

CHAPTER 3

CAMPUS ADMINISTRATION, RESOURCES, AND STUDENT SERVICES

CAMPUS ADMINISTRATION

Office of the President

1101 Main Administration, 405-5803
William E. Kirwan, President

The President is the chief executive officer of the University of Maryland at College Park. Four Vice Presidents, who report to the President, manage different divisions of the campus administration. The Office of Human Relations Programs, the College Park Senate, the Department of Intercollegiate Athletics, and the Maryland Fire and Rescue Institute report to the Office of the President.

Academic Affairs

1119 Main Administration, 405-5252
Daniel Fallon, Vice President and Provost

The Office of the Vice President for Academic Affairs and Provost provides leadership to the academic community and coordinates the academic life of all students at College Park. The Vice President and Provost oversees the development of programs of study; the development, review, and implementation of academic policies and regulations; and is responsible for ensuring the integrity and continuity of all curricula in the context of the institutional mission and the additional goals of promoting diversity and quality. This Office also acts as a liaison within the academic community and between the academic and other communities and cooperates with other campus units in strategic and long-range planning.

Administrative Affairs

1132 Main Administration, 405-1105
Charles F. Sturtz, Vice President

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. It also provides campus safety and security, materials management, administrative computing, and other necessary support services. Of particular interest to students are the community awareness and security programs offered by the University Police and the information and assistance services provided by the bursar for concerns of students regarding university billings.

Institutional Advancement

1114 Main Administration, 405-4680
Leonard Raley, Acting Vice President

The Office of the Vice President for Institutional Advancement conducts a variety of programs to develop greater understanding and support for the University of Maryland at College Park among its many publics. Units of this office include Development, Public Information, University Publications, Special Events, and Alumni Programs. The Office of Institutional Advancement is responsible for all official campus-wide advancement programs such as fund raising, alumni affairs, production of official campus publications, films and video presentations, media relations, and management of major campus events.

Student Affairs

2108 Mitchell Building, 314-8428
William L. Thomas, Vice President

The Office of the Vice President for Student Affairs provides administrative

leadership for the development of programs and services 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. It coordinates student affairs efforts with the academic colleges, the graduate school, and other administrative units in the areas of student conduct, due process and student-related legal matters. The office maintains liaison with the University chaplains, the Student Government Association (SGA), and the Graduate Student Association (GSA), and also advises Omicron Delta Kappa National Leadership Honor Society.

Undergraduate Studies

2130 Mitchell Building, 405-9363
Robert L. Hampton, Dean

Undergraduate Studies is committed to the academic success of all undergraduate students at the University of Maryland at College Park. As both a generator of educational initiatives and a provider of direct services, Undergraduate Studies works closely with the campus community to advance the following agenda.

- To advocate campus-wide excellence in undergraduate education, with a particular focus on general education
- To collaborate with colleagues and community leaders on ways to attract, retain, and graduate talented students from diverse backgrounds and interests
- To offer timely and creative guidance that helps students to take full advantage of the many learning opportunities available to them
- To promote an academic environment that values and engages the cultural richness of the local and global communities
- To support and reward faculty and staff in their roles as teachers, advisors, and mentors of undergraduate students;
- To enhance an administrative structure committed to serving its students and their professors and advisors in a seamless fashion

In fulfilling its mission, Undergraduate Studies provides a wide range of academic support services for all undergraduate students, faculty and staff. All of its units work toward enhancing the undergraduate experience at College Park. The Office coordinates the interpretation and implementation of academic regulations and requirements with the Vice President for Academic Affairs, and cooperates with academic deans and department chairs to assure the overall organization, continuity, and effectiveness of the undergraduate curriculum.

Undergraduate Studies includes:

Academic Achievement Programs
Air Force Aerospace Studies Program (ROTC)
Center for Teaching Excellence
College Park Scholars
CORE – General Education Requirements
Division of Letters and Sciences
Educational Talent Search
Health Professions Advising Office
Individual Studies University Honors Program
International Education Services
Orientation Office
Records and Registration
Student Financial Aid
Undergraduate Admissions
Upward Bound

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The Center for Teaching Excellence

2130 Mitchell Building

The Center for Teaching Excellence supports campus-wide efforts to enhance undergraduate education. The Center offers tangible assistance to individual faculty and teaching assistants (TAs), as well as to the departments and colleges in which they work. It provides workshops and conversations related to teaching and learning issues; assistance in organizing and implementing faculty teaching workshops, TA training activities, and evaluation/support strategies related to improving teaching; consultation on particular areas of concern in teaching and learning, research into teaching practice, and implementation of innovative teaching-learning strategies.

The Center also facilitates the undergraduate Teaching Assistants program, the annual Celebrating Teachers awards for outstanding teaching, and the Center for Teaching Excellence Fellows program.

For more information please call Dr. Jim Greenberg, the Center Project Coordinator, at 405-3154 or 405-9368.

Distinguished Scholar-Teacher Program

2130 Mitchell Building

Distinguished Scholar-Teacher (DST) is the highest recognition this campus gives to faculty. Faculty are selected for this honor based on both their intellectual achievements and on their abilities to translate their scholarship into successful classroom teaching. The DST Program brings the insights of these faculty to a larger audience by allowing them to teach a special Honors course and to give a public lecture during their year as DSTs.

For information, please contact the Associate Provost for Faculty Affairs at 405-4252.

Summer and Special Programs

2103 Reckord Armory, 405-6551

Melvin E. Hall, Dean

The summer school consists of two six-week sessions and numerous additional courses of various length from three to eight weeks. Newly admitted students may begin their studies during the summer rather than the following fall term. By taking advantage of this opportunity and continuing to attend summer sessions, completion of a baccalaureate degree might be shortened by a year or more.

Attendance during the summer sessions eases the transition from high school to college. Classes are generally smaller, meet every day, and faculty contact is more frequent. Courses offered during the summer are the same in content and instruction as those offered during the academic year.

The summer cultural and recreational programs are an important part of "Summer at Maryland." The Maryland Summer Institute for the Creative and Performing Arts offers a series of programs in art, dance, drama, film and music, and presents world-class artists on the campus.

Facilities for most sports and an intramural program in several team and individual sports are available. For additional information, write for a Summer Programs catalog: Dean, Continuing Education, Summer and Special Programs, University of Maryland at College Park, College Park, Md. 20742.

CAMPUS RESOURCES AND SERVICES

Academic Achievement Programs

0111 Chemistry Building, 405-4736

Intensive Educational Development: Provides comprehensive, structured support services to first- and second-year students currently enrolled at the University of Maryland at College Park, whose academic profile would suggest that they might be at retention risk without this support. IED also provides academic support and counseling services as needed to upper-level IED students. Support services include math and English review, tutoring, and study skills enhancement instruction.

Prospective students attempting to gain admission to the University by participating in this program are required to attend the six-week Summer

Transitional Program, designed to develop, expand, and improve English, math, and study skills, assist in the transition from high school to the University, and both challenge and evaluate each student's potential for success at this institution.

Student Support Services: A U.S. Department of Education grant-supported program, which provides academic advisement (first and second years), counseling, tutoring, and skill enhancement instruction to low-income and first-generation college students. SSS also assists participants in identifying and acquiring significant financial aid to meet a student's full unmet need.

Ronald E. McNair Post-Baccalaureate Achievement: A U.S. Department of Education grant-supported program, which provides low-income and first-generation college juniors and seniors with skill enhancement, counseling, tutoring, academic advisement, mentoring, and scholarly and research experience designed to prepare students for graduate education. The six-week summer component includes a stipend of approximately \$2,000.

Academic Support for Returning Athletes: Provides continuing educational opportunities and support to former basketball and football athletes who were in good academic standing; had attained junior or senior level status; had exhausted athletic eligibility; and left the University without obtaining the undergraduate degree. The program enables students to return to the classroom and complete degree requirements.

Academic Advising

Academic advising is an essential part of an undergraduate's educational experiences.

Advantages of Advising: Students can expect advising to help them

- (1) better understand their purposes for attending the University;
- (2) develop insights about personal behaviors that promote improved adjustment to the campus setting;
- (3) increase their awareness of academic programs and course offerings at the University of Maryland at College Park;
- (4) more frequently explore opportunities both inside and outside the classroom for intellectual and cultural development;
- (5) acquire decision-making skills that can accelerate academic and career planning;
- (6) more realistically evaluate their academic progress and its relationships to successful planning; and
- (7) 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 to see an advisor under certain circumstances:

Students in Their First Year of Registration at the University of Maryland at College Park

Students Receiving an Academic Warning (Mandatory)

Students Dismissed From the University (Mandatory)

Students Who Withdraw From the University (Mandatory)

Students Nearing Graduation

Students With 70-80 Credits: Senior Audit

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, providing name, room number, and telephone extension, is published each semester in the Schedule of Classes. Students who are unable to locate an advisor or who have questions about campus advising programs should visit or call the Division of Letters and Sciences, 1117 Hornbake Library, 314-8418.

Admission

Ground Floor, Mitchell Building, 314-8385

The services offered by the Office of Undergraduate Admission are designed to meet the individual needs of prospective applicants. The office provides general information about the University of Maryland at College Park through brochures, letters, group information sessions, and campus tours. It also evaluates the applications of both freshman and transfer students in order to select qualified students. The Office of Reenrollment reviews all applications for readmission and reinstatement. For more information, see the chapter on Undergraduate Admissions in this catalog.

Alumni Programs

Rosborough Inn, 405-4678

The University of Maryland at College Park Alumni Association is an independent dues-paying organization governed by a volunteer board and staffed by the Alumni Programs office. Its mission is to support and promote the University of Maryland at College Park in its pursuit of excellence in teaching, research, and public service and to foster a spirit of loyalty, involvement, and lifelong commitment to the University by its alumni.

The staff and board work together to bring the University to its alumni by sponsoring a wide variety of programs such as academic chapters, regional clubs, group tours, reunions, and homecoming. Members of the Association are kept abreast of campus activities and developments through College Park alumni magazine and Updates, the association newsletter. Alumni clubs are active in Atlanta, Boston, California, Florida, Georgia, Maryland, New England, New York, North Carolina, Ohio, Pennsylvania, Texas and Taiwan.

Undergraduates may also become involved in alumni activities through the Senior Council. The Senior Council assists the Association by staffing and sponsoring alumni programs. Additionally, new graduates can participate in the Young Alumni Club, which provides alumni activities for graduates who have graduated in the last ten years. Graduating seniors wishing to become involved in the Young Alumni Club should contact the Alumni Association at 405-4678.

Campus Programs

1135 Stamp Student Union, 314-7174

The Office of Campus Programs is a major resource for students wishing to become involved in co-curricular activities at the University of Maryland at College Park. Campus Programs provides advisement, consultation, and programming assistance to student organizations for the primary purpose of enhancing the educational growth of groups' leaders, members, and associates. Efforts focus on encouraging involvement of all students in campus life activities, establishing various programs for the benefit of the University community, and providing numerous leadership development opportunities. Specific efforts include

Student Organizations. Campus Programs registers all student organizations at the University and makes available a directory of more than 300 groups. The office sponsors a number of programs to help individual students participate in these groups and their activities.

Organization Advisement. Major student groups such as the Student Government Association, the Homecoming Committee, and SEE Productions receive direct advisement from the staff of Campus Programs. Other student groups can also obtain help from the trained staff merely by requesting it.

Leadership Development. Campus Programs offers a wide range of training experiences in interpersonal and organizational development skills ranging in format from half-day seminars to weekend workshops to full semester courses earning academic credit.

Fraternities and Sororities. Social fraternities and sororities are advised and supported by Campus Programs, individually and through the three "umbrella" organizations: the Intrafraternity Council, the Pan-Hellenic Council, and the Pan-Hellenic Association.

Career Center

3121 Hornbake Library, South Wing, 314-7225

The Career Center assists students in finding employment and preparing for meaningful careers. Staff of the Center teach, advise, and counsel students to make career decisions about academic majors, work, and further education and collaborate with academic departments, employers,

and alumni in the delivery of programs and services. Information and assistance for part-time, summer, internship, cooperative education, and full-time opportunities are available through the Student Employment Center within the Career Center. Credit for experiential learning and career classes are administered by the Career Center to assist students in making connections between academic learning, work, and career decisions.

Career Services, Programs and Resources

Career Counseling. Career counselors assist students in identifying careers and majors suited to their interests and skills and help students to integrate academic learning with job opportunities and career goals. Counselors also help students to understand the importance of career planning and to acquire the skills and abilities needed to make informed decisions about jobs, graduate study or career changes. Counselors are available during walk-in hours for brief consultations or by appointment.

Career & Employment Resource Room. The Resource Room provides information and guidance for exploring careers, seeking jobs, and planning graduate study. Resource Room holdings include comprehensive reference material on all aspects of work, education, and career exploration, as well as listings of job vacancies, employer and graduate school information, job-seeking guides (resume writing, interviewing, position leads), videotapes, employer information, and the DISCOVER computerized career information system. In addition, free resources are available to students to help explore career choices, identify job opportunities, and plan successful job search strategies. The *Placement Manual* is a job search guide for students which details Center services and includes resume writing guides, successful interviewing techniques, networking and other job search strategies that work. Information and registration booklets for graduate admissions (GRE, GMAT, LSAT, etc.) and many other publications also are available, such as *Black Collegian*, *Career Choices in Public Service*, *Career Choices in Communications & Entertainment*, *Job Choices for Business*, *Hispanic Business*, and *Graduating Engineer*.

Credentials Service. Credentials are a student's permanent professional record including letters of recommendation, student teaching evaluations, course listings and background information. UMCP undergraduate/graduate students or UMCP alumni may establish a file to support applications for graduate and professional schools (law, medicine, dentistry, etc.) and/or employment in education, government, and not-for-profit organizations. All teacher education majors are required to establish a credential file for employment purposes.

Experiential Learning. Apply classroom learning, explore career possibilities, learn about the culture of an organization, and develop meaningful professional skills through internship and cooperative education experiences. Some of these opportunities may be appropriate for experiential learning credit. (See below for information.)

National Student Exchange (NSE). NSE provides students with the opportunity to study at one of over 100 colleges and universities in the United States, including Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands. All NSE schools are regionally accredited. To be eligible, UMCP students must have a 2.5 GPA. Students must earn their final 30 hours of credits at College Park. March 1 is the application deadline.

Workshops and Special Events. Group programs each semester include: Choosing a Major, Interviewing, Resume Writing, Senior Job Search Orientation, Gaining Experience Through Cooperative Education and Internships, Job Search Strategies, and Applying to Graduate School. Special events that bring students and employer representatives together include: Career Week, including the Fall Career Fair; a Graduate & Professional School Fair; Multi-Ethnic Student Career and Job Fair; International Student Job Fair; Teacher Interviewing Days; and National Student Employment Week.

Student Employment Center (SEC)

Within the Career Center, the SEC seeks to enhance the employment experiences of UMCP students through a variety of services, programs, advocacy, and research. The SEC advocates a "work and learn" philosophy by helping students to see the relationship between their work experiences and classroom learning/major. The SEC provides assistance to students looking for part-time, temporary, summer, internship, cooperative education, and full-time opportunities.

Electronic Registration. Students who want fast and comprehensive access to employment opportunities should plan to

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purchase an electronic registration disk for use with the Career Center's computerized information management system. A one-time, nominal fee allows access to all the Center's computerized employment programs throughout your UMCP collegiate experience. Use the system for help in finding a part-time or summer job, internship, cooperative education placement, or full-time opportunity. The system is easy to use and allows 24-hour access to job listings, the opportunity to sign up via computer for on-campus job interviews, and the ability to have your resume referred directly to employers seeking to hire UMCP students and alumni. Registered students can access job opportunities and interview schedule information via terminals in the Career Center and the WAM labs across campus. **NOTE: Students should plan to update disks once every semester in order to keep information active in our database.**

Part-time, Temporary, and Summer Jobs (previously the Job Referral Service). Many opportunities for students both on-campus and off-campus are available through the Career Center. Several job fairs and National Student Employment Week are held to assist students in locating and securing part-time employment. **NOTE: Students eligible for Federal Work-Study positions should contact the Office of Student Financial Aid. Students interested in community service should contact Community Service Programs and the Office of Student Financial Aid for assistance.**

Internships. Internships are paid or unpaid work experiences with specific educational objectives for which students may be granted academic credit. Internships are available for most majors. The Career Center maintains current files on over 700 private businesses and government agencies that are actively seeking interns. Workshops are offered to assist students in the process of locating internships. Finding a rewarding internship takes time, so students should start looking early in the semester before they would like to begin work.

Cooperative Education for Liberal Arts, Business, and the Sciences (Co-op). Co-op allows students to learn more about their field of study, gain paid, professional-level work experience that is related to their major, and earn a competitive salary. To be eligible, students must have completed 36 semester hours, 12 UMCP credits the semester before enrolling in the Co-op program, and maintain a minimum 2.0 cumulative GPA. Students may work either full time or part time. The minimum work commitment is equal to six months of full-time work. Interested students must attend two required information and preparation sessions. Students should apply the semester before they wish to begin working. See the College of Engineering entry in this catalog for details about the Engineering Co-op Program.

On-Campus Recruiting Program (OCR). Each year several hundred companies, government agencies, non-profit organizations, and school systems visit the campus seeking to hire UMCP students. Interviews for part-time, summer, internship, Co-op, and full-time positions are available. Students must be registered with the Center in order to participate in this program.

Candidate Referral Service. Employers who are unable to visit campus to conduct interviews can have resumes of interested students sent immediately to them through the Candidate Referral Service. Students can participate in this service by registering with the Center via the electronic referral disk. Each year over 15,000 resumes of UMCP students are sent to employers.

Career Classes and Credit

Experiential Learning Credit (3-6 credits.) Internships and cooperative education opportunities may be closely integrated with classroom learning. The university uses the course number 386, offered through academic departments and colleges, to denote experiential learning credit. In order to earn credit, students must secure a faculty sponsor, complete a learning proposal, and meet all University regulations governing experiential learning credit. **See Chapter 4 for University regulations and full information.**

EDCP 108D—College and Career Advancement. Career Planning and Decision-Making. Feeling confused about choosing a major? This course will help identify interests, skills, and values and how they relate to UMCP majors and careers. Recommended for freshmen and sophomores. 1 credit.

EDCP 108J—College and Career Advancement. Job Search Strategies. This course teaches special skills needed to be successful in today's job market. Topics include networking, interviewing, resume writing, and planning for the career. Junior or senior standing required. 1 credit.

College Park Senate

1100 Marie Mount Hall, 405-5805

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

The full Senate meets approximately eight times a year to consider matters of concern to the institution, including academic issues, university policies, plans, facilities, and the welfare of faculty, staff, and students. The Senate advises the President, the Chancellor, or the Board of Regents as it deems appropriate. To become a student senator, students must be elected through their college or school or the Office of Undergraduate Studies. 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 processes are available from the College Park Senate office.

Community Service Programs

1195 Stamp Student Union, 314-CARE

Community Service Programs (CSP) provides students, faculty, and staff with information and resources about community service and volunteer opportunities. A listing of over 200 opportunities for individual or group involvement in short-term, long-term and one-time-only activities is available in the office. CSP can also help students identify student organizations involved with community service. Handouts to assist students in selecting, pursuing and reflecting upon their service experience and a monthly newsletter listing current opportunities are also available.

Commuter Affairs

1195 Stamp Student Union, 314-5274

The Office of Commuter Affairs has established services to work on behalf of, with, and for the commuter students at the University of Maryland at College Park.

Carpooling. Students interested in forming a carpool can join the individual match-up program by filling out an application at the Office of Commuter Affairs or calling 1-800-492-3757. Students who carpool with three or more people may apply at OCA for Priority Parking and receive a parking permit for a faculty/staff lot.

Off-Campus Housing Service (314-3645) maintains up-to-date computerized listings of rooms, apartments, and houses (both vacant and to share). Area maps, apartment directories, and brochures concerning topics of interest to commuter students are available in the office.

Settling In. Commuter Connection, a newspaper mailed to the homes of commuters twice a semester, contains helpful information on campus life. UMaps, unique guides to the institution helping students match their own interests with courses, careers, and opportunities for involvement on campus, are available in the Office of Commuter Affairs. Through the S.H.O.W. (Students Helping, Orienting and Welcoming) Program (314-7250), new students are matched upon request with upperclass students to learn about campus life. Meet other commuters at "Good Morning, Commuters!" for coffee and campus information on Wednesday mornings at the Union.

Shuttle-UM (314-2255) provides bus service for students, faculty and staff. The bus system offers daytime commuter routes, evening security routes, evening security call-a-ride, and transit service for disabled faculty, staff or students. Schedules are available at the Stamp Student Union Information Desk, the Office of Commuter Affairs, and the Shuttle-UM Office.

Counseling Center

Shoemaker Building, 314-7651

The Counseling Center provides comprehensive psychological and counseling services to meet the mental health and developmental needs of students. Records kept as part of providing counseling services are confidential, and are not part of the University's educational records. The Counseling Center is open Monday through Thursday, 8:30 a.m. to 9:00 p.m. and Friday, 8:30 a.m. to 4:30 p.m.

In order to help students overcome barriers to their learning and development, the Counseling Center provides the following special services and programs:

Counseling Service (314-7651). Psychologists provide professional, individual and group counseling services for students with career, social, and personal adjustment concerns. Counseling is available to overcome depression, career indecisiveness, anxiety, loneliness and other problems experienced by students. Workshops ranging from developing assertiveness and self-esteem to managing stress are offered. A 3 p.m. Minority Student Walk-in Hour is held daily. The center also provides a series of tape-recorded interviews with College Park academic department heads about courses and career options in those fields.

Learning Assistance Service (314-7693). Educational specialists offer individual and group sessions for improving academic skills such as reading, writing, listening, notetaking, and learning mathematics and science material. Workshops cover such topics as study skills, time management, math skills, exam anxiety, and English as a second language.

Disability Support Service (314-7682, TDD 314-7683). Services for disabled students include assistance in locating interpreters for hearing-impaired students, readers for visually-impaired students, and access guides to various buildings and facilities on campus. Services must be arranged in advance. New students are urged to contact the office as soon as possible.

The University of Maryland at College Park is committed to making reasonable accommodations that will permit students with specific learning disabilities the opportunity to develop and demonstrate proficiency in the required subject matter. As the guiding principle was stated by the College Park Senate in 1989, "consideration should always be to accommodate the student's learning differences, not to water down scholastic requirements."

Responsibilities of Students with Learning Disabilities. Students bear the primary responsibility for identifying their disabilities and for making the necessary adjustments to the learning environment. Students with learning disabilities are responsible for promptly communicating their needs for appropriate accommodations to the Office of Disability Support Service (DSS). Students may be required to obtain official documentation, testing and evaluation because determination of appropriate accommodation is based on the specific nature of the disability in individual cases. Some accommodations are within the authority of DSS and/or the faculty member(s) involved.

Responsibilities of the University of Maryland at College Park. DSS counsels students and faculty and makes recommendations to the appropriate offices regarding whether and what kind of special aids or adaptations may be required by students with disabilities. Instructional, testing, and evaluation adjustments may be made by the faculty member(s) involved after the specific learning disability has been identified, verified, and discussed with DSS. The Deans will make the final decisions regarding requests for adjustments to curriculum, in consultation with DSS and the faculty member(s) involved.

Testing, Research, and Data Processing Unit (314-7688). National testing programs such as CLEP, GRE, LSAT, MCAT, GMAT and Miller Analogies, as well as testing for counseling purposes including career assessment are administered through this office. Staff members produce a wide variety of research reports on characteristics of students and the campus environment.

Parent Consultation and Child Evaluation Service (314-7673). Professional help is available through consultation, testing, and counseling for youngsters ages 5 through 14, and families.

Dining Services

1144 South Dining Hall, 314-8054
Meal Plan Information, 314-8068

Dining Services offers several alternative meal plans at 31 different dining locations across campus, providing flexibility, convenience, a diverse selection of foods, and convenient hours.

Meal plans available include both a resident meal plan with two options and the Terrapin Express Card for students living off-campus or students living in apartments on campus.

Dining locations include dining rooms, a deli, ethnic eateries, a table-service restaurant, an upscale '50s-style eatery, a bakery, a dairy ice cream shop, traditional fast foods, rotisserie chicken, three convenience stores, and a Taco Bell Express. Students may obtain more information and apply for a meal plan in the Dining Services Contract Office.

Division of Letters and Sciences

Division of Letters and Sciences: 1117 Hornbake Library, 314-8418
Health Professions Advising: 405-2793
Credit-By-Exam/Advanced Placement/CLEP: 314-8418
Law Advising: 314-8418
Individual Studies: 314-9403

Many university students decide to explore their academic interests before selecting a major.

Working with a staff of trained academic advisors in the Division of Letters and Sciences, these students are able to explore majors, choose and schedule courses, plan their academic programs, and learn about campus-wide resources available for solving problems they encounter. To assist students in exploring the CORE general education program, and in choosing courses and majors, the Division of Letters and Sciences sponsors the annual "Celebrate Learning" series, which introduces talented faculty, teachers and researchers from all areas of the curriculum.

The Division of Letters and Sciences staff works closely with the Career Center, the Counseling Center, various tutoring services, and advisors from academic departments and programs across campus to provide a coordinated advising network which helps students design their personal academic plans, as follows:

Choosing a Major: Providing information on and referral to the wide range of academic programs available to students and coordinating with services offered by the Career Center, the Counseling Center, and the academic colleges and departments. The Division of Letters and Sciences helps students select majors to match their interests and further their career goals.

Pre-professional Advising: Offering pre-professional advising for students interested in law and the health professions. For further information on pre-professional advising, consult the entry on Campus-wide Programs in this catalog, or call 314-8418 or 405-2793.

Information and Referral: Maintaining information about academic programs and requirements and academic support services at the University of Maryland at College Park. Workshops designed to help students select majors and courses are offered regularly during the early registration period.

Troubleshooting: Helping individual students identify and solve specific advising problems and difficulties with administrative procedures, such as transfer credit evaluation, schedule revisions, changing majors, errors in academic records, etc.

Policy Interpretation: Keeping students and advisors informed about new academic policies and helping to interpret existing policies and practices and determine under what conditions exceptions might be granted.

Credit-by-Exam, CLEP, Advanced Placement (314-8418): Administering the campus-wide program of credit-by-examination and coordinating information about CLEP, advanced placement, and international baccalaureate credits.

General Assistance: Giving general assistance to students who have not been assigned to a permanent advising home, such as students visiting this campus from other institutions.

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Educational Talent Search

3103 Turner Lab, 314-7763

The Talent Search Program identifies and recruits low-income and potential first-generation college students between the ages of 12 and 27 who display the talent and academic ability to succeed in college, or who would like to reenter secondary or post-secondary programs. Through outreach to schools and community agencies, Talent Search provides college orientation and placement assistance services, advisement on post-secondary career and financial aid resources, pre-college development programs and workshops, tutorial programs, college campus visits, and assistance in preparing for college entrance exams and the application process. The program serves 950 participants annually.

Financial Aid

0102 Lee Building, 314-8313

The Office of Student Financial Aid (OSFA) administers a variety of financial assistance and student employment opportunities, primarily based on the need of the applicant. Members of the office staff are available for individual counseling on matters pertaining to financial planning for college expenses. For additional information, see Chapter 2, Fees and Financial Aid, in this catalog.

University Health Center

Campus Drive, opposite the Stamp Student Union, 314-8180

The University Health Center is a nationally accredited ambulatory health care facility. The services provided by the University Health Center include primary care for illness and injury, health education and consultation, dental clinic, men's clinic, women's clinic, allergy clinic, anonymous HIV testing, substance abuse treatment, travel clinic, sports medicine, physical therapy, and massage therapy (both located in the Health and Human Performance building), nutrition, mental health, social services, lab services, x-ray and a pharmacy. Individual and group health education programs are available on topics such as sexual health and contraception, stress management, substance abuse, date rape, dental health, and eating disorders. The University Health Center is open Monday-Friday, 7 a.m.-11 p.m. and Saturday and Sunday, 9 a.m.-5 p.m. with varied hours during semester breaks, holidays, and summer sessions. Students are seen for routine care between 9 a.m. and 5 p.m. on weekdays. Medical services are limited after 5 p.m. and on weekends.

All currently registered students pay a mandatory health fee and are eligible for care. While the student health fee covers most routine costs at the University Health Center, there are additional charges for x-rays, lab tests, dental treatment, allergy injections, physical therapy, massage, DWI/DUI classes and pharmacy supplies. All students are encouraged to carry hospitalization insurance. A student health insurance plan is available through the University. All students' medical records are strictly confidential and may be released only with the student's consent or through court-ordered subpoena.

The University Health Center gives class excuses only for a prolonged illness or missed exams due to a serious illness.

University Health Center Phone Numbers:

Information	314-8180	Health Insurance	314-8165
Appointments	314-8184	Mental Health	314-8106
Dental Clinic	314-8178	Pharmacy	314-8167
Health Education	314-8128	Substance Abuse Prog.	314-8128
Sexual Assault Hotline	314-2222	Women's Clinic	314-8190

Honor Societies

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

*Alpha Epsilon (Agricultural Engineering)
*Alpha Epsilon Delta (Pre-medicine)
*Alpha Kappa Delta (Sociology)
*Alpha Lambda Delta (Scholarship-Freshmen)
Alpha Zeta (Agriculture)
Beta Alpha Psi (Accounting major in Business and Management)
Beta Gamma Sigma (Business and Management)
Delta Phi Alpha (National German Honors Society)
Eta Beta Rho (Hebrew)
*Eta Kappa Nu (Electrical Engineering)
Financial Management Association

*Gamma Theta Upsilon (Geography)
Golden Key National Honor Society (Scholarship and Leadership; juniors and seniors)
Iota Lambda Sigma (Industrial Education)
*Kappa Delta Pi (Education)
*Kappa Tau Alpha (Journalism)
*Lambda Pi Eta (Speech Communication)
*Mortar Board (Scholarship and Leadership)
*Omega Chi Epsilon (Chemical Engineering)
*Omega Rho (Business and Management)
*Omicron Delta Epsilon (Economics)
*Omicron Delta Kappa (Scholarship and Leadership)
*Omicron Nu (Home Economics)
Phi Alpha Epsilon (Health and Human Performance)
*Phi Alpha Theta (History)
Phi Beta Kappa (Liberal Arts and Sciences)
*Phi Eta Sigma (Scholarship-Freshmen)
*Phi Kappa Phi (Senior and Graduate Scholarship)
*Phi Sigma (Biology)
*Phi Sigma Iota (French and Italian)
Phi Sigma Pi (Scholarship and Leadership)
Pi Alpha Xi (Horticulture)
Pi Mu Epsilon (Mathematics)
Pi Pi (Slavic Languages)
*Pi Sigma Alpha (Political Science)
*Psi Chi (Psychology)
Salamander (Fire Protection Engineering)
Sigma Alpha Omicron (Microbiology)
Sigma Delta Chi (Society of Professional Journalists)
*Sigma Delta Pi (Spanish)
*Sigma Gamma Tau (Aerospace Engineering)
*Sigma Tau Delta (English)
*Tau Beta Pi (Engineering)

(*Members of Association of College Honor Societies)

Office of Human Relations Programs

1107 Hornbake Library, 405-2838

The Office of Human Relations Programs (HRO) is responsible for initiating action in compliance with institution, state, and federal directives designed to provide equal education and employment opportunities for University of Maryland at College Park students and employees. It also monitors the outcomes of actions taken in this regard, reporting its findings to the president, the College Park Senate, and to the campus community at large. The HRO will provide students and staff with general information on equity efforts and on the status of equity and compliance matters at the University.

The HRO also sponsors programs that promote cross-cultural appreciation, sexual harassment prevention, and processes complaints of discrimination, following procedures set forth in the Human Relations Code.

Students or employees having a concern about possible inequities in educational or employment matters, or who wish to register a complaint, may contact an equity administrator (see list below).

Campus Equity Council (Administrators)

HRO Campus Compliance Officer	
Cheryl Moat, J.D., 1107 Hornbake Library	405-2838
Academic Affairs	
Dr. