



Lesley

UNIVERSITY

Welcome to Lesley University! Whether you began your college journey at Lesley or another institution, a new semester always brings out a slew of questions. This document compiles common concerns in the **academic**, **social/emotional**, and **support services** spheres organized by recommended time to address them (beginning, middle, and end of semester) and poses reflection questions to help you determine whether you are on track for what you want to accomplish.

How To Use This Document



“Do I need to read the whole thing? (It’s long!)”

While you are certainly welcome to, this document has been designed to be used as a pick-up-then-put-down reference. In other words, only read questions you’re *actually* asking!



“How do I do that?”

After this quick Q&A session, there is a Table of Contents. Simply click on the question you’re curious about, and the document will automatically scroll to that section. When you’re done with that question, there is a handy link to bring you back to the Table of Contents if you have some other questions.




(Please note that this does not work if you print out this document, so if you do want to print, consider only printing out a few of your most frequently-asked questions.)









“What do these pictures mean?”












Well, the sunrise is symbolic of the beginning, and the sunset is symbolic of the end. Admittedly, the reasoning for the “sun in the middle” is shakier, but I couldn’t leave it out-! As for the statue, it’s thinking, you’re thinking...

















But I get the sense you’re more curious about the icon(s) accompanying each question. While this document is organized into three broad categories of **academic**, **social/emotional**, and **support services**, we thought it would be useful to further subdivide questions into one (or a few) more specific categories.













	Questions about Lesley’s technological/tech support infrastructure.
	Questions about health: physical or mental.
	Questions about accessibility and accommodations.















	Questions about how to make friendships and other social connections.
	Questions about class requirements and mechanisms.
	Questions about people you can ask for help.
	Questions about Lesley's campus.
	Questions about the Cambridge area.
	Questions about (saving) money.

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Lesley Lingo

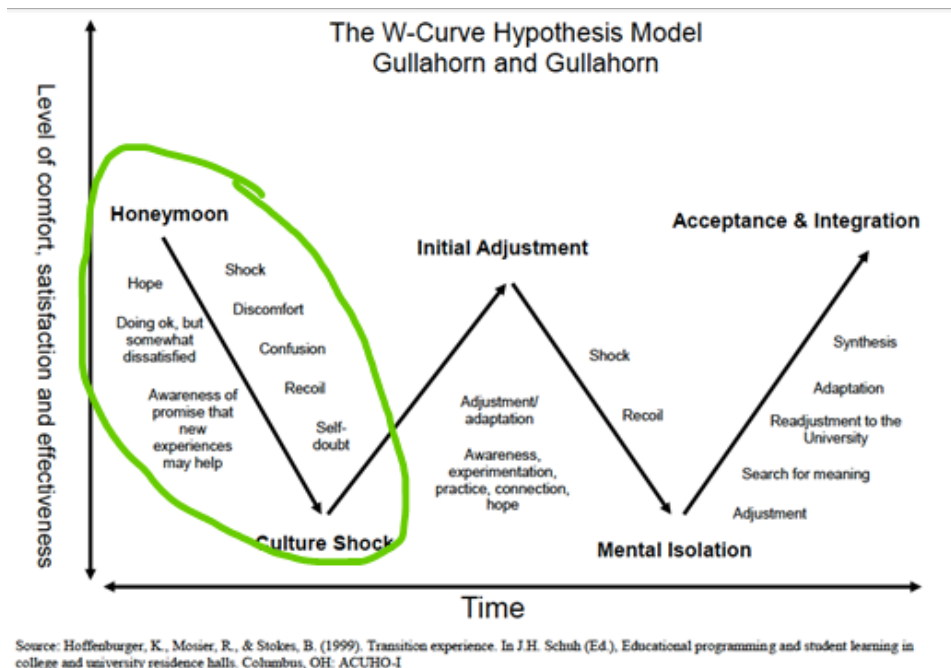
Term	Definition
Blackboard/MyLesley	Confusingly, the same thing: where your course materials are!
Self-Service	Even more confusingly, where class adding, changing, and dropping is done but not where you access those classes afterwards.
LU	Stands for “Lesley University.”
Cordelia	The pug at the Counseling Center. Sorry to any other Cordelias; 99% of the time, they’re not talking about you.
CLAS	The Lesley University College of Arts and Sciences: the liberal arts (general) undergraduate school.
A+D	The Lesley University College of Art and Design: where both undergraduate- and graduate-level professional-level arts classes are nested.
BA	Bachelor’s of Arts. One of two undergraduate degrees issued by the College of Arts and Sciences.
BS	Bachelor’s of Science. One of two undergraduate degrees issued by the College of Arts and Sciences.
BFA	Bachelor’s of Fine Arts. The undergraduate degree

	issued by the College of Art and Design.
CA	Community Advisor. A carefully-trained point-person for residential life conflicts and concerns.
LUCC	Lesley University Counseling Center. Where Cordelia lives!
Lynx	The mascot for Lesley University. Regardless of your level of participation in sporting events, as a Lesley student (and then an alum), you are a Lynx! (Fun Fact: The plural of “lynx” is “lynx.” So you are a Lynx, but so are you AND the person ahead of you in the lunch line.)
The T	<p>The bus, train, (and lesser-used ferry) system of the Boston metropolitan area, including Lesley’s hometown of Cambridge. It is run by the MBTA (Massachusetts Bay Transportation Authority)—say that three times fast!</p> <p>Note: This term is sometimes used as a verb. (e.g: “I will T to the supermarket.”)</p>
TBD	“To be determined.” Not a location for a final exam or the name of a reading. A placeholder until something is finalized.

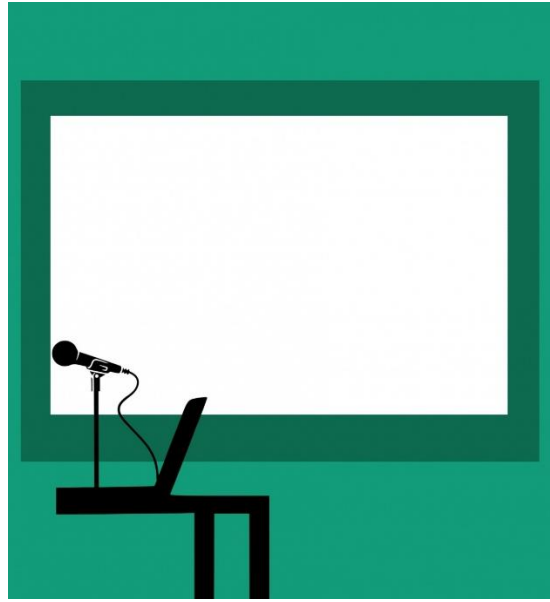
TBA	“To be added.” Not a location for a final exam or the name of a reading. Also a placeholder until something is finalized.
IT	Information Technology. The computer help people. They are behind the immensely-useful Lesley University Support Hub : an online repository of frequently-asked technology-based questions. The Support Hub was frequently cited here!




Beginning of Semester



At the beginning of the semester, you may be feeling like this. The W-Curve is a model that explains the ebb and flow of students' comfort levels in college over time. It repeats every semester and every year.



Academics

“Where do I access my class materials?” 

Course materials are most commonly posted on Blackboard/MyLesley. You will hear both words be used. It’s important to note that they are talking about the same thing! (To help train you, this answer will be using both words as well.)

