

CHAPTER 3

Campus Administration, Resources, and Student Services

CAMPUS ADMINISTRATION

Office of the President

1101 Main Administration, 301-405-5803
Clayton Daniel Mote, Jr., President
www.president.umd.edu

The president is the chief executive officer of the University of Maryland. Six vice presidents, who report to the president, manage different divisions of the campus administration. The Office of Human Relations Programs, the Department of Intercollegiate Athletics, and the Maryland Fire and Rescue Institute report to the Office of the President. The University Senate, a representative legislative body of the university, advises the president on academic and other matters.

Academic Affairs

1119 Main Administration 301-405-5252
William W. Destler, Senior Vice President and Provost
www.provost.umd.edu

The Senior Vice President for Academic Affairs and Provost is the chief academic officer of the university with responsibility for guiding the academic development and direction of the institution in accordance with the university's mission; ensuring that our programs and faculty are of the highest caliber; supporting the diversity of our students, faculty, and staff as a special strength; and promoting academic excellence across the university. The deans of the 13 colleges and schools at the University report directly to him as do the deans for undergraduate, graduate, and continuing and extended education, the dean of the libraries and the chief information officer. The senior vice president and provost oversees the development, review, and implementation of all academic policies and regulations; consults closely with the University Senate and other faculty advisory groups on academic programs and policies; and serves as liaison with other university divisions in strategic and long-range planning.

Administrative Affairs

1132 Main Administration, 301-405-1105
John D. Porcari, Vice President
www.adminaffairs.umd.edu

The Office of the Vice President for Administrative Affairs is responsible for the effective management of the physical, fiscal, and staff support resources of the institution. The office also provides campus safety and security, materials management, and other necessary support services. Of particular interest to students are the community awareness and security programs offered by the Department of Public Safety and the information and assistance services provided by the Bursar for concerns of students regarding university billings.

Student Affairs

2108 Mitchell Building, 301-314-8428
Linda Clement, Vice President
www.studentaffairs.umd.edu

The Office of the Vice President for Student Affairs provides administrative leadership for 13 departments which oversee student life and health developmental needs. This includes services and research that help students clarify and fulfill their needs and objectives, and that contribute to a constructive campus learning environment. The office serves as a general point of contact for students and their families regarding student life. The office maintains liaison with the university chaplains, the Student

Government Association (SGA), and the Graduate Student Association (GSA). The Office of the Vice President for Student Affairs also provides administrative support for the Senior Council and Parent and Family Affairs.

Office of Human Relations Programs

1130 Shriver Laboratory, East Wing
301-405-2838
www.umd.edu/OHRP

The Office of Human Relations Programs (OHRP) advises and assists the President in the promotion of the university mission as it relates to multiculturalism, broadly conceptualized (i.e., race (inclusive of color and creed); ethnicity; language; national or geographic origin; socioeconomic class (inclusive of educational level, employment status, and familial configuration); sex and gender; gender identity and expression; sexual orientation; physical, developmental, and psychological ability; religious, spiritual, faith-based, or secular affiliation; age and generation; physical appearance, environmental concern; and, on the basis of the exercise of rights secured by the First Amendment). More specifically, we facilitate partnership building between various constituencies of students, faculty, and staff on these issues as they impact schooling and are oriented toward the realization of an inclusive and therefore affirming environment for every citizen of the university community.

The Office of Human Relations Programs (OHRP) is responsible for initiating action in compliance with institutional, state, and federal directives to provide equal education and employment opportunities for university students, faculty, and staff members. We also monitor the outcomes of actions taken in this regard, reporting our findings to the President, the Campus Senate, and to the campus community at large. We provide students, faculty, and staff with general information on equity efforts and on the status of equity and compliance matters at the university. Students, faculty, or staff having a concern about possible inequities in educational or employment matters, or who wish to register a complaint, may contact either the Campus Compliance Officer at 301-405-2839, or a member of the Campus' Equity Council (see Equity Council below).

The Office of Human Relations Programs (OHRP) sponsors initiatives that promote intergroup relationship building, sexual harassment and hate crimes prevention, multicultural organizational development, and processes complaints of discrimination following procedures set forth in the University's Human Relations Code (the complete text of this Code may be found in chapter 10).

The efforts of the OHRP are directed toward the development of our students, faculty, and staff becoming principled leaders, predisposed to progressive action; becoming democratic citizens as outstanding in what they do as in who they are with respect to their commitment to furthering the tenets of equity and justice for all.

Equity Council

1119 Main Administration Building
301-405-5793

The Equity Council serves as an advisory group to the President and supports the longstanding and continuous goal of the University of Maryland to be a national leader in recruiting and retaining a diverse community of faculty, staff and students.

The Council provides leadership in the articulation and development of affirmative action policies and procedures for the campus community. A particular focus of the Equity Council is to review and recommend, as appropriate, search and selection policies and procedures for the university and its colleges and departments.

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The Council consists of equity administrators from each Vice President and Dean's office and the Office of the President. The Special Assistant to the President for Equity Diversity serves as Chair of the Council.

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Office of Undergraduate Studies

2130 Mitchell Building
301-405-9363
www.ugst.umd.edu

Associate Provost and Dean: Donna B. Hamilton
Associate Dean: Katherine McAdams
Associate Dean: Scott Wolpert
Assistant Dean: Lisa Kiely
Assistants to the Dean: James Newton, Laura Slavin

Through its many programs, the Office of Undergraduate Studies serves all undergraduate students at the University and the faculty and staff that support the undergraduate mission of the campus. The Office of Undergraduate Studies is the primary division at the University of Maryland responsible for leadership and oversight of undergraduate curricular and co-curricular education.

For more information see Office of Undergraduate Studies in Chapter 6.

University Relations

2119 Main Administration, 301-405-4680
Brodie Remington, Vice President
www.urhome.umd.edu

The office of the Vice President for University Relations conducts a variety of programs to develop greater understanding of and support for the University of Maryland among its many publics. Units of this office include Development, Marketing and Communications, University of Maryland College Park Foundation Administration, Special Events, and Alumni Relations. University Relations is responsible for campus-wide advancement programs in fund-raising, alumni affairs, production of official campus publications, films and video presentations, media relations, and management of major campus events.

University Senate

1100 Marie Mount Hall, 301-405-5805
www.senate.umd.edu

The University Senate, an integral part of the institution's system of shared governance, has representation from all segments of the campus community: faculty, staff, undergraduate students, and graduate students. Participation in the Senate or any of its 15 Standing Committees is an honor and a responsibility.

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The full Senate meets approximately nine times a year to consider matters of concern to the institution, including academic issues, university policies, plans of organization, facilities, and the welfare of faculty, staff, and students. The Senate advises the president, the chancellor, or the Board of Regents as appropriate. To become a student senator, students must be elected by students in their college or school or the Office of Undergraduate Studies in centralized, online elections. Elections are held every year during the spring semester. Students are also encouraged to participate in Senate Standing Committees, such as Student Affairs and Human Relations. These committees draw membership from the campus community at large and cover every aspect of campus life and function. Details about the election and appointment process are available from the University Senate Office.

ACADEMIC RESOURCES AND SERVICES

Academic Achievement Programs

2110 Marie Mount Hall, 301-405-4736
Executive Director: Dr. Jerry L. Lewis
www.aap.umd.edu

The Academic Achievement Programs (AAP) primarily provides resources and opportunities for low-income individuals, first generation college students, disabled students and traditionally under-represented students.

For more information, see Office of Undergraduate Studies section in Chapter 6.

Academic Advising

Academic advising is an essential part of an undergraduate's educational experience. Students can expect advising to help them:

- better understand their purposes for attending the university;
- develop insights about personal behaviors that promote improved adjustment to the campus setting;
- increase their awareness of academic programs and course offerings at the University of Maryland;
- explore opportunities both inside and outside the classroom for intellectual and cultural development;
- acquire decision-making skills that can accelerate academic and career planning;
- realistically evaluate their academic progress and its relationships to successful planning; and
- understand the relationship between academic success and planning skills.

Required Advising: Students enrolled in certain majors are required to see advisors before each registration. Even when advising is not mandatory, the university expects students in the following categories to consult their advisors.

- Students in their first year of registration at the University of Maryland
- Students with more than 60 credits who have not chosen a major
- Students receiving an academic probation (mandatory)
- Students dismissed from the university (mandatory)
- Students who withdraw from the university (mandatory)
- Students nearing graduation
- Students with 70-80 credits: senior audit
- Student athletes

Finding An Advisor: Undergraduate students are encouraged to use the many advising opportunities available to them. At both college and department levels, at least one person has been designated to coordinate advising. A list of these persons, including name, room number, and telephone extension, is published each semester in the Schedule of Classes.

Admissions

Ground Floor, Mitchell Building, 301-314-8385
www.uga.umd.edu

The services offered by the Office of Undergraduate Admissions are designed to meet the individual needs of prospective students. The office provides general information about the University of Maryland through brochures, letters, information sessions, and campus tours. Admissions staff evaluate the applications of both freshman and transfer students in order to select qualified students. Undergraduate Admissions also reviews all applications for readmission and reinstatement. For more information about undergraduate admissions, see chapter 1.

America Reads* America Counts

0144 Holzapfel Hall 301-314-READ
www.arac.umd.edu

America Reads*America Counts, part of the Office of Community Service Learning, provides federal work-study students the opportunity to serve as reading and math mentors in nearby Prince George's County elementary schools. Students tutor 6-10 hours per week and are matched with 3-5 children per semester. Mentors receive excellent training and salary. Opportunities exist for students to enhance their leadership skills and provide administrative support to the program as well. Contact America Reads*America Counts to learn whether you can be eligible for federal work-study or for more information about the program.

Computing Services: Office of Information Technology

Phone: 301-405-7700
Fax: 301-405-0300
e-mail: oit@umail.umd.edu
www.oit.umd.edu

University of Maryland students are part of an academic community that enjoys access to networked computer and telecommunications resources that are among the best in the nation. The Office of Information Technology (OIT) provides technology infrastructures and focuses attention on services that support university education and research missions as well as underlying business processes.

Many faculty members have integrated technology into courses as part of the learning process, both in and outside of the classroom. Computer accounts enable students to store class work on a networked server, use on-line classroom support materials, send e-mail, and create web sites. Residence Halls provide a "port-per-pillow," and workstation labs across the university feature PC, Mac, and UNIX environments for those needing a computer, laser printing, or course-related software. An Adaptive Technology Lab and equipment are available to users requiring them.

Testudo (www.testudo.umd.edu) is a web-based, one-stop-shop for on-line university resources that students need the most. It allows you access to your individual registration and course information. You can view the schedule of classes, find the sections with preferred instructors and openings, and register on-line, all from the comfort of your dorm room or home. You can check the status of your financial aid, see your grades, view your outstanding parking tickets, order transcripts, apply for a new residence hall room assignment, and much more. It is all password protected and secure to ensure your privacy.

Assistance in solving operating system or software problems is available from the OIT Help Desk (www.helpdesk.umd.edu, 301-405-1500). Additional computer help is offered through short-term, non-credit "peer training" classes. (www.oit.umd.edu/pt)

Office of Extended Studies

2103 Reckord Armory, 301-405-6551
Chuck Wilson, Director
www.summer.umd.edu
www.winter.umd.edu
www.fc.umd.edu

The Office of Extended Studies administers the University's Summer Term, Winter Term, and the Freshmen Connection Program.

Summer Term serves more than 12,000 students in over 1,700 undergraduate and graduate courses offered in six sessions during the University's twelve-week Summer Term. Additionally, special summer programs include the *Young Scholars Program* and *The Arts! at Maryland*, enrolling academically qualified high school juniors and seniors, and *Freshmen First*, providing fall and spring newly admitted freshmen an opportunity to transition into college while earning academic credit. Noncredit workshops also are available in Summer Term.

Winter Term is a three-week session in January offering more than 200 undergraduate and graduate courses as well as noncredit workshops. Winter Term provides an opportunity for students to accelerate their progress toward graduation, fulfill prerequisites, and meet eligibility requirements for certain majors.

The Freshmen Connection Program is a fall semester academic program specifically designed for students who have accepted spring admission to the University of Maryland. Students enroll in this extension program to earn up to 16 credits toward their undergraduate degree.

Student Financial Services Center

1135 Lee Building, 301-314-9000
www.financialaid.umd.edu

The Office of Student Financial Aid (OSFA) administers a variety of financial assistance and student employee programs. Assistance is granted primarily on the basis of the applicant's financial need as determined by the Free Application for Federal Student Aid (FAFSA). The OSFA staff is available for individual counseling on matters pertaining to financing a college education. For additional information, see chapter 2, Fees, Expenses, and Financial Aid.

College Gateway Programs

Director: Shirley H. Morman
 3103 Turner Hall, 301-314-7763

Educational Talent Search: www.etsp.umd.edu
ProjectLINKS: www.projectlinks.umd.edu

Educational Talent Search increases the college participation of low-income and first-generation college students. ProjectLINKS features homework support through an innovative online tutoring model for middle-school students.

For more information, see Office of Undergraduate Studies section in Chapter 6.

Honor Societies

www.union.umd.edu/studentorg/

Students who excel in scholarship and leadership may be invited to join the appropriate honor society. Honor societies at Maryland include:

- Alpha Chi Sigma (Chemistry)
- *Alpha Epsilon (Agricultural Engineering)
- *Alpha Epsilon Delta (Pre-Med)
- Alpha Epsilon Rho (Broadcast Journalism)
- *Alpha Kappa Delta (Sociology)
- *Alpha Lambda Delta (Freshman Scholarship)
- Alpha Phi Sigma (Criminal Justice)
- Alpha Zeta (Agriculture)
- Beta Alpha Psi (Accounting)
- Beta Gamma Sigma (Business Management)
- Black Honors Caucus
- *Chi Epsilon (Civil Engineering)
- Delta Nu Alpha (Transportation)
- Delta Phi Alpha (German)
- Delta Sigma Pi (Business)
- Eta Beta Rho (Hebrew)
- *Eta Kappa Nu (Electrical Engineering)
- *Gamma Theta Upsilon (Geography)
- *Golden Key Honor Society (Leadership/Scholarship)
- *Kappa Delta Pi (Education)
- *Kappa Tau Alpha (Journalism)
- *Lambda Pi Eta (Speech Communication)
- *Mortar Board National Honor Society (Scholarship)
- *National Society of Collegiate Scholars
- *Omega Chi Epsilon (Chemistry Engineering)
- *Omega Rho (Business)
- *Omicron Delta Epsilon (Economics)
- *Omicron Delta Kappa (Scholarship/Leadership)
- *Order of Omega (Fraternity/Sorority Leadership)
- Phi Alpha Epsilon (Health/Human Resources)
- *Phi Alpha Theta (History)
- Phi Beta Kappa (Scholarship)
- Phi Chi Theta (Business and Economics)
- *Phi Eta Sigma (Freshman Scholarship)
- *Phi Kappa Phi (Senior/Graduate Scholarship)
- *Phi Sigma (Biology)
- *Phi Sigma Pi (Scholarship/Leadership)
- *Phi Sigma Iota (French/Italian)
- *Pi Sigma Alpha (Political Science)
- *Phi Sigma Theta
- Pi Tau Sigma (Mechanical Engineering)
- *Primannum Honor Society
- *Psi Chi (Psychology)
- Sigma Alpha Omicron (Microbiology)
- Sigma Delta Chi (Journalism)
- *Sigma Delta Pi (Spanish)
- *Sigma Tau Delta (English)
- *Tau Beta Pi (Engineering)
- Tau Beta Sigma

*Member of Association of College Honor Societies

Intercollegiate Athletics

Comcast Center, 301-314-7075
www.umterps.com

The Department of Intercollegiate Athletics is responsible for directing intercollegiate athletic programs for both women and men, and for managing the campus' athletic complex.

Women's intercollegiate athletic teams include cross country, field hockey, soccer and volleyball in the fall; basketball, competitive cheer, swimming, indoor track and gymnastics during the winter; and lacrosse, softball, outdoor track and water polo in the spring. Tennis and golf competition is scheduled in both the fall and spring seasons.

There are men's teams in football, soccer and cross country in the fall; basketball, swimming, wrestling, and indoor track during the winter; and baseball, golf, tennis, lacrosse and outdoor track in the spring.

Men's and women's teams compete in the Atlantic Coast Conference (ACC) and in the National Collegiate Athletic Association (NCAA).

National Collegiate Athletic Association Requirements for Student Athletes' Continuing Eligibility (For student-athletes first enrolling at a collegiate institution prior to August 1, 2003) (Subject to change)

1. NCAA eligibility for regular season competition subsequent to the student's first year is based upon satisfactory completion prior to each fall term of twenty-four (24) semester hours of acceptable degree credits or an average of twelve (12) semester hours per term of attendance. Students must earn 75% of degree credits (minimum of 18 credits) during fall and spring semesters. No more than 25% (6 credits) may be earned during summer sessions. In addition, student athletes must satisfactorily complete six-semester or six-quarter hours of academic credit the preceding regular academic term (e.g. fall semester, winter quarter) in which the student athlete has been enrolled full time at any collegiate institution.
2. The calculation of credit hours shall be based upon hours accepted for degree credit at the institution.
3. Student athletes must declare a major program of study no later than the beginning of their fifth full-time term of attendance.
4. Credit hours earned toward athletic eligibility for students in declared majors must be acceptable in their specific degree program.
5. The 24 credit hours of acceptable credit required each year may include credits earned for a repeated course when the previous grade was an F, but usually does not include the credits if the previous grade was D or better.
6. Student athletes who enter their third year of college enrollment must have successfully completed at least 25% of the course requirements in their specific degree program.
7. Student athletes who enter their fourth year of college enrollment must have successfully completed at least 50% of the course requirements in their specific degree program.
8. Student athletes who enter their fifth year of college enrollment must have successfully completed at least 75% of the course requirements in their specific degree program.
9. Student athletes entering their third year of college enrollment shall present a cumulative minimum GPA that equals 90% of the institution's overall cumulative minimum GPA required for graduation.
10. Student athletes entering their fourth or subsequent year of college enrollment shall present a cumulative minimum GPA that equals 95% of the institution's cumulative minimum GPA required for graduation.

National Collegiate Athletic Association Requirements for Student-Athletes' Continuing Eligibility (For student-athletes first entering a collegiate institution on or after August 1, 2003) (Subject to change)

1. NCAA eligibility for regular season competition subsequent to the student's first year is based upon satisfactory completion of prior to each fall term or since the beginning of the preceding two semesters of twenty-four (24) semester hours of acceptable degree credit, 18 of which must be earned during the academic year. In addition, each term a student-athlete must pass six credits to be eligible for the upcoming semester. In addition, student athletes must satisfactorily complete six-semester or six-quarter hours of academic credit the preceding regular academic term (e.g. fall semester, winter quarter) in which the student athlete has been enrolled full time at any collegiate institution.
2. The calculation of credit hours shall be based upon hours accepted for degree credit at the institution.

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3. Student athletes must declare a major program of study no later than the beginning of their fifth term of attendance.
4. Credit hours earned toward athletic eligibility for students in declared majors must be acceptable in their specific degree program.
5. The 24 credit hours of acceptable credit required each year may include credits earned for a repeated course when the previous grade was an F, but usually does not include the credits if the previous grade was a D or better.
6. Student athletes who enter their third year of collegiate enrollment must have successfully completed at least 40% of the course requirements in their specific degree program.
7. Student athletes who enter their fourth year of collegiate enrollment must have successfully completed at least 60% of the course requirements in their specific degree program.
8. Student athletes who enter their fifth year of collegiate enrollment must have successfully completed at least 80% of the course requirements in their specific degree program.
9. Student athletes entering their second year of collegiate enrollment shall present a cumulative minimum GPA that equals 90% of the institution's overall cumulative minimum GPA required for graduation.
10. Student athletes entering their third year of collegiate enrollment shall present a cumulative minimum GPA that equals 95% of the institution's overall cumulative minimum GPA required for graduation.
11. Student athletes entering their fourth or subsequent year of college enrollment shall present a cumulative minimum GPA that equals 100% of the institution's overall cumulative minimum GPA required for graduation.

University of Maryland Athletic Eligibility Requirements

Students should contact ICA for any updated information. The University of Maryland requires student-athletes to maintain a specified minimum grade point average and credit level to be eligible for competition as mandated by the NCAA. The following standards are required for competition eligibility:

End of 1st semester	1.29 cumulative GPA	
End of 2nd semester	1.80 cumulative GPA	24 cumulative credits
End of 3rd semester	1.80 cumulative GPA	
End of 4th semester	1.90 cumulative GPA	40% of degree completed
End of 5th semester	1.90 cumulative GPA	
End of 6th semester	2.00 cumulative GPA	60% of degree completed
End of 7th semester	2.00 cumulative GPA	
End of 8th semester	2.00 cumulative GPA	80% of degree completed
End of 9th semester	2.00 cumulative GPA	

Student-athletes who meet the required grade point average and all other conference, institutional, and NCAA eligibility requirements will be eligible to compete for the academic semester with the exceptions noted below:

1. Student-athletes who fail to meet the necessary grade point average requirements, or any other conference, institutional, or NCAA eligibility requirements are ineligible for the entire semester. However, they may restore their eligibility at the end of any semester if all requirements are met.
2. Ineligible student-athletes are not permitted to compete or travel.
3. First-semester freshman who do not meet the cumulative GPA requirements, may seek an appeal under certain circumstances. Transfer student-athletes are required to attain the appropriate cumulative GPA based upon the number of full-time semesters they have been enrolled in any institution.
4. Mid-year matriculants are required to meet the established GPA standard for each of their first three semesters. Thereafter, they will be reviewed at the beginning of each Fall term.
5. Student athletes in their final year of eligibility must maintain a 2.0 cumulative GPA in order to be eligible for competition during Spring term.
6. Eligible student athletes who go on academic probation after Fall term are required to attend supervised study sessions and receive academic support services as assigned by the Academic Support Unit staff.
7. Dismissed and later reinstated student athletes are ineligible for competition until they meet designated grade point averages.

The Office of Intercollegiate Athletics also sponsors a number of awards for achievement in athletics and/or scholarship. Consult the Student Athlete Handbook for details.

For further information, contact the Academic Support and Career Development unit, 301-314-7043. Fax: 301-314-9997.

International Education Services

3116 Mitchell Building, 301-314-7740

E-mail: iesadv@deans.umd.edu

www.umd.edu/INTL/

International students and faculty receive a wide variety of services designed to help them benefit from their experience in the United States. International Education Services (IES) works closely with the Office of Undergraduate Admissions, evaluating academic records from overseas and processing applications for English proficiency, visa, and financial requirements. IES sponsors orientation programs, immigration and employment seminars, and coordinates activities for the International House. IES advisors counsel international students concerning immigration and personal issues.

F-1 and J-1 status students. Students with F-1 or J-1 status are responsible for following the regulations of the U.S. Immigration and Naturalization Service pertaining to their visa status. The regulations affect extension of stay, transfers, off-campus employment authorization, practical training, and course loads. The Office of International Education Services is the only office on campus authorized to sign documents which must be forwarded to the Immigration and Naturalization Service.

Maintaining Status

- **Full-time registration:** In order to maintain full-time student status for immigration purposes, F-1 and J-1 undergraduate students are expected to register for and complete a minimum credit load of 12 hours per semester. Pre-approval from IES is required if you are going to complete the semester with fewer than 12 credits.
- **Documents:** International students must have a valid passport at all times unless exempt from passport requirements. If your I-20 or DS-2109 will soon expire you should apply for an extension at least 30 days prior to the program completion date on the document. To travel outside the U.S. and re-enter as an F-1 or J-1, an advisor in IES must sign your I-20 or DS-2109 before you leave.
- **Health Insurance:** F-1 and J-1 students are required to carry adequate health insurance while attending the university. There are federal health insurance requirements for J-1 students and their dependents. Students must either purchase the health insurance plan available in the Office of International Education Services or show proof of coverage that meets USIA guidelines. Visit the Health Center for assistance with insurance.

Maryland English Institute (MEI)

1121 Holzapfel Hall, 301-405-8634

www.mei.umd.edu

Director: Marsha Sprague

The Maryland English Institute (MEI) is committed to providing high quality instruction, to meeting the needs of non-native speakers and their sponsors, and to strengthening the ability of non-native English speakers to participate in rigorous academic and professional environments. MEI serves the University as a resource center in English language teaching and testing matters. It evaluates and instructs prospective and provisionally admitted international students and teaching assistants. Two regular instructional programs are offered: a semi-intensive program for provisionally admitted students and a full-time intensive program.

Semi-Intensive (UMEI 005): This program is open only to students admitted to the University of Maryland who have submitted TOEFL scores between 475-574 (on the paper-based test), 153-232 (on the computer-based test) or 60-83 on the iBT. Students with these scores are provisionally admitted, and must satisfactorily complete UMEI 005 their first semester in order to become fully admitted, full-time students at the University. UMEI 005 classes meet five days a week, two hours a day. The program is designed especially to perfect the language skills necessary for academic work at the University of Maryland. Enrollment is by permission of the director, and no credit is given toward any University degree.

Intensive: This full-time English language program is open to non-native speakers who wish to improve their English for academic, professional or general purposes. There are three intensive English sessions per year: One for fall semester, one for spring, and a six-week session in the summer. Each consists of approximately 23 hours of instruction weekly. The program offers two levels of instruction, upper intermediate and advanced. Instructors encourage computer-assisted learning at all levels. Satisfactory completion of the program does not guarantee acceptance at the University. Enrollment is by permission of the director, and no credit is given toward any University degree.

Study Abroad Office. American students and faculty receive advice and information about study, travel, and work in other countries. Students may obtain assistance with transfer credits, reenrollment, pre-registration, and housing for the semester they return to campus. The University of Maryland offers study abroad programs throughout the world. For more information about Study Abroad, see Campus-Wide Programs in chapter 7.

Division of Letters and Sciences

1117 Hornbake Library
Interim Director: John Bowman
General Advising: 301-314-8418 or 8419
Pre-Professional Advising: 301-405-2793
Credit-By-Exam: 301-405-2783
www.ltsc.umd.edu

Letters and Sciences is the academic home for students exploring a variety of fields before selecting a major, for post-baccalaureate students taking additional course work, and for non-degree seeking students taking undergraduate courses. Letters and Sciences may also serve as the academic home for students completing requirements for entry into a Limited Enrollment Program.

For more information, see Office of Undergraduate Studies section in Chapter 6.

The Office of Multi-Ethnic Student Education (OMSE)

1101 Hornbake Library, 301-405-5616 or 405-3830
www.umd.edu/OMSE

Academic Support and Leadership Focus. The Office of Multi-Ethnic Student Education (OMSE) provides academic support programs and services to enhance the recruitment, retention and graduation of undergraduate multi-ethnic students at the University of Maryland (UM), College Park. OMSE's academic support activities include a tutorial service, mentoring programs, academic classes that develop college success skills and peer helping strategies, EDCP-108N and EDCP-312; and Academic and Leadership Excellence programs. As an academic unit, OMSE strives to identify and meet changing needs that affect the success of our undergraduate multi-ethnic students. OMSE collaborates with other campus offices and college programs to achieve this goal, as well as to promote a positive community of learners who are sensitive to issues of diversity, and to enhance the academic experience of our diverse undergraduate student population at UM.

Study Lounge and Computer Workstation. The OMSE office suite contains a study lounge that serves as a tutorial center and an open workstation laboratory. The study lounge provides multi-ethnic students with an opportunity to study, get assistance from a tutor, and work on state-of-the-art computers in a relaxed atmosphere.

Liaison to Student Organizations. OMSE staff members actively support a number of multi-ethnic pre-professional undergraduate student societies in law, business, science, health, and education disciplines. OMSE also supports and works closely with the campus Asian-American Student Union, Black Student Union, Latino Student Union, and the American Indian Student Union.

Oak Ridge Associated Universities

www.orau.org

Since 1951, students and faculty of University of Maryland have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 91 colleges and universities and a contractor for the US Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its member informed about opportunities for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty, enjoy access to a multitude of opportunities for study and research.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORUA's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research and support programs as well as services to chief research officers.

For more information about ORAU and its programs, contact: Jacques S. Gansler, Vice President for Research at the University of Maryland, or visit the ORAU home page at www.orau.org.

Orientation

1102 Cole Field House, 301-314-8217
Director: Gerry Strumpf
www.orientation.umd.edu

The goal of Orientation is to introduce new students to the University of Maryland community. The Orientation Office offers a wide range of transitional programming and services for students and their families as they prepare to attend the University of Maryland.

For more information, see Office of Undergraduate Studies section in Chapter 6.

Pre-College Programs

1101 West Education Annex
Executive Director: Georgette Hardy DeJesus
www.precollege.umd.edu
Upward Bound Program, 301-405-6776
Upward Bound-Higher-Educational Opportunities for Latino Achievers (HOLA), 301-405-0895
Upward Bound-Math and Science Regional Center, 301-405-1773

The University of Maryland Pre-College Programs in Office Of Undergraduate Studies is comprised of the federally and state funded programs. These programs generate the skills and motivation necessary for success in post-secondary education. Pre-College Programs is part of the Federal TRIO Programs, which provides educational opportunity outreach programs designed to motivate and provide support to low-income and/or first-generation college bound high school students.

For more information, see Office of Undergraduate Studies section in Chapter 6.

Office of Professional Studies

2103 Reckord Armory, 301-405-6534
Judith K. Broida, Associate Provost and Dean
www.professionalstudies.umd.edu
www.onlinestudies.umd.edu
www.spoc.umd.edu

The Office of Professional Studies serves as the portal for external organizations to the resources and talent of the university. The office designs, manages and administers graduate degree programs including the **Graduate Certificate and Master of Professional Studies** as well as professional educational programs.

In addition we offer the following programs and services:

Online Studies—OPS manages the fully online graduate programs on behalf of the campus.

SPOC—Single Point of Contact provides online services to off campus credit students including admissions, bookstore, financial aid, general inquires, library, registration and many others. Most professional graduate programs are linked to SPOC and provide these services to their students.

CEU's—OPS administers the University of Maryland CEU's for the campus.

Customer Service—OPS provides a full set of online customer services for the campus's non-credit programs.

Consulting and other services—Utilizing the knowledge and skills of the campus faculty and staff, the Office of Professional Studies provides consulting to business, government, and not-for-profit organizations to assist them in developing customized workplace solutions.

Office of the Registrar

Registrar: David Robb
Mitchell Building, first floor, 301-314-8240
www.testudo.umd.edu

The Office of the Registrar provides services to students and academic departments related to the processes of registration, scheduling, withdrawal, and graduation. The office also maintains students' academic records and issues transcripts. Staff members are available to students for consultation. For detailed information about registration procedures, student records, and academic regulations, see chapter 4.

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Research: Maryland Center for Undergraduate Research

McKeldin Library, 301-314-6786

www.ugresearch.umd.edu

The Maryland Center for Undergraduate Research (MCUR), an initiative from the Office of the Dean of Office of Undergraduate Studies, was created as a resource for both faculty and students. The Center, which is located in McKeldin Library, serves as a clearinghouse for both on- and off-campus research opportunities for undergraduate students. Additionally, faculty members can share different models of incorporating undergraduate students into research programs, and ways that undergraduate research has been infused into the curriculum. For more information, see Office of Undergraduate Studies section in Chapter 6.

Center for Teaching Excellence

0405 Marie Mount Hall, 301-405-9356

Director: Spencer Benson

www.cte.umd.edu

The Center for Teaching Excellence supports departmental, individual and campus-wide efforts to enhance teaching and learning at the University of Maryland. The Center provides workshops, evaluation, development and support strategies and administers programs including: the Undergraduate Teaching Assistants; Lilly Teaching Fellows; Instructional Improvement Grants and others.

For more information, see Office of Undergraduate Studies section in Chapter 6.

Tutoring

3215 J.M. Patterson, 301-405-4745

www.umd.edu/AAP

The Intensive Educational Development Program (IED) in the Academic Achievement Programs (AAP) provides tutoring services for eligible University of Maryland students. The schedule for tutoring, study skills, math support, and English support classes is available at 3215 J.M. Patterson Building. Academic support classes are offered for many lower-level CORE classes, including math and English classes, as well as for selected entry-level classes for numerous majors (for example Business or Biological Sciences). For a schedule of classes as well as eligibility status for AAP's services, please contact the Tutoring Coordinator at 301-405-4745 or csermo@wam.umd.edu. Also, please check AAP's webpage at www.umd.edu/aap for schedules, job opportunities as tutors, and further information about the program.

STUDENT PROGRAMS AND SERVICES

Alumni Association

Samuel Riggs IV Alumni Center, 301-405-4678

www.alumni.umd.edu

The University of Maryland Alumni Association is a non-profit, membership organization for alumni of the University of Maryland, College Park. By taking traditional and innovative approaches to alumni programming, the alumni association fills many purposes, including the needs of students.

In conjunction with Senior Council and the Office of Student Affairs, the association supports professional development programs to prepare students for life in the "real world." Prospective and current students may apply for scholarships through the Maryland Alumni Association Scholarship Program. New graduates receive a one-year complimentary membership in the alumni association that includes its full range of benefits. The alumni association also offers graduates early access to the Terp Alumni Network, a free online alumni community featuring class e-notes and a searchable alumni directory. Upon graduation, the alumni association invites new graduates to join its Young Alumni Club, which provides activities for alumni who have graduated in the last 10 years.

In addition to student programming, the alumni association honors alumni who have distinguished themselves professionally and personally through the University of Maryland Alumni Association Hall of Fame and Annual Awards Gala. It provides special programs and services, such as consumer discounts, that benefit all alumni. It promotes continuing education through its cultural seminars and international travel program. Most of all the alumni association seeks to build the Terrapin Spirit by supporting more than 30 alumni clubs and academic chapters throughout the country and the world.

The alumni association has 30 staff members, is governed by a board of alumni volunteers, and is supported by countless other alumni volunteers around the country.

Book Center

Stamp Student Union, lower level, 301-314-BOOK

www.ubc.umd.edu

The Book Center provides a convenient (on-campus) selection of textbooks and general-interest books, including literature, technical books, and best sellers. It also offers a large selection of school and office supplies, computers and software to meet every educational need. The Book Center also carries a wide selection of imprinted clothes and related items.

The Book Center is open Monday, Tuesday, Wednesday, Thursday - 8:30 a.m. to 8:00 p.m., Friday, 8:30 a.m. to 6:00 p.m., Saturday, 10 a.m. to 5 p.m., and Sunday, 11 a.m. to 5 p.m. Additional hours for special events.

Career Center

3100 Hornbake Library, South Wing, 301-314-7225

E-mail: CareerHelp@ds9.umd.edu

www.CareerCenter.umd.edu

8:30 a.m. – 4:30 p.m.

(refer to the Career Center website for current Resource Room and Same Day Assistance hours)

Mission

The Career Center supports the University's mission and its academic programs by providing a variety of programs and services to meet the diverse career development and employment needs of degree-seeking students and alumni. The center teaches, advises and counsels students to make decisions about career interests, employment and further or continued education; it collaborates with academic departments, employers and alumni in the delivery of programs and services. All students should consider internship and/or coop opportunities an integral part of their academic endeavors. Students should incorporate these opportunities into the pursuit of their degree.

President's Promise (www.presidentspromise.umd.edu)

The President's Promise goal is to give undergraduate students an integrated learning experience that goes far beyond the classroom. The focus is to help students navigate through all options to select the best opportunities to complement academic pursuits. Students may find opportunities in programs such as living/learning programs, research experiences, public and private sector internships, learning communities, international experiences, service-learning experiences, and opportunities for leadership. Dedicated faculty and staff will help students chart a course to enhance their academic experience.

Resources

Career and Employment Resource Room: The Career & Employment Resource Room is a central point to learn about our many services and resources on career planning, internships, applying to graduate/professional school, and the job search. The Resource Room contains an extensive collection of books and videos; computer-assisted career exploration; computers with internet connection; and employer information.

The Resource Room is open to students at the University of Maryland and University of Maryland alumni, as well as students at other campuses, and the public.

Career Assistance: Same day career assistance appointments (30 minutes) and individual career counseling appointments (one hour) may be scheduled with Career Center staff. This time is used to assist students in identifying majors suited to their interests, helping them to understand the world of work, and preparing them for the job search by focusing on their skills and interests. We also provide assistance in the graduate school application process, and work with alumni in beginning their career changes.

Career Center Web site: The web site provides a calendar of events, job search information, career information and general announcements. Our newly redesigned homepage features continuously updated, timely career information for UM students and alumni.

TERP (The Employment Registration Program) Online: For fast and comprehensive access to employment opportunities, the Career Center recommends that every student register for TERP Online. TERP Online provides students with free access to Job Listings, On-Campus Interviewing, and Resume Referral as well as updated information on career and job fairs. TERP Online students receive special email bulletins on upcoming employment events related to their major.

On-Campus Interviewing: On-Campus Interviewing offers students the opportunity to interview on campus with a variety of employers for full-time, internship, or part-time positions. To participate in On-Campus Interviewing students must register on TERP Online. On-Campus Interviewing is also available to recent alumni.

Job Listing: Current job listings—including part-time, internship, graduate assistantship, and full-time positions—are accessible 24 hours via TERP Online. Additional jobs are posted on the bulletin boards outside the Center. Students seeking short term part-time jobs should consider our Quick Bucks email service.

Credentials Services: Every University of Maryland undergraduate and graduate student can establish a permanent professional file which holds letters of recommendation and background information to support applications for employment and graduate/professional school.

Resume Referral: This resume database allows students and alumni to present their qualifications to employers who are not interviewing on campus. By registering for TERP Online, the student joins a pool of candidates accessible to employers requesting applicants with specific skills or backgrounds to fill their current job openings. Employers review resumes and then contact qualified candidates to arrange office interviews or request additional information.

Student Employment Training Program: This hands-on, interactive training is customized to meet the needs of Maryland students with a companion supervisory training program. The student training focuses on building skills students can transfer to work after graduation. The supervisory training focuses on effective student employee management, sound job design, well-planned training, and consistent supervision.

Virtual Mock Interviews: They are self-produced practice interviews. Through use of an interactive kiosk, sessions are digitally recorded and streamed to an online account for your review.

Terp Network: This online system is available through the Career Center's web site, and connects students and alumni with parents of Maryland students or with UM alumni who can offer advice and mentoring in a given career field of interest.

Federal Work Study Students Note: Students eligible for Federal Work Study/Community Service positions should contact the Office of Student Financial Aid at: www.umd.edu/FIN/ or 301-314-9000

Engineering Majors Note: Additional support for part-time, internship and cooperative education positions is available through the Engineering Co-op and Career Services office at 301-405-3863.

Business Majors Note: Additional support for part-time, internship, cooperative education, and full-time positions is available through the Undergraduate Business Career Center office at 301-405-7103.

Academic Courses: The Career Center offers a variety of career development courses.

EDCP108I – Academic Transition into Internships: A one-credit course designed to provide students with the full experience of searching for, obtaining and successfully completing an internship. Themes may include understanding the relationship of internship experiences to majors and/or career paths, setting learning objectives, making the most of an internship experience, and evaluating offers.

EDCP 108J – Job Search Strategies: Designed for students who are seeking to learn more about strategies for landing full time employment and succeeding at work. Themes may include resume writing and interview preparation, determining fit and appropriateness of positions, setting realistic expectations for salaries and duties, appropriate work etiquette, networking, selecting references, on-the-job success, and managing work cultures and dynamics.

UNIV099 – Internship Experience: Designed to complement students supervised work experiences. Topics may include exploring career options, developing professional work skills, and examining the relationship between internship and academic coursework. Good academic standing, submission of transcript, and internship description and approval of instructor required.

Career Development: Special events bring students and employer representatives together for information exchange and employment contact. Stay tuned on the following special events through the Career Center's website:

- Career Center Events
- Internship and Part-Time Job Fair
- Law Schools Day
- Graduate Schools Day
- National Student Employment Week
- Spring Career Fair
- Fall Career Fair
- Maryland Metropolitan Area Teachers Interviewing Consortium
- Diversity Symposium

Counseling Center

Shoemaker Building, 301-314-7651; Fax: 301-314-9206
www.umd.edu/cc

Seeking help is a sign of strength! Many students encounter a variety of personal, social, career, and academic issues that call for assistance beyond advice provided by friends and family. Fortunately, the Counseling Center provides free and confidential counseling services to all University of Maryland students. To schedule an appointment call 301-314-7651 or stop by Shoemaker Building. Walk-in counseling is available to minority students every day from 3 p.m. to 4 p.m.

Counseling Center Services

Personal/Social Counseling. You don't have to deal with your problems alone. In a warm and supportive environment, you can meet with a professional counselor to discuss any concern you may have related to your personal and social well-being. Among the topics many students discuss in counseling are self-esteem, stress, relationship issues, sex, family problems, and loneliness. You may see a counselor for individual counseling or join one of the many counselor-led support groups. Call 301-314-7651.

Career Counseling. A normal part of your development in college is identifying who you are in relation to a future career. You can get help with this process in individual career counseling at the Counseling Center. Your exploration may include taking career interest tests and interpreting the results with a professional counselor or taking advantage of a computerized career information system. Whether you are choosing a major, establishing career goals, or considering job opportunities, it is important to understand how your personality, values, and interests relate to your future professional life. Career counseling at the Counseling Center is a good place to begin. Call 301-314-7651.

Academic Skills Counseling. Many students have academic skills that they would like to improve. If you're tired of struggling because of your own weak areas, schedule an appointment to see the Counseling Center's education specialists. They can help you enhance such skills as reading, writing, note-taking, learning science and math material, and learning statistics. Workshops cover a range of topics, including study skills, exam skills, time management, English conversation, end-of-semester survival skills, and completing your thesis or dissertation. Call 301-314-7693.

Workshops and Group Counseling. You can gain strength to deal with your concerns by getting together with other people who share similar problems, interests, and goals. Each semester, the Counseling Center offers weekly support groups addressing a variety of topics, such as career exploration, dissertation support, procrastination prevention, and stress management. Recent group offerings have included, "Circle of Sisters," a support group for black women; "My Body-My Self: A Woman's Group," which addresses problems of body image and eating; and "Living with Illness," a group that assists people living with chronic illness. Call 301-314-7651.

Support for Students with Disabilities. The Counseling Center provides a range of services for students with disabilities, including help in locating interpreters for deaf or hard-of-hearing students; readers for visually-impaired students, blind students, and students with learning disabilities; and assistance with access to various buildings and facilities on campus. If you are a new or returning student, contact the Disability Support Services Office in the Counseling Center as soon as possible. Call 301-314-7682, voice and TTY.

Returning Students Program. If you are over 25 and returning to school after a break in your formal education, you probably have different needs than the traditional college student. The Returning Students Program is designed to help you with the transition to academic life. Workshops, counseling, and publications are available at the Counseling Center to make your adjustment to the university successful. Call 301-314-7693.

Testing Services. The Counseling Center administers tests for counseling purposes, such as career interest inventories, and also administers national standardized tests, such as the GRE, LSAT, MCAT, GMAT, and Miller Analogies. Call 301-314-7688.

Research Services. Group and individual consultation are available if you need assistance with research design and statistics and writing project proposals, theses, and dissertations. Call 301-314-7687.

Support for Parents of College Students. The Parent Warmline is a confidential telephone and email service for any parent concerned about his or her child's adjustment at college, including concerns impacting academic, social, and emotional realms, and overall mental health. Parent Warmline staff can be contacted at 301-314-7651 or warmline@wam.umd.edu.

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Parent and Child/Adolescent Counseling and Evaluation. University-connected families with children (ages 4 to 18) can receive a range of services, including individual and group therapies, school consultation, and parent consultation. Intellectual and emotional/behavioral evaluation is also available for youth with school and learning concerns. Call 301-314-7673.

Counseling Center Hours

Counseling appointments (all students):

Monday-Thursday 8:30 a.m. to 9:00 p.m.
Friday 8:30 a.m. to 4:30 p.m.

Students of Color and Rainbow walk-in counseling (no appointment needed):

Monday-Friday 3 p.m. to 4 p.m.

Dining Services

1150 South Campus Dining Hall
Meal Plan Information, 301-314-8069
Terrapin Express, 301-314-8068
Student Employment, 301-314-8058
www.dining.umd.edu
umfood@dining.umd.edu

The University of Maryland Department of Dining Services is one of the top ten self-operated and self-supported dining services programs in the country. The Dining Services team is delighted to have the opportunity to support your academic endeavors! Several meal plan alternatives are available to meet your dining needs. These meal plans provide convenience and flexibility. Dining locations are located across campus – close to academic buildings and residence halls, and our two main dining rooms are even open until midnight on most weekday nights.

Our dining options include a large selection of traditional entrees as well as popular food choices. Dining rooms, designed as food courts, feature a total of 21 culinary stations including Sprouts, and all vegan station; Jalapeno Grill, Tex-Mex fare featuring made-to-order burritos; Cluckers, classic comfort food such as rotisserie chicken, mashed potatoes and seasonal vegetables; Global Gourmet, unique to The Diner and serves a different featured entrée nightly; and Don Lee's Asian Cuisine, South Campus' very own rice and noodle bowl concept. Many cafes and quick food locations as well as convenience shops are also available across campus to meet the needs of our students and campus community. For a complete list of our dining locations, hours and general information, please visit our Web site, www.dining.umd.edu or call us to apply for one of our meal plans, 301-314-8069. Restaurants, Cafes and Dining Rooms are also open to the public.

The Meal Plan. Our **declining balance meal plan** allows students the flexibility to spend their points throughout the day and week within three-week time periods. Our students have increased flexibility to dine during our hours of operation with increased responsibility to use their points by set dates. This plan, designed by University of Maryland students, offers variety, flexibility and convenience. Flexible hours allow for carryout and late night service. The meal plan is accessed using students' University of Maryland issued Student ID/Meal Plan card and must be presented at the time of purchase. **The Meal Plan Agreement is included in the Housing Agreement and is required if you reside in residential housing on campus.** Several meal plan alternatives are available; please visit our Web site, www.dining.umd.edu.

Terrapin Express. Terrapin Express is a pre-paid debit account, not a substitute for the meal plan. It is a wonderful option to supplement the meal plan or a great alternative for non-resident and apartment students. Terrapin Express accounts are available through the Contract Office at 1109 South Campus Dining Hall and at McKeldin Library. Terrapin Express accounts are available to all students, faculty and staff. Funds roll over between semesters, and additional funds may be added at the Contract Office, McKeldin Library and on-line through Testudo web services. Check online for a complete listing of participating dining and non-dining locations.

We are confident that you will be impressed by the quality and exceptional selections available throughout the dining locations across campus.

Office of Fraternity and Sorority Life

1110 Stamp Student Union
Office hours: Monday – Friday, 8:30 – 4:30
www.greek.umd.edu

Social and community service-based fraternities and sororities, and their leadership, are advised and supported by the staff in the Office of Fraternity and Sorority Life. The office also advises the four student governing councils: The Interfraternity Council (IFC), the Panhellenic Association (PHA), the Pan-Hellenic Council (PHC) and the United Greek Council (UGC). The office also manages university-owned fraternity and sorority houses and coordinates off-campus houses.

University Health Center (UHC)

Campus Drive Building 140
301-314-8180; Fax: 301-314-7845
www.health.umd.edu

The University Health Center, located on Campus Drive, across from the Stamp Student Union, is a nationally accredited health care facility. The UHC is open Monday through Friday, 8 am to 7 pm, Saturday 11 am – 3 pm, and closed Sunday with varied hours during semester breaks, holidays, and summer sessions. Students are seen by appointment for routine care between 9 a.m. and 5 p.m. on weekdays. Medical services are limited after 5 p.m. and on Saturdays. Urgent Care services are available without an appointment. Some departments schedule their own appointments. Telephone numbers are available below. The Center for Health and Wellbeing (CHWB), a satellite of the UHC, is located in O102 Campus Recreation Center. Call the CHWB for hours of operation.

Every currently registered student is eligible to use the UHC. There is a \$10 fee for visits with most of our providers. There is a no-show fee for missed appointments not canceled within 24 hours. There are additional fees for laboratory, radiology/imaging, pharmacy, immunizations, allergy injections, casts, physical therapy, massage, acupuncture, some health education programs, counseling services, and medications and/or supplies dispensed through the pharmacy and/or medical units. These charges are posted to the student's account at the Bursar's Office, or paid at the UHC Cashier's Office (charges paid for at the UHC will not appear on the student account).

MAMSI provides a group health insurance policy to University of Maryland, College Park students. Students are eligible to enroll at the beginning of the fall and spring semesters and Summer Session I. **The UHC is NOT a participating provider with any other health insurance company.** Your insurance company may or may not reimburse you for services you receive at the UHC. At the request of the student, via a signed "authorization" form, a coded bill will be provided. The student may submit this bill to the insurance company of choice for reimbursable services.

All students' medical records are strictly confidential and may only be released by the student's consent or through a court ordered subpoena. The UHC is in compliance with the Federal Health Insurance Portability and Accountability Act.

In addition to the services listed above, the UHC also provides: urgent care and primary care for illness and injury, men's and women's reproductive health, anonymous HIV/AIDS testing, asthma management and education, sports medicine, nutrition education, mental health services, travel clinic, substance abuse counseling, and a Faculty/Staff Assistance Program. Individual and group health education programs are available on topics such as sexual health and contraception, sexual assault, stress management, substance abuse, eating disorders, and health promotion.

Maryland State Law requires that ALL students living in campus owned housing receive the Meningitis vaccine or sign a waiver stating that they have chosen not to receive the vaccine. The vaccine and waiver are available at the UHC. The waiver is also available on-line at www.umd.edu/health.

For more information on the University Health Center, visit www.health.umd.edu, or e-mail: Health@umail.umd.edu

UHC Phone Numbers

Appointments	301-314-8184	Nutrition	301-314-8128
Information	301-314-8180	Pharmacy	301-314-8186
		Sexual Assault	
Acupuncture	301-314-8128	Info Line	301-314-2222
		Substance Abuse	
Center for Health		Program	301-314-8106
and Wellbeing	301-314-1493	Therapeutic	
Health Promotion	301-314-8128	Massage	301-314-8128
Health Insurance	301-314-8165	Women's Health	301-314-8190
Mental Health	301-314-8106		
Victim Advocate	301-314-2222		

Housing: Resident Life

Annapolis Hall, main level, 301-314-2100
E-mail: reslife@accmail.umd.edu
www.resnet.umd.edu

The Department of Resident Life is responsible for management of the residence halls as well as the cultural, educational, recreational and social programs and activities therein.

While living in a Maryland residence hall is not required, nine of every ten students in Maryland's freshman class make the choice to live on campus. More than 70 professional and graduate staff and over 300 undergraduate student employees meet the needs of resident students.

There are rooms for approximately 8,200 undergraduate students in 36 residence halls. Three different styles of living are available to campus residents: traditional, suites and apartments. Within traditional housing, where most first- and second-year residents live, single, double, triple and quadruple room occupancy exists. Our nationally acclaimed living-learning programs include: Beyond the Classroom, CIVICUS, College Park Scholars, Hinman CEOs, Gemstone, Global Communities, Jimenez-Porter Writers' House, Language House, Honors Humanities and University Honors. All of these programs add to the diversity of on-campus housing options. All rooms have a cable, data and telephone jack for each student.

First time freshmen are guaranteed on-campus housing provided they return their *Maryland Planner* including the Enrollment Confirmation and Housing and Dining Services Agreement along with the \$200 enrollment deposit, by May 1. Transfer students who want to live on campus should complete the *Maryland Planner* as well and will be allotted housing on a space available basis.

Office of Student Conduct

2118 Mitchell Building, 301-314-8204
www.studentconduct.umd.edu

It is the mission of the Office of Student Conduct to resolve allegations of misconduct under the *Code of Student Conduct and Code of Academic Integrity* in a manner consistent with the core values of fairness, honesty and integrity while promoting the University's educational mission. Essential to this mission is to enhance the development of character, civility, citizenship, individual/community responsibility, and ethics. University students play a significant role in considering the behavior of their peers and are asked to assume positions of responsibility as members of the university's student judiciary. The following tenets guide this mission:

- To regard each student as an individual, deserving individual attention, consideration, and respect.
- To consider the facts fully and carefully before resolving any case.
- To speak candidly and honestly with each student.
- To hold each student to a high standard of behavior, both to protect the campus community, and to promote student ethical development.
- To recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion, understanding, and a sense of humor.
- To contribute to the educational mission of the University by designing policies, conducting programs, and offering instruction that contribute to the intellectual and ethical development of the entire student body.

General Statement of Student Responsibility. Students are expected to conduct themselves at all times in a manner consistent with the University responsibility of ensuring to all members of the campus community the opportunity to pursue their educational objectives, and of protecting the safety, welfare, rights, and property of all members of the University. Specific expectations for student conduct are outlined in the *Code of Student Conduct*, Appendix C, and the *Code of Academic Integrity*, Appendix O.

Disciplinary Procedures. Students accused of violating University regulations are accorded fundamental due process in disciplinary proceedings. Formal rules of evidence, however, shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to one of the parties may result. University procedures are outlined in the *Code of Student Conduct and Code of Academic Integrity* supplemented by materials provided by the Office of Student Conduct to assist students who are facing accusations of misconduct.

Nyumburu Cultural Center

301-314-7758
301-314-8303 Fax
Campus Drive
www.nyumburu.umd.edu

The Nyumburu Cultural Center has served as a major resource of cultural, historical, and social programming at the University of Maryland, College Park for more than thirty years. The Center works closely with student, faculty, and community organizations. The Nyumburu Cultural Center offers a variety of socio-cultural, musical, educational and artistic programs to the campus community. The nature of the diverse programming and activities is based on the African American, African and Caribbean Diaspora experience(s). Nyumburu is home of the Maryland Gospel Choir,

Shades of Harlem (performing arts ensemble), *The Black Explosion* Newspaper, Male Spokesmodel Competition, Miss Unity Scholarship Pageant, Juke Joint, Gospel Happy Hour, Leadership Series, Nyumburu Jazz Club, Kwanzaa Celebration, Cultural Dinner during Black History Month, Literature Conference, Homecoming Alumni Tailgate, Annual Talent Showcase, and Annual Student Awards Banquet.

Nyumburu's staff are advisors to many campus student organizations: Black Student Union, African Student Association, The Maryland Gospel Choir, *The Black Explosion* Newspaper, Sigma Gamma Rho Sorority Inc. Delta Sigma Theta Inc., Alpha Nu Omega Sorority Inc., and Dimensions Modeling Group to name a few.

Nyumburu presents blues, jazz and gospel music concerts as well as academic courses in Creative Writing (ENGL 294), Blues (AASP 298V) and Jazz (AASP 298U) for three credits each. Maryland Gospel Choir students earn 1-credit (MUSC 329E).

The Multi-purpose Room, Conference Rooms, Computer Labs, and Amphitheatre of the Nyumburu Cultural Center are open to the students, faculty and staff of the University of Maryland. Come in and interact with us, meet other students and make your ideas and wishes known. Our staff's goal is to make Nyumburu a cultural center that is "Your Home Away From Home."

Recreation Services

Campus Recreation Services
1115 Campus Recreation Center, 301-405-PLAY (Information);
301-314-5454 (Rec-Check)
www.crs.umd.edu

Campus Recreation Services (CRS) offers a wide variety of recreation programs including aquatics, fitness programs, informal recreation, intramural sports, non-credit instruction, outdoor recreation, and sport clubs.

CRS has some of the most advanced recreation, sports, and fitness facilities in the nation. The CRS facilities include the Campus Recreation Center (CRC), Ritchie Coliseum, Reckord Armory, Cole Fieldhouse and the weight and fitness areas in the Health and Human Performance (HHP) building.

The Campus Recreation Center has two indoor and two outdoor pools for lap swimming and diving. The CRS aquatic program also offers swimming lessons, and lifeguard training.

CRS offers a wide variety of fitness programs throughout the week at CRC and Ritchie Coliseum. These include low-impact, step, and water aerobics, cardio-boxing, and sport conditioning. CRS Informal Recreation programs allow students to enjoy their favorite activity at their leisure, whether it is using cardiovascular equipment, lifting weights, jogging, or playing racquetball, volleyball, basketball or wallyball. CRS has weight rooms and fitness centers located in the CRC, Ritchie Coliseum, and HHP. The fitness centers feature stairclimbers, bikes, rowers, total body conditioners, and treadmills. Weight rooms have a variety of free-weights and weight machines. The CRC also has racquetball/handball/wallyball and squash courts.

Students looking to play team or individual sports or take part in special sporting events will want to participate in the CRS Intramural Sports program. Students can participate year-round in team sports such as basketball, football, and soccer. Individual and dual sports include golf, racquetball, and many more. Intramural sports are structured activities that are open to all men and women from the campus community. Participants can select their own level of competition and play in either men's, women's, grad/fac/staff or coed leagues.

The Outdoor Recreation Center (ORC) is located in the northwest corner of the Campus Recreation Center. The ORC offers outdoor adventures and clinics throughout the year. Take a backpacking trip, learn how to rock climb, or try white-water kayaking. The Climbing Wall and Challenge Course are two features of the ORC where students may challenge themselves both physically and mentally, increasing interpersonal skills and self-confidence. The ORC also has a resource library for planning your own trips, a bike repair shop, and equipment rentals.

University of Maryland Sport Clubs are student organizations that have been formed by students with a desire to participate in their favorite sport or learn a new sport. CRS has more than 30 clubs to choose from. Some current CRS Sport Clubs include: Aikido, Equestrian, Fencing, Field Hockey, Lacrosse, Racquetball, Rugby, Sailing, Soccer, and Tae Kwon Do.

28 Campus Administration, Resources, and Student Services

Stamp Student Union and Campus Programs

3100 Stamp Student Union, 301-314-DESK
www.union.umd.edu

The Adele H. Stamp Student Union is the university's "community center." More than 17,000 students, faculty, staff members, and campus guests visit the Union daily to take advantage of its services, programs, and facilities. The Union offers lounge space, a variety of information services, recreation and leisure activities, student-sponsored programs, visual arts, retail outlets, and more than 40,000 square feet of reservable space.

Information Services

- Information Center located on the first floor, 301-314-DESK
- Bulletin boards located throughout the building
- Display showcases located throughout the building

Recreation and Leisure

- Hoff Movie Theatre, 301-314-HOFF
- Terp Zone, including full-service bowling lanes, "Lunar Bowling," billiard tables, video games, and three big-screen TVs, 301-314-BOWL

Student-Sponsored Programs

- Student Entertainment Events (SEE), a student-directed program board whose committees plan games, tournaments, concerts, lectures, outdoor recreation trips, 301-314-8359
- Student Tutorial Academic Referral Center (STAR Center), offering tutor listings and test files, 301-314-8359
- Student Involvement Suite has offices for student groups and Student Government Associations
- Graduate Student Government

Art and Learning Center, 301-314-ARTS

- Art and Learning Center, a visual arts work and teaching center, offering mini-courses and arts services
- Union Art Gallery, located on the first floor

Food and Retail Outlets

- Chevy Chase Bank, 301-864-8722
- University Book Center (basement level), 301-314-BOOK
- Food Services: Maryland Food Co-op (301-314-8089), Marketplace Deli (301-314-DELI), Taco Bell (301-314-6569), McDonald's (301-314-1489), Adele's Restaurant (301-314-8022), Coffee Bar (301-314-CAFE), Panda Express (301-314-6111), Sbarros (301-314-4105), Steak Escape (301-314-9665), Freshens (301-314-1310), Chick-Fil-A (301-314-6568), Subway (301-266-7827)
- Mailboxes Etc., a full-service postal and packaging facility, 301-314-9982
- Ticket Office, offering campus performance tickets, and a full Ticket Master Outlet, 301-314-TKTS
- Union Shop 301-314-7467, featuring snacks, sodas, newspapers, and magazines

Reservable Space

The Union offers meeting rooms that accommodate groups from 8 to 1,000 people. For reservations, or catering information, contact the Union Reservation Office, 301-314-8488.

Stamp Student Union Hours

The Union is open Monday through Thursday, 7 a.m. to midnight; Friday, 7 a.m. to 1:30 a.m.; Saturday, 8 a.m. to 1:30 a.m., and Sunday, 11 a.m. to midnight.

Community Service-Learning

1120 Stamp Student Union, 301-314-2273
www.csl.umd.edu

The Office of Community Service-Learning (CLS) promotes service-learning, as an integral aspect of education and fosters university engagement within the larger community. The CSL website contains information and resources such as an interactive database of 800+ community agencies, handouts, and step-by-step guidance for getting involved in service. CSL offers on-site personal assistance, a weekly listserv of service opportunities, and presentations across campus. CSL educational materials also include resources about social issues, leadership, curriculum development, and strategies for facilitating reflection.

Resources For Students

The office supports students engaged in service through monthly networking meetings, an annual Leaders in Service retreat, and a three-credit course that links the issues of leadership, service, and social change. The office participates in campus-wide resource fairs, coordinates

volunteer recognition events and programs, and offers a consultation and presentations to any student group or organization. Each summer, OCSL offers a community-service Terrapin Expeditions for New and Transfer Students (Service TENTS).

Resources For Faculty

CSL promotes service-learning within academic courses across disciplines and within the living and learning communities. To that end we offer faculty workshops, individual consultation, sample syllabi, a lending library, and an on-line faculty handbook for service-learning. Programs for faculty include the service-learning undergraduate teaching assistant program, annual instructional improvement grants, and an ongoing assessment program.

America Reads

In collaboration with UM's office of financial aid and the Prince George's County Public School system, over 100 Maryland federal work-study students serve as reading mentors in eleven under-sources schools in our county. America Reads also sponsors Partners in Print which encourages family literacy in America Reads schools.

Resources For the Community

Community agencies recruit students, faculty and staff by attending the annual involvement fair, participating outreach tables in the student union, and posting information on our interactive database and weekly listserv. OCSL sponsors agency orientation programs and offers individual consultation to assist agencies with more targeted recruiting.

Campus Programs

0110 Stamp Student Union, 301-314-7174
www.union.umd.edu/campusprograms

The mission of Campus Programs is to support and complement the university's academic mission and to enhance the educational experience of students through exposure to and participation in social, cultural, recreational, leadership, intellectual, and governance activities.

A primary focus of the mission is the concept of student involvement. Campus Programs is committed to providing opportunities for all students to be involved in experiences on campus and in the community that enhance their overall development.

Student Organizations. Campus Programs registers all student organizations at the university and makes available a directory of more than 600 groups on their web site. Organization support services including workshops, accounting assistance, advisors' workshops, and leadership training programs for organization leaders as well as involvement sessions offered for classes and through orientation are just some of the ways involvement is nurtured for organizations and individuals.

Organization Advising. Major student groups such as the Student Government Association, the Homecoming Committee, and SEE Events as well as multicultural groups such as the Asian American Student Union, Black Student Union, Pride Alliance, and Latino Student Union receive direct advising from the staff of Campus Programs. Other student groups can also obtain help from the staff by request. Staff will assist groups in programming, securing a faculty advisor, officer transitions, and in efforts to create new organizations.

Leadership Development. Campus Programs offers a wide range of credit-bearing leadership courses offered in conjunction with the Counseling and Personnel Services Department in the College of Education. The office's web site details these offerings. In addition, the staff offers a wide range of training experiences in interpersonal and organizational development ranging in format from half-day seminars and weekend workshops to the full semester Terrapin Leadership Institute.

Commuter Students. Campus Programs provides outreach and advocacy for students commuting to campus. Staff coordinate advising for individual commuter students and the University's Commuter Association.

Programs and Leisure Learning Opportunities. The Union and Campus Programs staff work with student volunteers and leaders to provide options for out of class engagement in recreational options including the Hoff Movie Theater, the Art and Learning Center (offering non-credit courses), the Union Gallery (featuring regular displays of the visual arts), the Terp Zone (bowling, billiards, and more), and the regular offerings of Weekends at Maryland including First Friday programs and Phat Friday concerts. A complete listing of leisure options is featured in the *Diamondback* in a weekly calendar for both weekday and weekend events.

Off-Campus Housing Services

1110 Stamp Student Union, 301-314-3645
www.och.umd.edu

Off-Campus Housing Services maintains up-to-date computerized listings of various rental housing options (both vacant and to share). Area maps, apartment directories, transportation information and resources about living off campus are available in the office and on-line.

Religious Programs

1101 Memorial Chapel
 Chapel Reservations, 301-314-9866
www.chapel.umd.edu

The following chaplains and their services are available:

Baptist

Mr. Jeffrey Buffkin 2120 Memorial Chapel
 301-405-8443
jbuffkin@umd.edu

Black Ministries

Rev. Dr. Ruby Moone 1112 Memorial Chapel
 301-405-8445
Rmoone2@aol.com

Christian Science

Rev. Bob Snyder 2118 Memorial Chapel
 301-474-0403
rsnyder@umd.edu

Church of Jesus Christ of Latter Day Saints

Mr. David Premont 7601 Mowatt Lane, College Park
 301-422-7570
premontde@ldsces.org

Eastern Orthodox

Rev. Kosmas Karavellas Sts. Constantine and Helen Greek
 Ms. Pat Jenkins, Assistant Orthodox Church, Riva Rd
 Annapolis, MD 21401
 301-261-8218
office@schgochurch.org
jenkins58@hotmail.com

Episcopal/Anglican

Rev. Dr. Peter Antoci 2116 Memorial Chapel
 301-405-8453
eaterps@umd.edu

Hindu

Rev. Kiran Sankhla 2112 Memorial Chapel
 301-570-6426
muraris2002@yahoo.com

Jewish - Hillel

Ari Israel, Director Hillel Jewish Student Center
 7612 Mowatt Lane, College Park
 301-422-6200
aisrael@hillelumd.org

Jewish - Chabad

Rabbi Eli Backman Chabad Jewish Student Center
 7403 Hopkins Ave., College Park
 301-277-2994
chabad@umd.edu

Lutheran

Rev. Elizabeth Platz 2103 Memorial Chapel
 Ms. Gail Douglas, Assistant 301-405-8448
lutheran@umd.edu

Muslim

Rev. Ali Darwish 2118 Memorial Chapel
 Ms. Angela Busby, Assistant 301-314-5259
ali@darwish.org

Roman Catholic

Rev. William Byrne Catholic Student Center
 Ms. Angela Busby, Assistant 4141 Guilford Rd., College Park
 301-864-6223
frbill@catholicterps.org
angela@catholicterps.org

United Campus Ministry

Rev. Holly Ulmer 2101 Memorial Chapel
 301-405-8450
ulmer@umd.edu

United Methodist

Rev. Kim Capps 2102 Memorial Chapel
 301-405-8451
umc@umd.edu

Transportation Services

Regents Drive Garage, 301-314-PARK
www.transportation.umd.edu

Parking

The Department of Transportation Services (DOTS) is responsible for managing and maintaining more than 16,000 parking spaces on the University of Maryland campus. All students who plan to park a licensed motor vehicle in one of these spaces must either register for a parking permit at the DOTS office, park at paid meters or in a cashier-attended lot. **Please note:** Due to construction projects on campus the number of parking spaces could be dramatically reduced. Campus residential freshmen and resident sophomores are eligible to register for a parking permit.

Because the University of Maryland has limited parking spaces, parking regulations are strictly enforced. Illegally parked vehicles, as well as those vehicles not displaying a campus parking permit in areas requiring permits will be ticketed, and students with outstanding parking fines may be barred from registration.

Visit the DOTS Web site for complete procedures and parking regulations, disabled parking information, visitor parking areas, alternative transportation information, parking registration rates, motor vehicle assistance program information, schedule of fines, and other information is available.

Shuttle-UM (301-314-2255)

Shuttle-UM transit system is a unit within the Department of Transportation Services and is primarily a student-managed operation which is predominantly supported by student fees. Shuttle-UM provides Commuter, Evening, NITE Ride, Paratransit, and Charter Services to university students, faculty, and staff while classes are in session. Schedules are available at the Stamp Student Union Information Desk, the Department of Transportation Services, Shuttle-UM in lot 4e, and on the DOTS Web site at www.transportation.umd.edu.

Carpooling

Commuter students who are able to form a carpool with up to 3 other students can register for the Smart Park carpool program, which rewards carpoolers by usually offering access to move convenient parking lots as well as crediting back a portion of their permit fees. To register, and to access the Smart Park database, visit the Department of Transportation Services Web site at www.transportation.umd.edu.

Park and Rides (Burtonsville and Laurel)

The Department of Transportation Services is offering free weekday transportation to faculty, staff, and commuter students in the form of park & rides. This service runs from the park & ride lots to the College Park campus. The Laurel Park & Ride lot is located on the northbound side of Route 197 (Laurel-Bowie Road) approximately 1/8 mile north of the intersection of Route 197 and Contee Road. The Burtonsville Park & Ride lot is located about 10 miles from campus and is between routes 198 and 29. Additional information can be found on the DOTS Web site.