or friend must sign a self-attestation that they are COVID symptom-free. No helpers will be permitted into the residence halls or University-sponsored hotels after 6 p.m. on your move-in day.

Please note that if you do not have a Suffolk University ID card by your move-in date, you are required to [submit your photo](#) online to obtain one when you arrive. [See the section on Student IDs](#) for more information.

Move-in will begin on August 20 and will extend over 13 days as follows:

**August 20:** Required move-in for all (including international) students living in the residence halls and University-sponsored hotels arriving from outside of the United States or from a higher-risk state to allow a 14-day quarantine.

**August 22-27:** First-year students from [lower-risk states](#) who have residence hall assignments are encouraged to schedule an appointment to come to campus and drop off items into their rooms. Please note that if you choose this option, you will not be able to stay in your room. You must leave campus once you have unloaded your items and completed minimal set-ups. You can return to start living in your room beginning August 30, in time for orientation on August 31 and September 1, but you will not be able to bring another family member or friend back to campus with you. This option *will not* be available for any upper-class students placed in a University-sponsored hotel.

**August 28–September 2:** All other students are expected to move in. Evening classes begin on September 2, and day classes begin on September 3. You must schedule an appointment, but be aware that you may be asked to switch dates/times due to capacity issues. In those cases, a Residence Life and Housing Services staff member will call you to reschedule your move-in appointment.

## Shipping Packages Prior to Arrival

Starting August 15, Residence Life staff will accept packages sent to the residence halls, and will move packages into the student's room prior to the arrival of the student. The shipping address will be your residence hall assignment, and you must list your name and room number on package labels to ensure that packages are placed in the correct room. Please follow the examples provided below:

### 1 Court Street

Student Name  
1 Court Street, Room XX  
Boston, MA 02108

### Modern Theatre/10 West

Student Name  
10 West Street, Room XX  
Boston, MA 02111

### Miller Hall

Student Name  
10 Somerset Street, Room XX  
Boston, MA 02108

### Smith Hall

Student Name  
150 Tremont Street, Room XX  
Boston, MA 02111

Be sure to select a tracking option with mail and package carriers.

This option *will not* be available for any upper-class students placed in a University-sponsored hotel.

## Early Arrivals

Requests for an early move-in date from students other than those participating in a quarantine protocol must be submitted in writing and emailed to [Residence Life and Housing Services](#). Please note that very few requests will be approved, and we appreciate all flexibility as we try to keep our entire community safe.

## What to Bring

You will receive a detailed listing of items you should bring with you at move-in in your assignment notification email. We encourage you to bring with you only what is necessary and what you can carry by yourself. Each student will receive an initial kit for individual use containing Suffolk-branded face coverings, disinfectant wipes, hand sanitizer, and a thermometer.

## Dining Services and Meal Plans

Food service will be available at several locations on campus. There will be modified hours and new practices for safe serving, social distancing, as well as more frequent and enhanced cleaning. Look for highly visible signage and designated pathways in each café guiding you to serving locations and socially distanced seating. A contact-free hand sanitizer station is located at the entrance to each café, and face coverings are required in all cafés, except when eating or drinking.

All café transactions will be contactless and no cash will be accepted. Payments will be made by simply tapping your Ram Card or using Apple Pay.

Students can also order food for takeout through the GET Food app (available for download from the App Store or Google Play), and self-pickup at a designated location will provide a contact-free experience. All cafés will offer a variety of choices through the GET Food network. All meals will be packaged in to-go containers, allowing guests take their meals and eat in the comfort of their rooms, offices, or other socially distanced spaces.

Students living in on-campus housing will choose a meal plan that works best with their individual dining preferences. More information about meal plans for students living in University-sponsored hotels is forthcoming. Students will continue to find chef-inspired menus that prioritize fresh, healthy, and sustainable options.

For the most up-to-date information, visit [Dining Services](#).

## Resident Assistants

The residence halls and University-sponsored hotels are staffed with live-in Resident Assistants (RAs)—returning students who have been selected through a very competitive process. They serve as role models and resources to our community. During the fall 2020 semester, RAs will be required to check in with you virtually. They will be facilitating both group and individual virtual meetings, programs, and Ram Chats—guided conversations to understand your transition to Suffolk University. When an RA reaches out to you, please respond promptly, as they are looking out for the entire community's well-being.

The RAs will also be doing nightly rounds to ensure the safety of the community, as well as the physical buildings. There will also be an RA on call in each residence hall and University-sponsored hotel every night, and their number will be posted throughout each location for use in case of an emergency.

You are encouraged to get to know your RA, and they will be trying to get to know you as well. If you would like to have an RA visit you in person, please remember to wear a face covering to keep each other safe.

Residence Life offices will be open from 9 a.m. to 5 p.m. in the residence halls and will also be available virtually and at specified times in the University-sponsored hotels. We encourage you to call the Residence Life office in your building and schedule an appointment before visiting. Drop-in visits will be available, but please remember to always wear a face covering and distance six feet to keep each other safe.

