

LLARC

LIFELONG LEARNING AT REGIS COLLEGE HANDBOOK



In this handbook, please find: Program Information; Committee information; Directions; a Campus Map & Parking Instructions:

Welcome to all!

What follows is the essential information to enable you to take full advantage of the program and membership benefits. Even if you are not enrolled in a class, we urge you to participate by attending the Thursday lunchtime lecture program "Lunch, Listen & Learn" and by getting involved with one of LLARC's active committees.

Your name badge: Your name badge will be available on your first day of class/attendance at Lunch, Listen and Learn. You may pick up the plastic holder for it in class, or recycle your old one at that time. Please wear your badge whenever you attend a LLARC class or other event. The name badge is your admission ticket to the Lunch, Listen & Learn series on Tuesdays. Your name badge also has your Regis College ID # on the reverse side. Please note this number does not change by semester. (Please note that there will be a replacement fee of \$2.00 for a lost badge.)

Location of classes: Classroom locations may have changed since last semester. Classroom assignments will be emailed to you (for those without email, they will be sent via regular mail) prior to the beginning of classes.

Parking & Getting to Class: All cars on campus are required to exhibit a valid parking sticker. You may obtain a parking sticker at the Campus Safety office on campus with your car registration and Regis ID#. Your Regis ID# can be found on the back of your name badge. Please see the map with parking instructions located in this handbook.

Spaces may be available in a few courses. For course descriptions, please see brochure or website: <http://www.regiscollege.edu/LLARC>. Call 781/768-7135 or send an email to llarc@regiscollege.edu if you are interested in adding a course to your schedule. Remember, once you have paid your semester tuition of \$175, you may take an unlimited number of courses at no additional charge, provided space is available.

Attendance policy: Please be reminded that all of our course leaders are volunteers whose dedication is absolutely essential to this program. Please honor their time and effort by faithful attendance and by letting them know if you need to miss a class. If you know at the outset that you will be missing more than two classes, please reconsider your enrollment, in consideration of others who may be waiting to take your place. Attendance will be taken at all classes.

Lunch, Listen & Learn: Thursdays at 11:00 in the Fine Arts Center. All LLARC members are invited to attend this lecture program, offered at no extra charge. *Please wear your name badge for admission.* The schedule of speakers for the fall series of ten Thursdays can be found online at www.regiscollege.edu/llarc. Speakers start promptly at 11:30am. Please bring your own brown bag lunch. Coffee and tea will be available. Every week, members are asked to volunteer to help set up and clean up. Please consider pitching in, and contact llarc@regiscollege.edu or the LLARC office at 781-768-7135 if you would like to help.

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Cancellation of classes: A decision to cancel a class may be made by an individual course leader due to bad weather, illness or other emergency. Every effort will be made to reschedule the missed class. Each class will have a system in place so that you will be notified. LLARC follows the Town of Weston school cancellation policies. If Weston Public Schools are closed due to weather, LLARC classes will not be held. Classes will be rescheduled at the discretion of the Study Group Leader. Cancellation notices will be sent to the personal email provided to LLARC during the registration process. An outgoing message will be left on the LLARC phone at 781-768-7135 as well.

Registration Policy: You must be a member of LLARC to enroll in study groups. The membership fee is annual and is valid from September 1 to August 31. The flat tuition rate covers all of your study groups for the semester. Space is limited in all study groups, however, so enrollment is not guaranteed. We strongly encourage you to make alternate selections in case your top choices are filled. All applications submitted by the registration date noted in the brochure will be regarded equally for purposes of assigning places in each study group. If any study group is oversubscribed as of that date, enrollment will be by lottery. Anyone not enrolled by lottery will be placed on a waiting list.

Audit Policy: It is not possible to audit any LLARC classes. If there is availability in a class, you may request registration in that course. If you are not registered in the course, you may not sit in on the class. Most courses are limited by the size of the classroom. It is a safety issue/fire hazard to have more students in a class than registration allows.

Refund Policy: Refunds will be given up to one week prior to the start of the semester minus a \$15 administrative fee. No refunds will be given once the semester begins. In the case of medically emergent situations, a credit or refund may be given with approval by the Program Director. No refunds of membership fees will be given past the first thirty days of the fall semester.

Community Expectations: LLARC is an open, welcoming community of learners. Adult learners of all ages are welcome in our program. LLARC members must conform to the following expectations:

- Respect for the rights and human dignity of others, especially in the conduct of relationships;
- Respect for the rights and needs of the Regis community to develop and maintain an atmosphere conducive to academic study and personal development;
- Respect for Regis' traditions of honesty, freedom of expression, and open inquiry;
- Tolerance and respect for the different backgrounds, religious traditions, personalities and beliefs of the students, faculty and staff members who make up the Regis community;
- A willingness to serve as a prosocial bystander in the assistance of others in need of support, guidance, or care;
- Respect for federal, state, and local laws and ordinances; and
- Compliance with all local policies, procedures, and regulations including those as outlined within this Student Handbook and the directions of any staff or authority acting to enforce those policies, procedures, or regulations.

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If LLARC determines that an individual member has violated the expectations above, they will be notified in writing and given an opportunity to respond. Upon review of any response, LLARC may discontinue an individual's membership (with or without a refund), suspend an individual from attending courses/study groups for the remainder of the semester, or take other reasonable action.

We do not discriminate based on age, gender identification, sexual orientation, race, religion or country of origin or any other protected status.

Many hands make light work! Our organization depends on volunteer power, so your participation is essential. We have committees for Hospitality, Curriculum, Lunch Listen and Learn, and Membership. Your participation would be greatly appreciated. Talk it over with any of the current committee members or contact the LLARC office at 781-768-7135. A list of committees and members is located in this handbook.

Consider serving as a Class Representative: Each of the classes running this semester will need a Class Representative to serve as a communications link between members and LLARC leadership. This would involve a total of perhaps 2-3 hours of your time during the semester. If you would consider this assignment, please contact the LLARC Membership Committee, llarc@regiscollege.edu. This is a most valuable way for you to contribute to the success of LLARC.

Typically there are no classes on the following holidays: Rosh Hashanah, Yom Kippur, Columbus Day, Veterans Day, the week of Thanksgiving, Patriots Day and Good Friday.

Campus Benefits of LLARC Membership

A Regis Photo ID card gives you access to such benefits as the Regis library and proves your eligibility for discounts at the Casey Theatre and the athletic facility. Get your ID at the Office of Student Services in College Hall, which is open Monday through Friday 9-4:30. You must bring your Confirmation email. The Regis College Library is also a member of the Minuteman Library Network. Your MLN card is valid at the Regis College Library.

Discount at the Casey Theater, Regis College Fine Arts Center: Immerse yourself in sound, rejoice in song, make a grand theatrical gesture, embrace contemporary art, and join the Regis College community in the Fine Arts Center's Season. Take advantage of your LLARC discount (available for selected events) to attend an upcoming performance. Please contact the box office at 781-768-7070 for performance details and ticket information, or see the LLARC website www.regiscollege.edu and click on "Fine Arts Center Events". LLARC members qualify for one ticket at the discounted price per event.

Athletic Facility Discount: LLARC members are offered special discounts at Regis College's Athletic Facility. The facility includes a swimming pool, whirlpool, and cardiovascular and weight training equipment, plus tennis courts and walking track. To take advantage of these resources, you need to get your Regis photo ID first and then go to the Athletic Facility desk with a personal

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check or cash for payment. Please call the Athletic Facility Desk 781/768-7141 for information membership fees, discount rates, pool hours and other details.

Regis College Library: All LLARC students are welcome to use the Regis College library. Hours are posted on their website: <http://www.regiscollege.edu/academics/library.cfm>. The Regis Library is included in the Minuteman Library Network.

Lunchtimes on campus: There is a LLARC Community space located in the 2nd floor atrium of the Fine Arts Center. LLARC members are also welcome to use the Main Dining Room in Alumnae Hall (Student Union). The all-you-can-eat meal is served cafeteria style. Hours are: (Monday-Friday) **Breakfast** 7am-9:30am; **Lunch** 11am-1:30pm; **Dinner** 4:45pm-6:45pm (Sat & Sun) **Brunch** 10:30am-1:30pm; **Dinner** 4:45pm-6:45pm. There is also a café located in College Hall open Monday-Friday, from 8:30am-4pm.

LLARC Committees

LLARC Council

Kathleen Scranton
James Pazzanese
Claudette Shea
Charles McWilliams
Mary Egan
William Brady
Bernard Vivolo
Paul McNulty
Christine Olin
Muriel Stern Riseman

Membership Committee

Ellen Barnes
Phyllis Beck

Curriculum Committee

Benje Freedman
Thomas Hall
Ann Lally
Verna Rankin
Marge Ackerman
Katherine Strehle
Joan Kalafatas
Loretta Rossetti
Jacob Miller

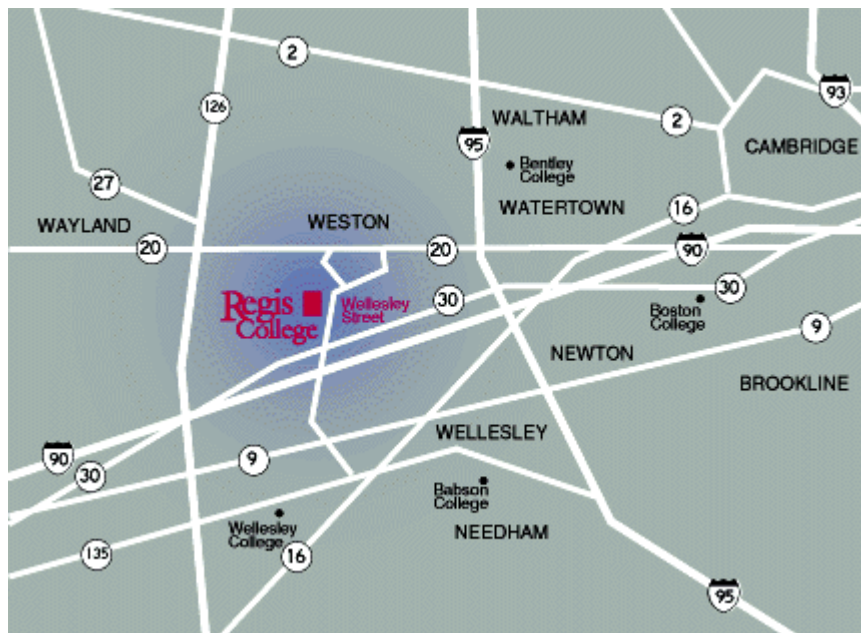
Regis College Liaisons

Jill Rosen

Lunch, Listen, and Learn Committee

C. Pauline Drew
Mary Antes
Barbara Fox
Marvin Fox
Michele Corneille Krahmer
Jeanne White

Map and Directions to the Regis College Campus



If traveling north on Route 95/128, take Exit 24 to Route 30 west. Continue approximately two miles and turn right onto Wellesley Street. Regis College is on the left.

If traveling south on Route 95/128, take Exit 26 to Route 20 west. Continue approximately two miles and turn left onto Wellesley Street; bear right at the fork in the road. Regis College is on the right.

If traveling east on the Massachusetts Turnpike (I-90), take Exit 13 to Route 30 west. Continue approximately five miles and turn left onto Wellesley Street. Regis College is on the left.

If traveling west on the Massachusetts Turnpike (I-90), take Exit 15 to Route 30 west. Continue approximately two miles and turn right onto Wellesley Street. Regis College is on the left.

From Route 9 in Wellesley, Continue north on Weston Road, which becomes Wellesley Street at the Weston/Wellesley town line. Stay straight on Wellesley Street and go across Route 30. Regis College is on the left.

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Parking Instructions:

You are required to have a valid Regis Parking sticker affixed to your vehicle. Please park in Parking Lot A behind the Fine Arts Center. This parking lot is most accessible using either the Main entrance, or the alternative entrance adjacent to the Fine Arts Center. Most LLARC classes will take place in the Fine Arts Center or the Science Building, adjacent to the Fine Arts Center. The location of your classroom will be confirmed by your Study Group Leader.

