



STUDENT RESOURCE GUIDE

Student Service	Service Provided	Location and Hours
<p style="text-align: center;">Academic Advising</p>	<ul style="list-style-type: none"> • Help students plan their course of study • Help evaluate core requirements • Choose courses based on major programs of study • Assist with any scheduling or coursework issues <p style="text-align: center;">http://www.rivier.edu/academics/advising</p>	<p>Main Office: Adrienne Hall 2nd floor Nursing Advising: STH Rm 311</p> <p>Schedule an Advising appointment through Advisor Trac Phone: (603) 897-8227 Email: asktheadvisor@rivier.edu</p> <p>8:30 a.m. to 5 p.m. Monday – Friday</p>
<p style="text-align: center;">Business Office</p>	<p>Students' accounts should be paid in full, or an acceptable payment plan in place, by the semester due date. Payment Due Date, Payment Options and Refund & Withdrawal Policy can be found on the Business Office webpages at www.rivier.edu.</p> <p>Payment Options:</p> <ul style="list-style-type: none"> • Pay online through MYRIV (echeck and credit/ debit card) • Pay in person (cash, check, credit/ debit card) • Pay by check payable to Rivier and mail to Attn: Business Office, Rivier University, 420 S. Main Street, Nashua, NH 03060 • Pay by phone 603-897-8488 (credit/ debit card) <p style="text-align: center;">http://www.rivier.edu/bo</p>	<p>Adrienne Hall, 1st Floor: (603) 897-8220 or, Last name begins with A-G: (603)897-8214 Last name begins with H-R: (603) 897-8675 Last name begins with S-Z: (603)897-8488 busoffice@rivier.edu</p> <p>8:30 a.m. to 5 p.m. Monday – Friday</p>
<p style="text-align: center;">Campus Ministry</p>	<ul style="list-style-type: none"> • Promotes and supports the mission of the institution to transform hearts and minds to serve the world • Serves the spiritual, social and personal needs of the campus community, providing opportunities where values are challenged and faith is affirmed • Offers multiple opportunities for service in the community including an alternative spring break service trip • Campus Ministry welcomes people of all faith traditions <p style="text-align: center;">http://www.rivier.edu/ministry</p>	<p>Dion Center Room 202</p> <p>Kristin Nelson (603) 897-8577 knelson2@rivier.edu</p>

<p>Career Development Center</p>	<ul style="list-style-type: none"> • Encourages Rivier students and alumni to meet with a professional career advisor as early as Freshmen year • Individual assistance with career or major planning internship options, job search information, and graduate school exploration http://www.rivier.edu/cdc 	<p>The Learning Commons 2 Robinson Road</p> <p>Call or e-mail to schedule an appointment. (603) 897-8246 cdc@rivier.edu</p> <p>9 a.m. to 5 p.m. Monday – Friday</p>
<p>Counseling & Wellness Center</p>	<ul style="list-style-type: none"> • Counseling and support to students facing a range of issues and challenges • Individual and group counseling sessions http://www.rivier.edu/cc 	<p>The Learning Commons 2 Robinson Road</p> <p>Call or Drop-in to schedule an appointment. (603) 897-8251 Pam Graesser pgraesser@rivier.edu</p> <p>9 a.m. to 5 p.m. Monday – Friday</p>
<p>Disability Services</p>	<ul style="list-style-type: none"> • Help students with documented disabilities secure the accommodations they need to succeed academically http://www.rivier.edu/ds 	<p>The Learning Commons 2 Robinson Road</p> <p>Darcy Murphy (603) 897-8650 damurphy@rivier.edu</p> <p>8 a.m. to 5 p.m. Monday – Friday</p>
<p>Financial Aid</p>	<ul style="list-style-type: none"> • Guide through the confusing world of financial aid • Awards need-based funds utilizing a fair and equitable awarding policy that carries with the student for their entire degree program http://www.rivier.edu/finaid 	<p>Adrienne Hall, 1st Floor</p> <p>(603) 897-8510 finaid@rivier.edu</p> <p>8:30 a.m. to 5 p.m. Monday – Friday</p>
<p>Office of Global Engagement</p>	<ul style="list-style-type: none"> • Assists students in finding study abroad opportunities • Offers a variety of teaching trips during the academic year • Opportunities for cross-cultural experiences in the Nashua community and throughout New England • Advising support to international students (F-1) with matters such as immigration regulations/procedures, housing social security numbers, personal issues, drivers' licenses, cultural adjustment, employment, and traveling outside the United States as well as re-entry and to a successful transition to the Rivier community • Promote cultural immersion through cultural events every semester http://www.rivier.edu/global 	<p>Memorial Hall, Room 120 (603) 897-8782 globalengagement@rivier.edu</p> <p>Dey Barriga International Student Advisor 603-897-8781, dbarriga@rivier.edu</p>