MyLesley is set up by each professor. (That means, if there are multiple sections of the same class, their MyLesley pages may vary.) Here are some of the things that you can find on your courses’ MyLesley pages:

- The most recently updated copy of the syllabus
- A more detailed explanation of graded assignments
- Non-textbook readings, like news articles or blog posts

Some classes have physical books that you are expected to buy that may not be posted online. If that is the case, that should be outlined on the syllabus.

If it is a week before the class starts and there is no syllabus available on Blackboard, email the professor immediately. That is an issue that affects the entire class, and resolving it as soon as possible is in everyone's best interest.

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“What is a syllabus, and why is it important?”



At your first class, chances are that your professor will talk about a “syllabus” and say that you really need to read it. Some professors may even make reading this “syllabus” an assignment, either graded or for extra credit!

But what is this “syllabus” thing?

A syllabus is important. Although each one may look a little different, they are all essential documents. They cover frequently-asked questions like:

- When is the final due?
- How much reading is there to do every week?
- What is the policy about absences and late work?

(These are all questions that, you may notice, were not listed in the table of contents here.)

The syllabus outlines things that you need to do *before* each class, not after it. So please keep a copy of each of your classes' syllabi, either in print or online form as a resource to refer back to.

Some professors make very few changes to their syllabus from the start of the year, so if you know that you will be missing a class down the line, you can read ahead. Similarly, if you're sick, the syllabus can help you know exactly what to catch up on once you're better! Questions about how accurate the syllabus will be for the whole semester are useful to the whole class, so you should ask them, either in class or during office hours. (The question about what office hours are *is* listed in the table of contents.)

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"How do I buy books I may need for my classes?"



Lesley has an official bookstore, located virtually at <https://lesley.bncollege.com/> and physically at 1815 Massachusetts Avenue on the Porter Campus (University Hall).

The Lesley University Bookstore provides an [online tool](#) that shows the books that the professor states are required or recommended for the class, so you do not need to hunt for that information yourself. The in-person customer service at the Lesley University Bookstore can clarify what books will be used first, in case you are unsure if you will stay enrolled in the class.

Pro Tip: If you end up deciding to drop a course during the official add/drop period, you can return any books you bought for the dropped course(s) to the Lesley University Bookstore for a 100% refund.

The Lesley University Bookstore provides a range of options for obtaining course books, described below:

- **New:** the most expensive option but which guarantees no markings for previous owners
- **Renting:** the least expensive but requires returning before a deadline
- **Used:** in the middle pricewise, enables you to keep the book at the end of the semester, but the books may have markings from previous owners

You can register an email address with the Lesley University Bookstore to receive reminder emails about the return deadline. Learn more about renting books from the Lesley University Bookstore [here](#).

At the end of the semester, you can sell your books back to the Lesley University Bookstore for up to a 50% refund. Learn more about the Sell Back program [here](#).

You can look for books at other vendors, like Amazon, Barnes & Noble, or local independent bookstores like Porter Square Books, which may be less expensive, but books purchased there are not

eligible for the Sell Back program, and you must take special care to purchase the correct editions.

If you decide to go down this route, many students use [AllBookstores](#) to compare prices and delivery speeds. By entering the ISBN (the book's unique number, which is specific to its title, author, and edition—like a student ID is for you) on AllBookstores, the website will put information from over 30 vendors with that book available in an easy-to-read table for you to determine which listing is the best fit for you.

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“How do I register for classes for this semester?”



Course registration is done through [Lesley University Self-Service](#), NOT Blackboard (myLesley).

Once logged into Lesley University Self-Service, click “Course Catalog,” under the menu called “Academics” on the left sidebar to look for courses.

There are *a lot* of choices. It can be overwhelming! Fortunately, as a Lesley student, you have access to an expert in Lesley's course offerings: your academic advisor!

You can schedule a meeting with your academic advisor to discuss many parts of course registration, including:

- What requirements you still need to do to graduate and what paths can you take to fulfill them
- What the differences between several majors you are considering are
- What upcoming courses there are that can fill gaps and expand your understanding

If you are interested in planning semesters in advance, Lesley University offers a tool called Student Planning, which lays out your program requirements and presents your courses on a weekly calendar. Learn more about it, from written guides with screenshots to video tutorials, [here](#).

If the tutorial is still confusing, Student Planning is an excellent topic to discuss with your academic advisor.

Keep in mind that the registration period for courses for the *next* semester occurs about halfway through the *current* semester, to give professors time to know how large their class is and if there are any classes that have too few people to be able to run. The [Academic Calendar](#) webpage has the most up-to-date information about course registration and other important dates, like exam period, holidays/breaks, and tuition due dates, so bookmark it!

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“What do I do if I want to change classes or drop a class?”



Dropping a class is done in the same menu as adding a class: in Lesley University Self-Service, in “Academics” and “Register for Classes” in the menu on the left sidebar. It is NOT done on Blackboard (myLesley).

Students decide to add and drop courses for a wide range of reasons:


- They hear about a class after its first meeting from friends and want to join in
- A conversation with their academic advisor reveals that there is a class about something they become curious about over the summer
- The subject matter is similar to classes they have taken in the past, and they think their time is better spent on material they have less familiarity with
- They feel like they are taking too many classes in a single day of the week

For more information, including screenshots of the process read [here](#).

Please also note that going below 12 credits a semester may affect your financial aid package. If dropping a class would put your enrollment below 12 credits, contact Student Financial Services by sending in a [Support Ticket](#) on the Lesley Support

Hub before dropping a course if you'd like to know how revising your schedule affects your particular situation.


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“What do I do if I want to ask my professor a question about their class?” 

Each class of yours should provide a document called a syllabus. On the syllabus, dates of tests/essays/projects should be outlined. In addition, times and days of “office hours” should be listed. Office hours are times that professors are required to set aside to talk to students. If the listed office hours work with your schedule, great! If the listed office hours do not work with your schedule, email the professor to work out an alternative time that works for both of you.

For questions that many members of the class could benefit from the answer to (i.e: clarifying which date is meant when the number of the day but the day of the week are misaligned or asking for the login information for an external service the professor uses), feel free to ask in class or email the professor, so they can share the answer widely and quickly. You never know how many of your classmates were wondering the same thing!

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“What can I talk to professors about during office hours?” 

One of the most immediate uses for office hours is for asking questions about the class. You can ask clarifying questions about

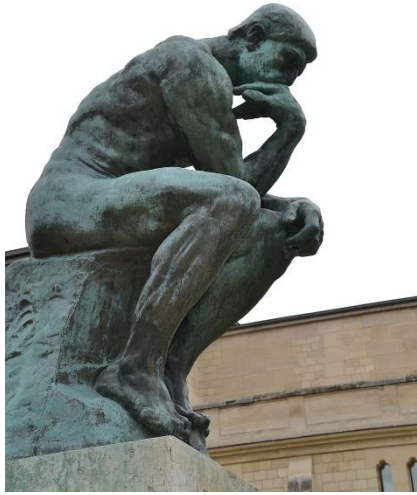
the homework or request suggestions for how you could improve your performance in class.

Many students are surprised when they come to office hours and professors ask them questions in return. Do not be alarmed! Professors ask questions to students during office hours not because they doubt you care about the class but because they want to better understand the source of your confusion. After all, maybe you aren't the only one asking this question!

