ORGANIZATIONAL LEARNING AND DEVELOPMENT PROGRAMS

ORIENTATION INFORMATION

Organizational Learning and Development Programs
Education and Human Services Department
College of Arts and Sciences
73 Tremont Street, 7th Floor
8 Ashburton Place (Mailing Address)
Beacon Hill, Boston, MA 02108
(617) 573-8261

http://www.suffolk.edu/college/12276.html
Introduction

The following information has been compiled to orient you to Suffolk University. Please feel free to contact any of the faculty members listed below if you have questions. Our adjunct faculty will also be very helpful. The Organizational Learning and Development Graduate Programs encompass human resource development competencies and strategies; learning that embraces adult learning; organizational learning; organizational development; and e-learning. The following is a listing of the courses of study within the program and contact information for each degree or certificate.

- Dr. Barbara F. Ash 617-573-8280
  bash@suffolk.edu
- Gail Lyons 617-573-8089
  glyons@suffolk.edu

Advisor Contacts for Degree Programs:

- M.S. Degree in Organizational Learning (Dr. Ash or Mrs. Lyons)
- Joint MS Degree and Certificate Programs (Dr. Ash or Mrs. Lyons)
- CAGS Advanced Degree in Organizational Development (Mrs. Lyons or Dr. Ash)

Advisor Contacts for 18-Credit Certificate Programs:

- Graduate Certificate in Organizational Development (Mrs. Lyons)
- Graduate Certificate in Organizational Learning (Dr. Ash)

Graduate Admission Office

Please contact Judith Reynolds, Director of Graduate Admission if you have any questions about the admissions process. She may be reached at: 617-573-8302 or jreynold@suffolk.edu

Admission of Special Non-Matriculated Students

If you are not yet matriculated in a degree program, you may enroll as a CAPS (Continuing and Professional Studies) student. Potential master’s degree and advanced degree students may elect the equivalent of 2 courses or 6 credits. Potential certificate students may take one 3-credit course. The CAPS application is obtained from the Office of Graduate Admission.
Call 617-573-8302. You may access the application online at:
http://www.suffolk.edu/files/Graduate_Admission_PDF/caps_application.pdf

Registration Information

For newly matriculated students, information on the registration process including the dates, time, and place for walk-in registration will be sent to you from the Office of Graduate Admission. Web registration is available for those students who have submitted a deposit. On-line registration is accessed through My Suffolk. To access My Suffolk account go to:
https://prod.campuscruiser.com/q?pg=home_welcome&cp=164 Questions should be directed to the Registrar’s Office at: 617-573-8430 or Graduate Admission at: 617-573-8302.

Registrar’s Office

The Registrar’s office is located in the Donahue Building, 41 Temple St, 3rd Floor. The hours of operation are generally Monday through Thursday 8:45 a.m. to 5:30 p.m. and Friday 8:45 a.m. to 3 p.m. The office number is 617-573-8430. The telephone voice mail will provide the hours of operation for a given week. Hours are subject to change.

Student Accounts Office

The Student Accounts Office is located in the Donahue Building, 41 Temple St, 3rd Floor. The hours of operation are normally Monday through Thursday 8:45 a.m. to 4:45 p.m. and Friday 8:45 a.m. to 3 p.m. The office number is: 617-573-8407. Paula Fleck is the Bursar at: 617-573-8791 or pfleck@suffolk.edu She can provide helpful information on payment plans.

Financial Aid Office

The Office of Financial Aid is located on the first floor of the Donahue Building on Temple Street. For assistance and questions, call: 617-573-8470.

Parking Information

Contact the garages directly for current rates as reduced rates and times are subject to change.

- Center Plaza Parking Garage: 617-742-7807, entrance on Somerset and Tremont Streets (turn right after entering), 24-hour parking available. After 4 p.m. you may obtain a discounted rate. *The ticket must be stamped at the University with a Center Plaza stamp only.
- Charles River Plaza Garage: 617-742-2819, entrance on Cambridge Street under the Charles River Shopping Plaza Parking Lot and located next to Holiday Inn Hotel. There is no discount available on the outside upper level. After 4 p.m. you may obtain a discounted rate in the garage. *The ticket must be stamped at the University with a Charles River Park stamp only.

*Stamps are available in the lobbies of the Fenton (Corner of Derne and Hancock Streets), and Donahue Buildings (Temple Street).
• LAZ Parking: 617-737-8161, at 52 Province Street Garage behind the Parker House. The hours are 7 a.m. to 11 p.m., Monday through Friday and 7 a.m. to 7 p.m. on Saturday. The garage is closed Sunday. There is a reduced rate after 4 p.m. A Suffolk ID is required. This is an elevated garage, and it requires you leave your keys with your car.

• Boston Common Garage: 617-954-2096, located on Charles Street across from the Public Garden. You may obtain a reduced rate in the evening.

Public Transportation

Suffolk University is easily accessible by either the MBTA subway and/or commuter rail from the North and South Stations. The closest “T” stations are: Park Street (Red and Green Lines); Government Center (Green and Blue Lines); Bowdoin Station (Blue Line); and State Street (Orange Line).

Bowdoin closes in the early evening. Access information at: http://www.mbta.com/

Classroom Locations

Please refer to your registration information, My Suffolk, and the University Map at http://www.suffolk.edu/files/campus_map/SuffolkMap_Key.pdf

Most Organizational Learning and Development classes are held in the Donahue or Fenton Buildings; others may be scheduled in the Sawyer Building; and occasionally classes are held elsewhere.

Restaurants, Dining and Take Out

- Derne Street Deli (16 Derne Street)
- Donahue Café (41 Temple Street)
- Primo’s Pizza (28 Myrtle Street)
- Sargent Law Café
- Café 73 (73 Tremont Street)
- High Spot Deli (10 Beacon Street)
- The Capital Coffee House (122 Bowdoin Street)
- 21st Amendment (150 Bowdoin Street)
- Sawyer Café (8 Ashburton Place)
- The Kinsale (2 Center Plaza)
- Silverton Bar and Grill (69 Bromfield Street)
- The Red Hat Café (9 Bowdoin Street)
- Antonio’s Cucina Italiano (288 Cambridge Street (opposite MGH/Charles River T Stop)

Program Web Site

You will find program information, specific schedules, course descriptions, faculty biographies, and other valuable information on our program web site. The web also contains the Organizational Learning and Development Policies and Guidelines. Go to http://www.suffolk.edu/college/12276.html
Transfer Credits

If you are transferring courses to satisfy the prerequisite, you will need to obtain an evaluation of your credits prior to registration. Contact an advisor for assistance. Graduate courses from other universities must be transferred at the time of matriculation. See the Organizational Learning Program Policies and Guidelines for specific information.

Organizational Learning and Development Program Policies and Guidelines

The Organizational Learning and Development Program Policies and Guidelines may be found on the Program web site at: http://www.suffolk.edu/college/12276.html
Additional information on the policies and guidelines for the Organizational Learning and Development Programs may be obtained from your academic advisors. Instructors will review specific policies regarding class attendance and absences. This information is generally contained on the syllabus provided by each instructor.

Suffolk ID

Students must carry ID cards at all times. Information may be obtained at: http://www.suffolk.edu/campuslife/3641.html

You may obtain a photo ID Card by visiting the Sawyer building Security Office on second floor inside the entrance. If the office is closed, contact the University Police at (617) 573-8333 for hours of operation. You will need a copy of your registration and a valid picture ID.

Bookstore Location

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

Campus Map

A map of Suffolk University (pdf version) may be found at: http://www.suffolk.edu/files/campus_map/campus_map.pdf

Welcome, and enjoy your Suffolk experience!