

**Undergraduate Programs and Records Office reference sheet.**

44 Cummington Mall, Rm 107 - 617-353-6447 - [engineer@bu.edu](mailto:engineer@bu.edu) and [engrec@bu.edu](mailto:engrec@bu.edu)

Kat Mor*	Director, UPO	Study Abroad, Bulletin, Title IX	<a href="mailto:kmor@bu.edu">kmor@bu.edu</a>
Dan Tyburski	Associate Director	First years, open house, orientation	<a href="mailto:dht@bu.edu">dht@bu.edu</a>
Sandy White	Academic Counselor	First years, open house, orientation	<a href="mailto:sbonfigl@bu.edu">sbonfigl@bu.edu</a>
Carmel Barrau	Academic Counselor	Transfers, IUTs, CGS, tours, student orgs	<a href="mailto:barrau@bu.edu">barrau@bu.edu</a>
Vacant	Academic Counselor	Sophomores, tutoring, dual degree, MMEDIC	
Carole Dutchka	Assistant Director	Juniors, Seniors, Hub	<a href="mailto:caroled@bu.edu">caroled@bu.edu</a>
Nitsa Tsiotos	Special Projects Coordinator	Events management, Commencement, course evaluations, GST evaluations	<a href="mailto:ntsiotos@bu.edu">ntsiotos@bu.edu</a>
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Unstaffed	Records	Student records A-L	<a href="mailto:engrec@bu.edu">engrec@bu.edu</a>
Dawn Cardoso (M-Z)	Sr. Programs Coordinator	Student records M-Z	<a href="mailto:cardosod@bu.edu">cardosod@bu.edu</a>

\*On leave till December

Academic Misconduct/Review	Carole
Advising (general, LOA/WD, time management)	First-year students - Dan/Sandy Sophomores, Juniors, Seniors - Carole
Applications for Minors	Records Office* A-L: Records Dept., M-Z: Dawn
Class Scheduling	Jackie
Course Evaluations	Nitsa
Dean's List	Certificates - Nitsa Eligibility - Carole
Dual Degree, MMEDIC	Carole
UPO/College Events and Commencement	Nitsa
Grade Changes	Jackie
Graduation Reviews	Records Office* A-L: Records, M-Z: Dawn
Hub questions	Carole
IUTs in/out (inc. continuations from CGS)	Carmel
Non-Degree Student Course Enrollment	Jackie
Open House and Orientation	Dan/Sandy
Pass/Fail	Jackie
Petitions	Records Office* A-L: Records, M-Z: Dawn
Probation Meetings	First-year – Dan/Sandy; Sophomores/Juniors/Seniors – Carole
Scholarships	Financial Aid (3-2965); ENG STARS/DSRF - Nitsa
Student Organizations	Carmel
Study Abroad	Kat* (For Fall 24 Carole-So./Jr.)
Title IX	Kat* or Stacey Herman in Grad Programs
Transfer Credit	Records Office* A-L: Records, M-Z: Dawn
Transfer Students (coming into BU)	Carmel
Tutoring	Carole
Tours/Engineering Ambassadors	Carmel

# Counseling, Health & Campus Life Resources

## [Behavioral Medicine](#) || 881 Commonwealth Avenue || (617) 353-3569

The Mental Health Clinic is available for assistance with anything relating to or requiring medication, eating disorders, sexual problems, health related issues, alcohol, dysfunctional family issues, suicidal thoughts and depression.

## [Student Health Services](#) || 881 Commonwealth Avenue || (617) 353-3575

Student Health Services provides a variety of medical, counseling, and psychological services to students. Many of these services are available at no or low cost. A Medical and Mental Health clinician is always available 24/7. In addition, a Crisis Intervention Counselor is also available throughout the day.

## [Sexual Assault Response and Prevention \(SARP\)](#) || (617) 353-7277 (353-SARP) ||

### **For emergencies/nights: (617) 353-2121**

Hours are Monday – Friday, 9am-5pm

A licensed psychiatric social worker is on call 24-hours through the BU Police Department. Services include accompanying students to the hospital or courts proceedings.

## [The Center for Gender, Sexuality and Activism](#) || 775 Commonwealth Avenue, Lower Level || (617) 358-5575 || [cgsa@bu.edu](mailto:cgsa@bu.edu)

Strives to be a safe space for people of all genders and sexualities. Using a social justice framework, the CGSA aims to end gender oppression and violence, and advocates for the full equality and inclusion of women, queer and trans students. This dynamic community fosters challenging and open discourse, promotes student activism, and provides resources and education for the Boston University Community.

## [The Center for Anxiety and Related Disorders \(CARD\)](#) || 900 Commonwealth Avenue, 2nd Floor || (617) 353-9610

CARD offers treatment for a variety of anxiety disorders, including panic disorder, Generalized Anxiety Disorder, phobias and eating disorders. Fees are based on a sliding scale, and some treatment associated with research studies may be free of charge.

## [The Danielsen Institute](#) || 185 Bay State Road || (617) 353-3047

Hours are M: 8am – 7pm, T – R: 8am – 8 pm and F: 8am – 4pm. Call for an appointment.

The Danielson Institute offers long-term counseling for individuals, couples, partners and groups. Their staff includes psychiatrists; clinical, pastoral and counseling psychologists, and social workers. The Institute charges fees, but most are covered by health insurance, and an adjusted scale is available for those without insurance.

## [Disability & Access Services](#) || 25 Buick Street || (617) 353-3658 (V-TTY) or (617) 353-7790 (TTY) || [access@bu.edu](mailto:access@bu.edu)

The goal of Disability & Access Services is to provide services and support to ensure that students are able to access and participate in the opportunities available at Boston University.

## [Fitness and Recreation Center/Physical Education, Recreation and Dance](#) || 915 Commonwealth Avenue || (617) 358-3740

The Fitness and Recreation Center offers a variety of state-of-the-art facilities, including an 18,000 square foot weight and cardio room, two swimming pools, racquetball and squash courts, two multi-use gymnasiums, an elevated jogging track, a 35' climbing wall, a Pro Shop and the Healthy Blends Café. Physical Education, Recreation and Dance offers for-credit and non-credit classes in everything from fitness to climbing to martial arts. The department also coordinates all Intramural and Club Sports programs.

## [The University Service Center](#) || 881 Commonwealth Avenue || (617) 358-1818

The University Service Center is designed to help members of the university community who have questions or problems of a unique or complex nature that don't necessarily "fit" into areas addressed by other administrative offices. They also handle withdrawals and leaves of absence for undergraduate students. The USC is a great starting point for anyone who is unsure of where to turn for help.

**[Educational Resource Center](#) || 100 Bay State Road, 6<sup>th</sup> Floor || (617) 353-7077**

The Educational Resource Center (ERC) provides academic support programs to the university community, including peer tutoring, Language Link conversation groups and various workshops. These services are available free of charge.

**[Office of the Dean of Students](#) || 775 Commonwealth Avenue, 3<sup>rd</sup> Floor || (617) 353-4126**

The mission of the Office of the Dean of Students and the Division of Student Affairs is to enhance the quality, character and perspectives of our students. Through its many orientation, mentoring and counseling programs, the Division promotes an environment that encourages intellectual exchange and individual expression. The Dean of Students has an open-door policy and is available to all students by appointment.

**[Center for Career Development](#) || 100 Bay State Road, 6<sup>th</sup> Floor || (617) 353-3590**

The Center for Career Development can assist students in choosing a major, finding an internship, or preparing for their post-college job search. Services include workshops, job and internship fairs, and resume review, mock interviews and career assessment tools.

**[Office of Residential Life](#) || 25 Buick Street || (617) 353-4380**

The Residence Life team delivers a broad range of programs and services to students, including specialty communities, Residence Hall Associations, the Faculty-in-Residence program, crisis intervention, and information about campus resources.

**[Student Activities Office](#) || 1 University Road || (617) 353-3635**

The Student Activities Office provides support to all of the student organizations on campus as well as organizes school-wide events throughout the academic year. It is a great resource whether you are looking to become a part of a current organization or trying to start a student organization of your own.

**[Scarlet SafeWalk](#) || 775 Commonwealth Avenue || (617) 353-4877**

Scarlet SafeWalk escorts are available to all students, faculty, staff, and University guests from one on-campus location to another. Two walkers are dispatched for each walk request and are equipped with a radio for contact with the supervisor or to call Boston University Police, a flashlight, their Terrier Card, and umbrellas, when needed.

**[The Howard Thurman Center](#) || 808 Commonwealth Avenue || (617) 353-4745**

The Howard Thurman Center is Boston University's center for cultural learning and collaboration, based on the *common ground* philosophy of Dr. Howard Thurman. Through a variety of workshops, programs and celebrations, the Howard Thurman Center aims to build community by eliminating barriers of divisiveness that separate individuals, groups, races, cultures, religions and ethnicities.

**[Boston University Police Department](#) || 32 Harry Agganis Way || Emergency: (617) 353-2121, Office: (617) 353-2110**

The Boston University Police Department is a full-time, professional law enforcement agency that also provides a wide variety of public services, including emergency medical response, Rape Aggression Defense classes and laptop and bicycle registration. Through the community policing program, officers are assigned to various areas of campus to work closely with the community in addressing crime and crime prevention, as well as social issues, which directly affect the quality of life at Boston University.

**[Environmental Health and Safety](#) || 704 Commonwealth Avenue, 2<sup>nd</sup> Floor || (617) 353-4094**

The Office of Environmental Health and Safety (EOHS) provides a full range of environmental, health and safety services to the University community. These services include, but are not limited to, Fire and Life Safety programs and support of the university's recycling program.