Office hours are a great place to ask questions, but they are not for doing homework. Office hours are for all students, not just a few, so, to be polite, when you finish asking your question, leave, so other students can ask theirs. Sometimes, people don't want to ask a question in front of a group! In fact, some professors may have students sign up for timeslots to ensure that all students get some one-on-one time.

Office hours aren't just for if you are having difficulty in a class. If you really admire a professor's work, you can ask about their education and/or career path! If the professor is doing research and you want to participate, you can ask about joining their team in office hours. If you have an idea for a project related to the subject matter of the class, you can ask for advice about it in office hours.

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Beginning of Semester Academic Reflection Questions

Have I read all my syllabi?

Have I purchased all my books for my courses? If not, what is my plan to obtain the required course materials?

What are my academic strengths that I can use this semester?
What academic skills do I want to work on this semester?

What new things do I want to learn in my classes?

Do I know how to meet with each of my professors?

Have I scheduled a meeting with each of my professors?

Do I know how many final assignments/projects/essays I will have?

Have I created a folder for each course on my computer?

Going into the add/drop deadline, do I feel like I am taking too many classes? Do I feel like I can take more classes?

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Social/Emotional

“How do I meet people who share my interests at Lesley?”



Student Organizations are a formal space where students who share the same interests or identities can meet to talk about those shared experiences. A list of Student Organizations, including contact people for each one, are available [here](#), but it may be out-of-date.

For more up-to-date information about goings-on at Lesley, check your Lesley email. Every Monday, an email goes about a variety of opportunities, from art exhibitions to film screenings to student-run events. One new, monthly event is the Disability Advocacy + Education Group (DAEG). To learn more about DAEG, email kjohnso7@lesley.edu.

If your email is cluttered (Whose isn't?), many of these activities are also advertised through physical flyers on campus. (There are many in the McKenna Center and Doble Hall on Doble Campus.) In addition, many student groups have social media accounts.

For people who like to be physically active, the Fitness Center, on the first floor of Doble Hall, is available to all students. To learn more about Lesley's athletic offerings, from competitive teams to exercise classes, visit [this page](#).

Remember that college is more than taking classes, and these groups can allow you to meet people who are not in your classes.

Pro Tip: Either schedule social time when you are already on campus (i.e: between classes) or on less-busy days (perhaps with no classes) to prepare yourself to interact with people.

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“How can I connect with my identities at Lesley?”




Other than Student Organizations based around that identity, The Office of Multicultural Affairs and Social Inclusion, on 29 Mellen Street Room 103 on the Doble Campus, offers affinity groups.

Affinity groups differ from Student Organizations because affinity groups are ONLY for people of that identity. The affinity groups available this year are:

- Asian and Pacific Island Group
- Black Affinity Group
- Lesley Hillel
- Queens United Embracing Empowerment Now (QUEEN)
- Men of Scholarship for Achievement, Inclusion, & Community (MOSAIC)
- Trans Affinity Group

For a live list of affinity groups, as well as other events about inclusion, visit [this page](#). (Please note that the listed Disability Affinity Group is being re-constructed.)

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“Am I allowed to visit Lesley campuses I do not live or have
classes in?” 

Yes! In fact, to facilitate exploration, Lesley University offers a free shuttle between the three campuses, with rides available every 10 to 15 minutes.

Learn more about the Lesley shuttle [here!](#)

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“Where can I go to eat on Lesley’s campuses?” 

On the South/Brattle Campus, there is lunch available at Washburn Commons at 89 Brattle Street from 11 AM to 2 PM. There is also Sherrill Café at 89 Brattle Street, open every day from 7 AM to 8 PM.

On Doble Campus, Ava’s Kitchen is in the McKenna Student Center, on 47 Oxford Street, and serves lunch from 11 AM to 2 PM.

On Porter Campus, Porter Café is in University Hall, on 1815 Massachusetts Avenue, is open from 8 AM to 8 PM.

Learn more about Lesley’s dining options [here!](#)

Residential students are automatically enrolled on a 19-meal equivalent plan. Why 19? Check our math:

- Monday through Friday: breakfast, lunch, dinner
- Saturday and Sunday: brunch, dinner

If you are a commuter student, you can purchase individual meals, but if you plan to eat on-campus a lot, buying a meal plan saves money. Learn more about Meal Plans [here](#).

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“I’m having trouble with my roommate(s). What do I do?”



We are sorry to hear that!

Even if you requested to room with each other, issues can still come up, especially if one or multiple of you are new to sharing a room with someone who is not family.

First, talk to your Community Advisor (CA), who has been carefully selected and is trained to support residents across a wide range of concerns and issues. Your CA might be able to provide you with guidance and suggestions, mediate roommate conflicts, or connect you with the Residential Director: a full-time member of the Residence Life professional staff. If the situation escalates and is time-sensitive, Lesley has a 24-hour Public Safety office as well.

Visit [here](#) for more tips about living in Lesley housing.

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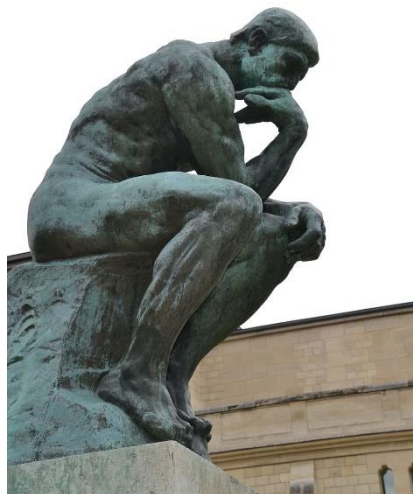
“How can I explore the Lesley campuses?” 

Start by walking different ways than you usually do to get to your normal activities.

Note that Lesley University offers a free [shuttle](#) between the three campuses, with rides available every 10 to 15 minutes. It is very useful when there is bad weather. (What that is, is up to you.)

If you want to get a sense of the lay of the Lesley land before you go out (especially if there is bad weather), check out this [virtual map](#) of Lesley’s campuses.

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Beginning of Semester Social/Emotional Reflection Questions

What are my social strengths that I can use this semester?

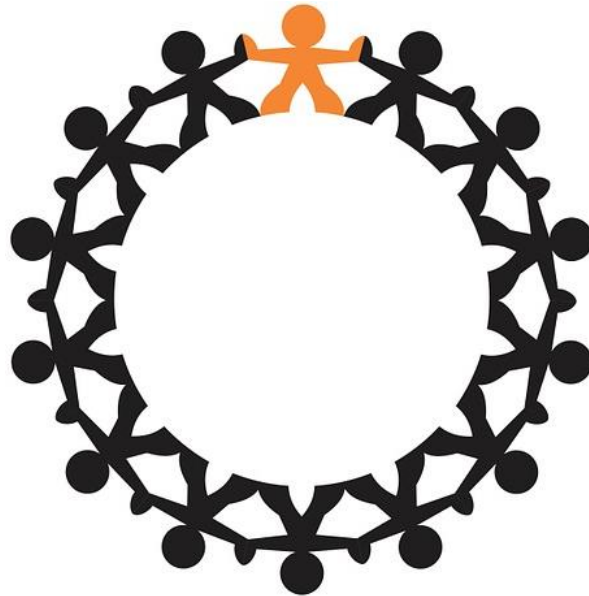
What social skills do I want to work on this semester?

What days are my busiest? Have I “scheduled in” time for self-care and hanging out with friends?

What interests do I have that I want to meet people who share those interests?

How connected do I feel to my home/culture/identities?

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Support Services

“What are accommodations?” 

Lesley’s Disability Support Services handles the defining and distribution of the following types of supports for students with disabilities, also known as accommodations:

- academic (e.g: conversion of class materials to accessible formats, deadline extensions),
- testing (e.g: extended time, large-print exams),
- classroom (e.g: note-taking, specific seating/chairs),
- housing (e.g: access to housing with ramps),
- meals (e.g: allergen-free food)

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“How do I get accommodations?”



Here are the steps for academic, classroom, testing, and meal accommodations:

1. Contact the appropriate Disability Services director BEFORE each semester.

For Learning Disabilities, Attention Deficit Disorder, and Autism/Asperger Syndrome: Contact Kimberly Johnson by email at kjohnso7@lesley.edu or by phone at (617) 349-8462.

For physical, sensory, psychiatric disabilities OR any off-campus-based student: Contact Daniel Newman by email at dnewman@lesley.edu or by phone at (617) 349-8572 via Relay 711.

(For students with disabilities in both categories, feel free to pick one person to contact, and both directors will coordinate with each other.)

2. Submit documentation of disability. For learning disabilities, a DSM-IV-TR or DSM-5 diagnosis by a professional trained to diagnose learning disabilities is the requirement, but each group of disabilities has different guidelines. These requirements are available at [Disability Services | Lesley University](#) under the dropdown menu “2. Submit the relevant documentation.”
3. Meet with the Disability Services team to determine eligibility, potential options, and, if you have used accommodations before, how the offerings at Lesley may be

similar or different. If you are eligible, the Disability Services team will generate accommodation letters for you to give to your faculty.

4. Meet with each of your faculty members to give them the letters to sign. Note that this does NOT mean that you need to disclose the nature of your disability to them; that information is solely yours to decide how to distribute. If you do not feel comfortable presenting the letter in front of a group, you can email the faculty member to determine a more private time to sign the letter. You can even use office hours as such an environment!

5. After getting the faculty members' signatures, return the letters to the Disability Services Office, so they can have a record of the accommodations being agreed upon by all parties. They will also give you a copy to keep for your records.

ASK EARLY! The earlier you do this process, the more likely it is that you will have the needed services in time for when you need them.

Please note that, as a post-secondary education institution, Lesley cannot:

- Create Individualized Education Programs (IEPs)
- Provide personal assistants or individually-designed assistive technologies

- Diagnose disabilities
- Reduce or exempt any course or program's essential components

To learn more, including the list of disability documentation forms and the steps for housing accommodations and the use of service animals, click [here](#).

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“Who can I talk to if I feel overwhelmed?”



Non-online Lesley University students are eligible to receive short-term care via the Lesley University Counseling Center (LUCC), located on the third floor of Doble Hall at 30 Mellen Street.

The Lesley University Counseling Center is open Monday through Friday from 9 AM to 5 PM. Some evening appointments are available, and there are limited services during the summer and winter breaks. For more information, email counselingcenter@lesley.edu, call/leave a message at (617) 349-8545, or go to <https://lesley.edu/students/health-wellness-safety/counseling-center>.

Please know that no one outside of the Counseling Center is given any information about you—even the fact that you have been here—without your written or verbal consent.

If you do not feel comfortable talking at the Counseling Center, Lesley University Counseling Center offers “Let’s Talk”: no-appointment, no-commitment, no-paperwork, no-fee 15-minute appointments to chat with a LUCC therapist in various campus locales.

To learn more about LUCC’s offerings, follow their [Instagram account](#).


(Tip for dog lovers: Follow their [alternative account](#) for the Counseling Center’s pug, Cordelia!)

If you end up wanting longer-term therapy, medication management, and/or specialized services, a new partnership with Riverside Outpatient Center in Cambridge enables you to be treated on-campus.

Note: Services at the Riverside Outpatient Center are not covered by your Lesley University tuition and fees but are billed through your insurance or by direct payment.

Learn more about Riverside Outpatient Center at Cambridge on [this page](#).

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“I use my phone a lot. Are there any official Lesley apps that I can use?” 

Yes! See a live list of official Lesley apps [here](#), including what devices they are available for.

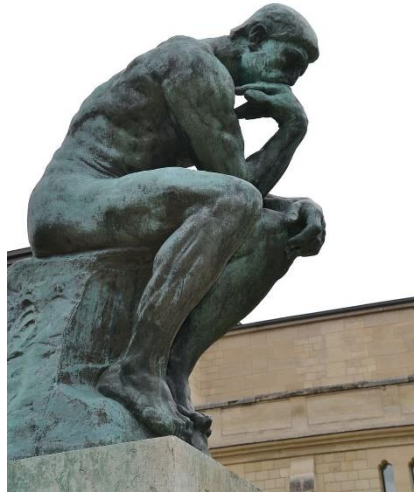
Of special note is ensuring you can read emails from your Lesley University account on your phone. Your Lesley University email account is the university’s primary way for communicating with you. This includes information about fun events, critical college deadlines, and other important updates. Your Blackboard notifications from your courses are sent to your email as well.

To learn about how to use the Outlook app to add your Lesley email, read [here](#).

To learn about how to forward your Lesley emails to another email address, read [here](#).

If you are not receiving emails from your courses, check [here](#).

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Beginning of Semester Support Services Reflection Questions

Do I know how to get to each of my classes and appointments?

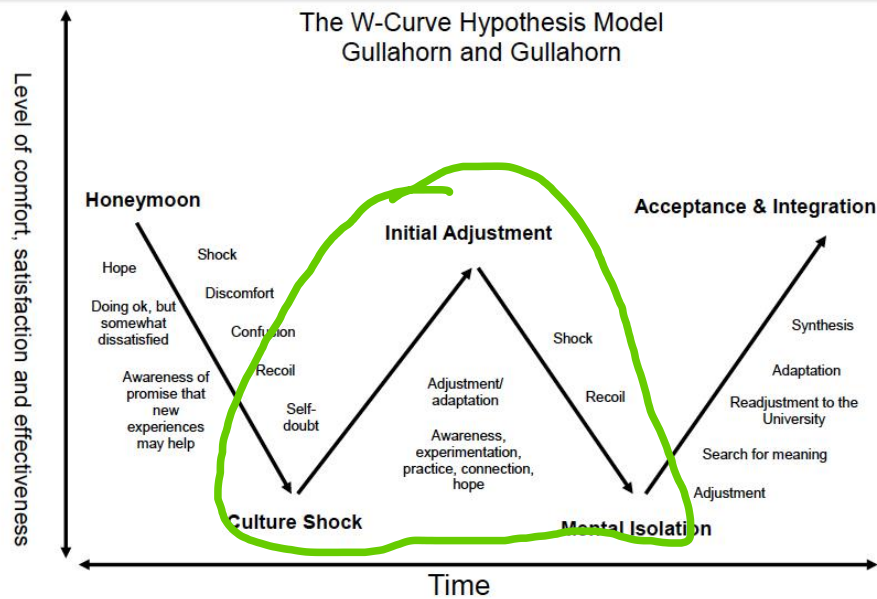
Have each of my accommodation letters been signed and returned to the Disability Services Office?

*What are supports I have used in the past that have helped me?
How can I keep using them (either by staying in communication with a service or by finding an equivalent at Lesley)?*

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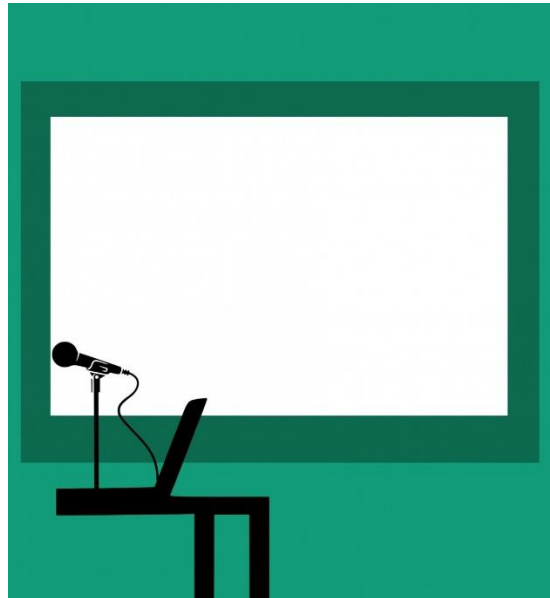


Middle of Semester



Source: Hoffenburger, K., Mosier, R., & Stokes, B. (1999). Transition experience. In J.H. Schuh (Ed.), *Educational programming and student learning in college and university residence halls*. Columbus, OH: ACUHO-I

In the middle of the semester, you may be feeling like this. The W-Curve is a model that explains the ebb and flow of students' comfort levels in college over time. It repeats every semester and every year.



Academics

“Are there any quiet places to study at Lesley?”



There are computer labs with access to computers, Internet, and printing.

[This list](#) compiles information about the computer labs' locations and available times.

If you're unsure if studying in a computer lab is right for you, try the Information Commons in Doble 215, adjacent to the LD/ADD Academic Support Program office, which has Mac desktop computers, couches, a vending machine, a microwave, and a refrigerator.

Studying in a space different from where you rest and play can help prevent work and leisure from getting mixed.

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“I can’t finish this in time! How can I get a deadline extended?”



Communicate this to your professor via email as soon as possible to work out a solution.


If this is a recurring pattern and you have a disability, consider applying for accommodations and/or taking advantage of [tutoring services](#).

If you are having difficulty with making a tutoring appointment, email Kim Johnson (kjohnso7@lesley.edu) for an up-to-date document about how to make a tutoring appointment, which includes screenshots of the process.

Tutoring services are for everyone, but the LD/ADD Academic Support Program, a type of tutoring here at Lesley, specifically serves students with learning differences. The LD/ADD Academic Support Program specializes in helping students develop their executive functioning skills. Executive functioning skills are what help you make plans, pay attention, remember directions, and multi-task.

If you think participation in the LD/ADD Academic Support Program may be the right fit for you, contact Kimberly Johnson by email at kjohnso7@lesley.edu or by phone at (617) 349-8462.

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“My study habits aren’t working for me! Can I get tips about how to study?” 

Yes! Lesley’s [tutoring services](#) can help you find better study habits. Located at Suite 220 in Doble Hall on 30 Mellen Street, these 50-minute appointments use a collaborative model, so you will not just be passively absorbing information.

Tutoring is available to ALL Lesley students. Lesley tutors are welcoming and carefully selected and trained through weekly professional development, which includes workshops with full-time professional staff.

To ensure that as many Lesley students as possible can use this valuable resource, there are some limits in place for how many appointments one Lesley student can make. Lesley students can:

- Make up to 2 appointments in one day
- Make up to 8 appointments in one week
- Make up 15 appointments in one calendar month

If you are having difficulty with making a tutoring appointment, email Kim Johnson (kjohnso7@lesley.edu) for an up-to-date

document about how to make a tutoring appointment, which includes screenshots of the process.

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“I need to take time off from Lesley. How do I do that?”



Sometimes, circumstances make continuing the semester impossible. While Lesley does not need to know the full details, you do need to let the University know your plans. To do so, submit a [Request for Withdrawal/Leave of Absence form](#).

Even though withdrawals and leaves of absence are covered in the same form, they are not the same!

A [withdrawal](#) refers to a plan to leave the University. A [leave of absence](#) refers to a plan to leave the University to leave the University and *return after a specified period of time*.

Please note that, in order to withdraw or take a leave of absence, College of Arts and Sciences (CLAS) students must make a meeting with the Director of Academic Advising.

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“How do I register for classes for next semester?”



Wait, you're not even done with this semester, and people are talking about next semester? Welcome to college life.

To know for sure whether those people at lunch are thinking ahead or not, consult the [Academic Calendar](#) page.

Each year is slightly different with when holidays fall and how the semester can be structured around them, so it is best to check a live resource that can update. That being said, registration for the fall semester generally happens in the last week of October, and registration for the spring semester generally occurs during the first week of April.

If you are someone who likes to think ahead, the projected semester dates until fall 2025 are available on that page!

Once you're ready to return to the decision frontlines, remember that course registration is done through [Lesley University Self-Service](#), NOT Blackboard (myLesley).

Once logged into Lesley University Self-Service, click "Course Catalog," under the menu called "Academics" on the left sidebar to look for courses.

There are *a lot* of choices. It can be overwhelming! Fortunately, as a Lesley student, you have access to an expert in Lesley's course offerings: your academic advisor!

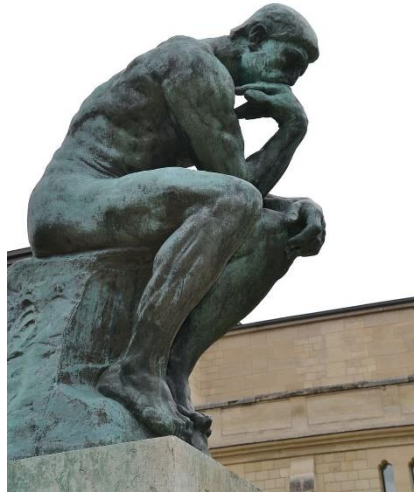
You can schedule a meeting with your academic advisor to discuss many parts of course registration, including:

- What requirements you still need to do to graduate and what paths can you take to fulfill them
- What the differences between several majors you are considering are
- What upcoming courses there are that can fill gaps and expand your understanding

If you are interested in planning semesters in advance, Lesley University offers a tool called Student Planning, which lays out your program requirements and presents your courses on a weekly calendar. Learn more about it, from written guides with screenshots to video tutorials, [here](#).

If the tutorial is still confusing, Student Planning is an excellent topic to discuss with your academic advisor.

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Middle of Semester Academic Reflection Questions

Do I give myself enough time to complete projects?

How long do I think each of my projects will take?

Do I have a study routine?

Do I feel like it works well?

What does it feel like to have a study routine that works well?

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Social/Emotional

“How can I explore the Lesley campuses?” 

Start by walking different ways than you usually do to get to your normal activities.

Note that Lesley University offers a free [shuttle](#) between the three campuses, with rides available every 10 to 15 minutes. It is very useful when there is bad weather. (What that is, is up to you.)

If you want to get a sense of the lay of the Lesley land before you go out (especially if there is bad weather), check out this [virtual map](#) of Lesley’s campuses.

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“How can I explore the Cambridge area?” 

Lesley University is located near the Porter Square T stop on the Red Line (Porter and Doble Campus) and the Harvard Square T stop on the Red Line (South Campus).

As a Lesley student, you are able to purchase a discounted pass for unlimited rides on the bus and/or subway for each semester that you are enrolled. Note, however, that the deadline for these passes is BEFORE the semester that they apply for is (early January for spring semester and early August for fall semester). Keep an eye on your Lesley University email for the pricing and specific dates for each semester!

If you are not sure that a semester pass is right for you, there are alternatives: You can pay per ride, per day, per week, or per month. If you do not use the T frequently, like if you live nearby or drive to campus, then investing in a semester pass may not be the best choice for you.

The Massachusetts Bay Transportation Authority (MBTA), which regulates the train, bus, and ferry system in the Boston and Cambridge area, has a free [guide](#) for college students about using the T.

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“Who can I talk to if I am encountering bullying?”



If it is you, first of all: What happened is not your fault. Report the situation to a trusted Lesley University employee or Valerie Yeakel or the Public Safety office (details below).

Take care of yourself: Make an appointment with the Lesley University Counseling Center by going to the third floor of Doble Hall at 30 Mellen Street, emailing counselingcenter@lesley.edu,

or calling/leaving a message at (617) 349-8545. Its normal operating hours are Monday through Friday 9 AM to 5 PM, but some evening appointments and summer and winter break services are available.

You do not need to be the target of bullying to report it! Witnesses to bullying or even people who hear about it are able to report it as well. In fact, you have a responsibility to report such behavior because one person feeling unsafe represents a threat to the whole community being safe.

The following people's primary roles involve the handling of such incidents, but all Lesley University employees are required to report such incidents to these individuals:

Valerie Yeakel
Equal Opportunity/Title IX Coordinator
29 Everett Street
Cambridge, MA 02138
Email: equalopportunity@lesley.edu

AND

Public Safety Office
34 Mellen Street
Cambridge, MA 02138
617.349.8888
Email: publicsafetysupervisors@live.lesley.edu

“What is Title IX?”



Title IX is a law in the United States that forbids sex-based discrimination in educational institutions. This includes sexual harassment and sexual violence.

Every college in the United States has a Title IX Coordinator, and Lesley University is no different.

Valerie Yeakel
Equal Opportunity/Title IX Coordinator
29 Everett Street
Cambridge, MA 02138
Email: equalopportunity@lesley.edu

All Lesley University employees are mandated reporters, but some are what is known as “Confidential Resource Providers.” Confidential Resource Providers are personnel trained in University procedure for Title IX: what qualifies as a Title IX violation, making a report, filing a complaint, and more. In a conversation with a Confidential Resource Provider, the end result need not be a Title IX complaint. Confidential Resource Providers know both university and non-university resources and understand the breadth of options available.

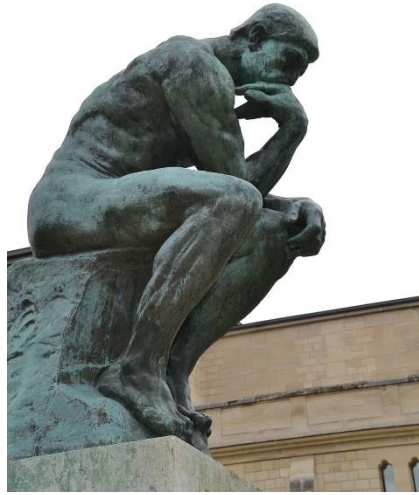
When talking to a Confidential Resource Provider, the student is the decision-maker. **Confidential Resource Providers will not share any details of what you discuss without your consent.**

One such Confidential Resource Provider is Kimberly Johnson: director of the LDD/ADD Academic Support Program. See her contact information below.

Kimberly Johnson
Director
[30 Mellen St., 2nd Floor](#)
Phone: 617.349.8462
Fax: 617.649.3704
kjohnso7@lesley.edu

To learn more about Lesley's procedure for dealing with these kind of situations, read [here](#).

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Middle of Semester Social/Emotional Reflection Questions

Have I visited a campus that I do not live in or have classes in?

Do I feel comfortable navigating the Lesley campuses?

If not, what is difficult to navigate?

Are there places I want to visit off-campus?

Do I want to invite other people to explore with me?

Who do I want to invite?


Do I know how to let them know about my idea?

Do I feel safe when I'm with friends or a significant other?

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Support Services

“I am realizing that I do not understand a course concept. Are there tutors available?” 

Yes! Lesley’s tutoring services can help you with course concepts you are struggling with.

Most appointments are virtual as of now. Students can find tutors with a particular skillset, like experience with a specific course or subject matter and expertise in particular academic support skills like time management and study techniques.

Tutoring is available to ALL Lesley students. Lesley tutors are welcoming and carefully selected and trained through weekly professional development, which includes workshops with full-time professional staff.


To ensure that as many Lesley students as possible can use this valuable resource, there are some limits in place for how many appointments one Lesley student can make. Lesley students can:

- Make up to 2 appointments in one day
- Make up to 8 appointments in one week
- Make up 15 appointments in one calendar month

There are only so many appointment slots, so schedule them early, and come in with a clear idea of what you want to cover. If something comes up, cancel at least 24 hours beforehand, or the missed appointment will count against your total.

If you are having difficulty with making a tutoring appointment, email Kim Johnson (kjohnso7@lesley.edu) for an up-to-date document about how to make a tutoring appointment, which includes screenshots of the process.

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“I don’t know where to begin with this essay. Is there a place I can
get writing help?” 

Yes! Lesley’s tutoring services can help you with all aspects of the writing process you are struggling with. This can include:

- Understanding the assignment
- Finding research articles
- Developing a thesis
- Organizing ideas
- Editing for conciseness and cohesion
- Understanding and correctly using citation formats like MLA and APA (and what those even are!)

Tutoring is available to ALL Lesley students. Lesley tutors are welcoming and carefully selected and trained through weekly professional development, which includes workshops with full-time professional staff.

To ensure that as many Lesley students as possible can use this valuable resource, there are some limits in place for how many appointments one Lesley student can make. Lesley students can:

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“What can I do about homesickness?”



First of all, know that feeling homesick is a common issue —even if your home is not far away!

Can you schedule a regular time to call/video call people from home? If you're missing food from home, is there somewhere you can buy that food nearby? Might people from home be able to send you care packages?

Take some time to get out of your room and get outdoors. See if you can invite your friends along. Missing home isn't as bad if you have people you feel close to in college as well. If you feel comfortable, consider telling your friends about your

homesickness. Who knows? They may even be experiencing homesickness as well!

If these strategies are not working, consider making a Lesley University Counseling Center (LUCC) appointment. The Lesley University Counseling Center is located on the third floor of Doble Hall at 30 Mellen Street.

The Lesley University Counseling Center is open Monday through Friday from 9 AM to 5 PM. Some evening appointments are available, and there are limited services during the summer and winter breaks.

For more information, email counselingcenter@lesley.edu, call/leave a message at (617) 349-8545, or go to .

Please know that no one outside of the Counseling Center is given any information about you—even the fact that you have been here—without your written or verbal consent.

If you do not feel comfortable talking at the Counseling Center, Lesley University Counseling Center offers “Let’s Talk”: no-appointment, no-commitment, no-paperwork, no-fee 15-minute appointments to chat with a LUCC therapist in various campus locales.

To learn more about LUCC's offerings, follow their [Instagram account](#).

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"My computer broke! Can I get it fixed at Lesley?" 

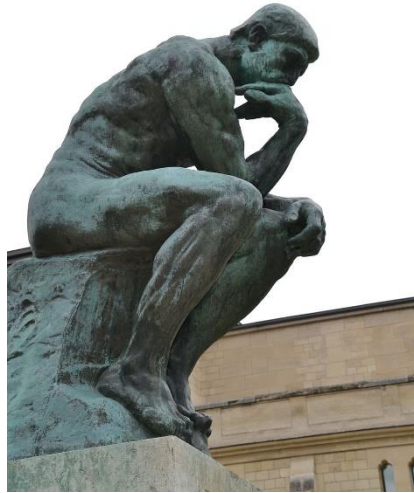
Yes! With the Lesley University Laptop Program, students can get technical support for their computers, including repair, virus removal, help installing software, and upgrades of components. Repairs cost \$63, plus the cost of any parts, with an additional \$42 charge for computers not under warranty.

If you want a new computer, the Lesley University Laptop Program also offers help finding the right device for your needs.

For more information, visit

<https://support.lesley.edu/support/solutions/articles/4000079643-laptop-program> or email mycomputer@lesley.edu or call (781) 935-1456.

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Middle of Semester Support Services Reflection Questions

Have I scheduled writing center appointments to discuss each of my finals?

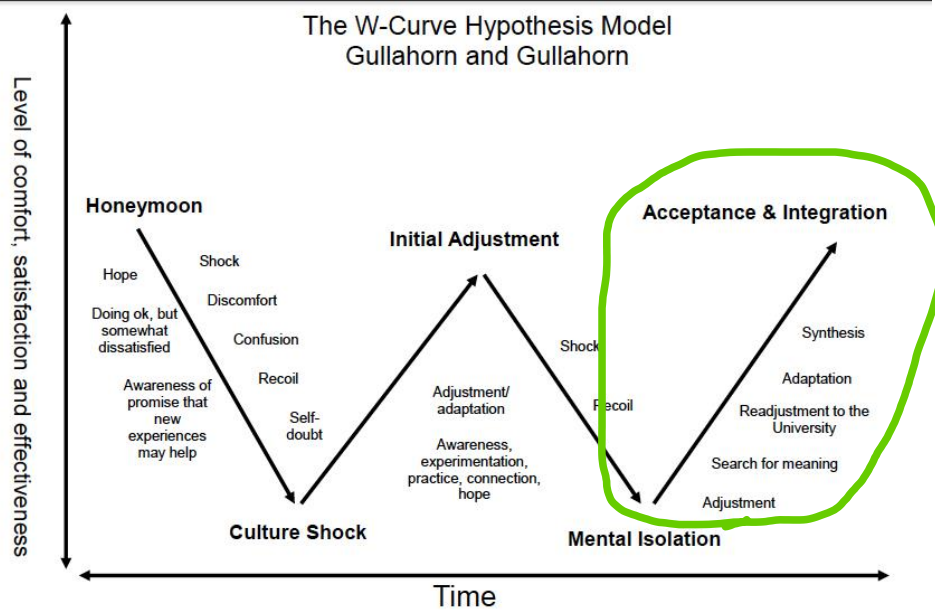
Am I getting grades that I am pleased with?

Does my personal computer have all of the programs I need for my classes?

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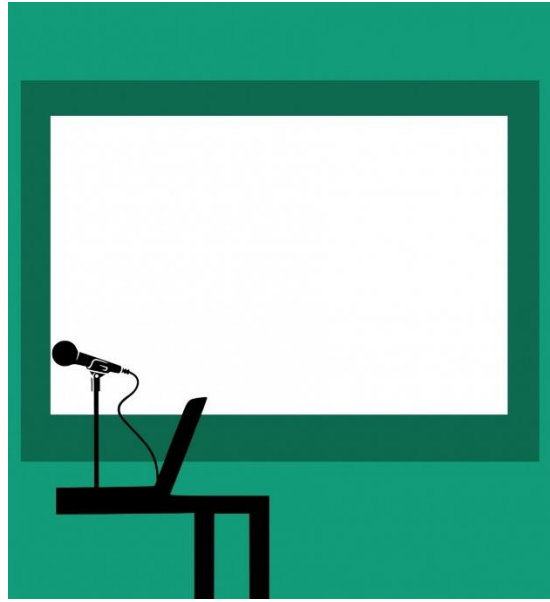


End of Semester




Source: Hofferburger, K., Mosier, R., & Stokes, B. (1999). Transition experience. In J.H. Schuh (Ed.), Educational programming and student learning in college and university residence halls. Columbus, OH: ACUHO-I

At the end of the semester, you may be feeling like this. The W-Curve is a model that explains the ebb and flow of students' comfort levels in college over time. It repeats every semester and every year.



Academics

[“Where can I see my grades?”](#) 

Your grades can be found in a few different places on your course’s Blackboard website. On the lefthand side of the screen in myLesley Navigation, there is a button called “Grades.” That screen shows all recently-graded items, as well as upcoming assignments, and the overall grade for the course. This same screen can be reached on the “My Grades” button on the course menu or the “Tools” button then the “My Grades” button.

Note: Accessing My Grades from the Global Navigation menu may show your grades from all of your courses. If you access the menu from inside one course, you will only see your grades from that course.

Pro Tip: Click on items in the “View Grade Details” area! This is where you can see feedback and/or comments, if your professor gave any.

More information about viewing grades, including screenshots, is available [here](#).

If you are not seeing your grades in Blackboard, you can always ask your professor about them by sending them an email or by coming in during office hours. As you well know, sometimes technical difficulties are a thing!

Note that Self-Service only shows the final semester grades: what will be submitted to your academic record.

One final wrinkle: If you are in a studio-based course, you may have a mid-semester grade, but this is done on a professor-by-professor basis. If you are in a studio-based course, you can ask your professor if they give out a mid-semester grade. Long story short, grading season is tough for everyone.

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“Where and when are my final exams?” 

The times and locations of your final exams (if your classes have them) can be found on the Lesley University Self-Service page, in the “Register for Classes/View Schedule” tab under the “Academics” menu on the left-hand side of your screen.

The final exam time and location will be under the “Meeting Information” dropdown. Please note that it may say “TBD.” That means “to be determined.” Feel free to ask in class or in office hours for clarification, if the time and location are still not listed online two weeks before the end of the semester.

For more information, including screenshots and an interactive calendar that can be inserted into your personal calendar, visit [this page](#).

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“How do I declare a major/minor?” 

Congratulations on discovering an area of study you want to focus on!

Schedule an appointment with your [academic advisor](#) to reaffirm your decision and fill out the paperwork to get your major, minor, or specialization registered with Lesley University.

Note: College of Liberal Arts and Sciences (CLAS) students must declare a major BEFORE they complete 48 credits (you will have taken 45 credits if you take the prescribed four-year course load of five classes per semester), and if they want to major in Education or Art Therapy, they must declare that major before they complete 30 credits (two semesters of the five-class-per-semester course load for a four-year graduation). Lesley Art +

Design (LA+D) are recommended to choose a major after completing 30 credits.

If you are still undecided about what you want to major in or are concerned about job opportunities with the major you have chosen, [What Can I Do With This Major?](#) is a tool created by the University of Tennessee Center for Career Development that clarifies career options for various undergraduate majors.

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“How do I change a major/minor?”

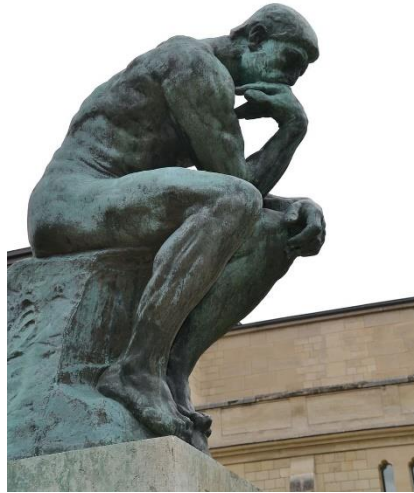


Congratulations on some newfound clarity!

Have a conversation with your [academic advisor](#) about why you are making this change. Be aware that changing your major, especially to one with few requirements in common, will affect your graduation timetable.

If you are still undecided about what you want to major in or are concerned about job opportunities with the major you have chosen, [What Can I Do With This Major?](#) is a tool created by the University of Tennessee Center for Career Development that clarifies career options for various undergraduate majors.

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End of Semester Academic Reflection Questions

What class was my favorite?

Can I sign up for classes that are similar (similar subject matter, similar teaching style, same professor)?

What class was my least favorite?

What did I not like about it, so I know to avoid classes like it in the future (similar subject matter, similar teaching style, same professor)?

Do I like the subjects I am studying?

Do I want to declare a major/minor?

Do I want to change a major/minor?

Am I on track to graduate in the time I want to graduate?

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Social/Emotional

“Are there ways I can celebrate the end of the semester on-

campus?”




Great question! As the end of the semester approaches, various offices, departments, and Student Organizations will announce their plans.

One event to watch out for is the annual Quad Fest. Keep an eye on the Monday activity emails at the end of the year for details.

Be aware that multiple celebrations you are interested in may overlap. If that is the case, it may be worth asking your friends what events they plan to attend.

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“How can I stay in contact with my new friends I’ve met at

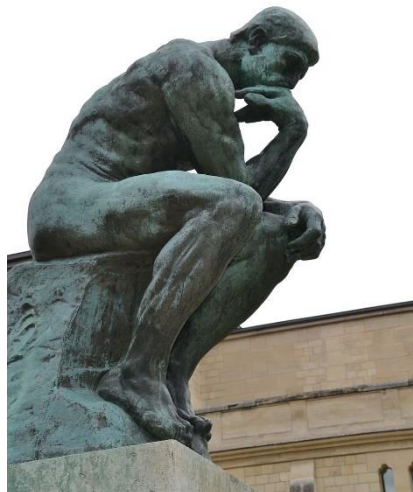
Lesley?” 

Staying in contact does not happen passively while you live far away (and, sometimes, even when you live close by)! The good news is that, these days, most everyone has access to some form of instant, long-distance communication.

First off, indicate your interest in staying connected with people. From there, you can brainstorm how to keep in contact. If you all live relatively near each other, you may be able to meet up in-person. If you live too far away from each other, no worries: Try making a group chat on your preferred platform.

One last thing: You don’t need to talk about Lesley when you’re on break from Lesley!

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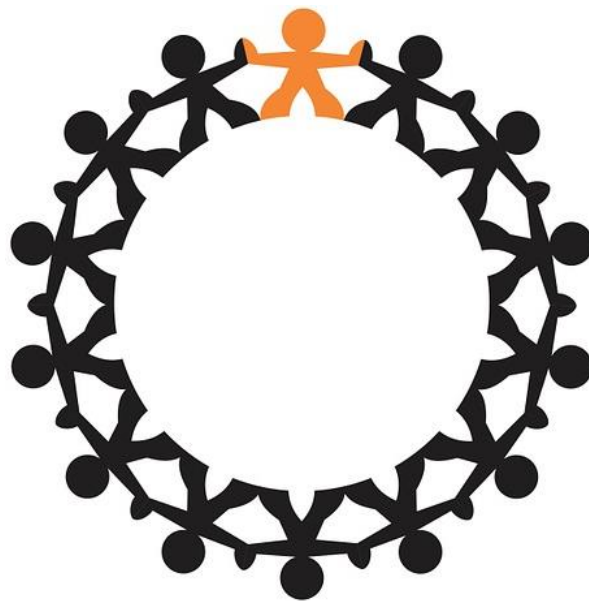
End of Semester Social/Emotional Reflection Questions

Do I have a plan to stay in contact with the people I want to keep being friends over break?

*Do I like the people I hang out with?
If so, how can I express that to them?
If not, how can I find a new group to hang out with?*


How can I reach out to new people next semester?

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Support Services

“How can I connect with people who have graduated Lesley

(alums)?” 

If the alum is someone you have met before and who is graduating soon, let them know that you're interested in staying in contact. Ask them what platform they prefer to use to communicate.

Staying in contact does not happen passively while you live far away (and, sometimes, even when you live close by)! The good news is that, these days, most everyone has access to some form of instant, long-distance communication.

If you are looking to talk to an alum you do not know (yet), Lesley University [curates several social media pages for alums who want to connect with each other and their university](#). These pages are a great starting place because these alums have opted into more involvement with Lesley.

If you are specifically looking to talk to a Lesley alum in a specific field/workplace, you can go on [LinkedIn](#) to find Lesley alums. Be aware that not everyone checks their LinkedIn regularly, however. If you are having trouble finding alums to talk to, reach out to Career Services. Career Services can also help you figure out how to initiate contact with a Lesley alum you would like to talk to.

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“I have questions about financial aid. Who can I talk to?”



The [Student Account Office](#)'s job is to help students make sense of financial aid.

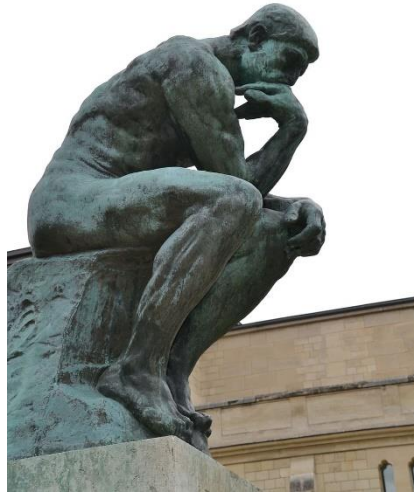
They can be contacted:

- Online, via the Support Hub
- By phone, (617) 349-8769
- In-person, third floor of University Hall in Creativity Commons (Hours: Monday- Friday 11AM to 5PM)

While the larger Financial Aid office has some hours available during the summer, be aware that they are focused on helping incoming students during the summer.

[This page](#) of undergraduate tuition and fees may be helpful to you during your conversation.

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End of Semester Support Services Reflection Questions

What support services did I use this semester that were the most helpful to me? Why?

What support services did I use this semester that were the least helpful to me? Why?

How do I plan to resume contact with the support service(s) that helped me?

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