<p>Health Services</p>	<ul style="list-style-type: none"> • Health education and referral • Diagnosis/treatment/referral for common acute health problems • Referral to Nashua area medical specialists • Assistance with management of chronic health issues • Immunizations (as available) • Basic lab services • Assistance with insurance referrals and claims applications process <p>http://www.rivier.edu/life</p>	<p>Guild Hall, 1st Floor: (603) 897-8295 HealthServices@rivier.edu</p> <p>Monday 10 a.m. – 5 p.m. Tuesday 10 a.m. – 9 p.m. Wednesday 10 a.m. – 5 p.m. Thursday 10 a.m. – 9 p.m. Friday 10 a.m. – 5 p.m. Weekends by appointment</p>
<p>Information Technology</p>	<ul style="list-style-type: none"> • Obtain Rivier e-mail account • General Computing Lab • Network Connection in Residence Halls • Emergency Notification System • Online Training Center to support Office 2007 & 2010, Microsoft Word, Outlook, PowerPoint, Access, and Internet Explorer 7 <p>http://www.rivier.edu/it</p>	<p>Sylvia Trottier Hall, 1st Floor</p> <p>IT Helpdesk - STH- Room 106 Monday-Friday 8:30 a.m.-5 p.m. Hotline (603) 897-8469 itsupport@rivier.edu</p> <p><u>STH Computer Lab</u> Mon - Thursday 7 a.m. – 10 p.m. Friday 7 a.m. – 5 p.m. Saturday CLOSED Sunday 5 p.m. - 10 p.m.</p>
<p>Multicultural Affairs</p>	<ul style="list-style-type: none"> • Providing the University community with culturally and socially enriching programs and activities • Increasing the access and means for minority youth and adults in the southern New Hampshire communities to pursue educational opportunities at Rivier University • Enhancing the presence of a diverse population on Rivier University's campus • Providing a supportive network for minority students on campus as well as the minority citizens in the southern New Hampshire area • Increasing the awareness of economic and political concerns as they relate to the diverse members of the University community <p>http://www.rivier.edu/multicultural</p>	<p>Dion Center, 1st floor (603) 897-8676 multiculturalaffairs@rivier.edu</p> <p>Sharron Rowlett-Moore srowlett@rivier.edu</p>

<p>Public Safety</p>	<ul style="list-style-type: none"> • Issue Parking Permits • Issue University ID's • Room Lock-out • Motor Vehicle Lockouts • Motor Vehicle Jumpstarts • Missing Property • Emergency Medical Assistance • Escort Service • Lost & Found • Reporting a crime <p style="text-align: center;">http://www.rivier.edu/ps</p>	<p>Dion Center, 1st floor (603) 897-8888</p> <p>Officer on duty: 24 hours a day/7 days a week</p> <p>24 hour monitored phone line (603) 888-1666</p>
<p>Regina Library</p>	<ul style="list-style-type: none"> • Circulation/Checkout Services • Online Library Tutorials • Research Services • Interlibrary Loan • Group Study Rooms • Quiet study spaces • Computers and printers available for patron use • IT/Computer tutorial online • Drop-in Library Instruction Sessions • Cho Educational Resource Center (ERC) in the Benoit Education Center (2nd floor) • Café <p style="text-align: center;">http://www.rivier.edu/support_services/regina_library ERC - http://www.rivier.edu/erc</p>	<p>2 Clement Street Call: (603) 897-8256 Text: (603) 244-3167</p> <p>Chat or e-mail with a Librarian through the library website – click on the “Need Help?” button</p> <p>Mon – Thurs: 8:00 a.m. – Midnight Friday: 8:00 a.m. – 8:00 p.m. Saturday: 10:00 a.m. – 6:00 p.m. Sunday: 11:00 a.m. – 11:00 p.m. Note: See Library Hours Page for Holiday/Special Hours & ERC Hours</p>
<p>Registrar's Office</p>	<ul style="list-style-type: none"> • Official Transcripts • FERPA Student Consent Forms • Enrollment Verifications • Final Exam Schedules • Graduation (Commencement) Information <p style="text-align: center;">http://www.rivier.edu/registrar/</p>	<p>Adrienne Hall, Room 213 (603) 897-8213 asktheregistrar@rivier.edu</p> <p>8:30 a.m. to 5:00 p.m. Monday-Friday</p>
<p>Service Learning</p>	<ul style="list-style-type: none"> • Integrates active, socially-significant service into the education experience • Offers students meaningful, community-based, experiential learning by adding human depth to the theories learned in the classroom • Reflects our commitment to action and social justice • Leads to authentic knowledge and union with God, neighbor, and the community <p style="text-align: center;">http://www.rivier.edu/sl</p>	<p>The Learning Commons 2 Robinson Road</p> <p>For information call or email: Donny Guillemette, (603) 897-8658 dguillemette@rivier.edu</p>

<p>Student Activities</p>	<ul style="list-style-type: none"> • Liaison between the undergraduate student body and the faculty and staff • Provide the students answers to conflicts on campus and be a present support system to other clubs and organizations • Aim to improve student life as a whole and provide unity on campus <p>https://www.rivier.edu/life/activities</p>	<p>For more information contact: Eric Blackburn eblackburn@rivier.edu (603) 897-8254 sga@rivier.edu</p>
<p>Veterans Benefits</p>	<ul style="list-style-type: none"> • Help Veterans navigate the admissions and enrollment process as smoothly as possible • Recognize that veterans have a great deal of experience that can translate to college credit • Participate in the CLEP program and accept DANTES and PONSI credits, reducing the time it takes to earn your degree <p>http://www.rivier.edu/veterans</p>	<p>For more information, contact Sr. Joan Joyal, Veteran's Coordinator (603) 897-8224, Jjoyal@rivier.edu</p> <p>Registrar's Office Adrienne Hall, 2nd Floor</p>
<p>Writing & Resource Center</p>	<ul style="list-style-type: none"> • Provides professional and peer tutoring assistance to students • Provides academic support for students working on writing tasks in courses across the curriculum • Provides one-on-one conferences with a professional consultant to discuss assignments in progress and aspects of writing • Provides assistance in understanding subject content with peer tutors available in all subjects, in one-on-one sessions or in group review sessions • Provides assistance in building skills for succeeding in college, such as identifying and understanding reasons for academic success, managing time effectively, prioritizing responsibilities, becoming active learners, preparing for and taking tests, and locating campus resources. • Oversees Peer Mentor Program which serves the freshman class by directing them to a higher quality of academic, social, and spiritual life. Peer Mentors serve as facilitators of conversations, activities, and support to the freshmen in their weekly <i>Student Success</i> class. <p>http://www.rivier.edu/wc</p>	<p>The Learning Commons 2 Robinson Road</p> <p>(603) 897-8580 or (603) 897-8581</p> <p>Drop-in hours: Monday: 9-10, 5-7 Tuesdays: 9-11, 1:30-2:30, 5-7 Wednesday: 9-10, 5-7 Thursday: 9-10, 5-7 Friday: 9-11, 1-2</p> <p>wrcenter@rivier.edu</p>