## **Residence Hall/University-Sponsored Hotel Programming**

Various programming will be available throughout the year in the residence halls and University-sponsored hotels. Most of these programs will be virtual, but in some cases may be in-person. In those rare cases, there will be a strict capacity limit to a program, and face coverings and social distancing must be maintained throughout the duration of the program. For the virtual events, students will have an opportunity to both participate in and facilitate peer programming for their new friends and community. More information will be available through RAs and Residence Life and Housing Services emails.

## **Residence Hall/University-Sponsored Hotel Cleaning Protocols**

To prepare for student arrival to campus, all spaces will receive a full cleaning and disinfection. Suffolk's Facilities service provider—ABM Industries—will ensure ongoing cleaning of high-touch surfaces, including handles, railings, elevator buttons, light switches, etc. in all common areas. ABM will also be including more frequent disinfection with advanced tools and increased training for staff.

Cleaning protocols within the on-campus residence hall rooms will depend on the type of room to which you are assigned. Students living in Smith Hall will have common restrooms cleaned by the Facilities Department staff. If you are living within a suite or apartment, you will be responsible for the ongoing cleaning of your suite and shared bathroom, and should bring appropriate cleaning supplies with you for use during the semester. Please see [U.S. Centers for Disease Control and Prevention \(CDC\) guidelines](#) for recommended cleaning products.

Cleaning for University-sponsored hotels will be conducted by the hotel staff at a high standard with disinfection protocols. Students will be in charge of their own room and bathroom cleaning, with periodic scheduled cleaning of their rooms in the University-sponsored hotels by hotel staff. All scheduled room cleaning will be announced and planned to ensure student privacy.

## **Laundry**

Laundry facilities are available in all residence halls 24 hours a day, but you must schedule an appointment to do your laundry to reduce density in the

laundry rooms while maximizing their use. More information on how to book an appointment will be available upon move-in. Face coverings must be worn at all times while doing your laundry, and you must practice social distancing of six feet. The CDC provides guidelines for doing laundry to maintain personal hygiene: using the warmest water possible, drying items completely, and washing only your own clothes. Towels and sheets should be washed frequently. You are encouraged to use your Ram Card instead of coins. After touching Ram Card and laundry equipment, you should wash your hands immediately.

Information on laundry services for students living in University-sponsored hotels will be sent to students before move-in.

## Visitors

To minimize the risk of COVID-19 transmission, all guest privileges are suspended until further notice. Students will only have access to their own residence hall or University-sponsored hotel and will not be able to sign into other spaces. Ten West and Modern Theatre residents will have access to the Smith Hall Café during dining hours.

## Housing License Agreement

All students must complete the Housing License Agreement and any COVID-19 response-specific addenda upon move-in. Questions about the Housing License Agreement may be directed to [Residence Life and Housing Services](#). Any changes throughout the semester, based on federal, state, local, or University health guidelines will be communicated in writing to all students, with a timeline to complete the change.

## Housing License Agreement Cancellation

Suffolk University has extended the deadlines and altered the cancellation penalties for students wishing to cancel their housing license agreements. If you are no longer interested in living on-campus or in a University-sponsored hotel, please [inform Residence Life and Housing Services](#) of your decision.

- Students who cancel their housing license agreements between August 1 and September 2, 2020 will be charged \$1,500.
- Students who cancel their housing license agreements between September 3 and September 10, 2020 will be charged \$3,000.
- Students who cancel their housing license agreements after September 10, 2020 will be charged 100% of housing fees.

## FOR COMMUTER STUDENTS

### Discount MBTA Passes

Students can purchase semester MBTA passes at a discounted rate. The deadline to participate in the fall 2020 [Discount Semester MBTA Pass Program](#) is Wednesday, September 2, 2020 at 5 p.m. [Order an MBTA Pass.](#)

### Lockers

Currently enrolled undergraduate and graduate students may reserve a locker on campus through the Facilities Operations office free of charge. All lockers will be distributed on a first-come, first-served basis.

To request a locker, please bring your valid student ID to our main office in the 150 Tremont Street sub-basement. Lockers will be assigned Monday–Thursday, 9:30 a.m.–12 p.m.

Locker locations:

- Samia Academic Center: basement, second, and third floors
- Sawyer Building: ninth floor

### Lounges

To help reduce density in campus buildings, the Commuter Student Lounge and Veteran Student Lounge are closed until further notice.

## FOR INTERNATIONAL STUDENTS

Suffolk has a long history of welcoming international students to our campus. As always, but especially during this challenging time, we are committed to supporting you. You are now and will always be valued members of our global community.

[Find important, up-to-date information](#) about immigration, remote learning, and answers to your most frequently asked questions.

If you have additional questions, [contact the International Student Services Office.](#)

## TUITION AND FEES

The due date for payment of fall 2020 tuition is August 1. Find [payment information](#) and answers to [frequently asked questions](#).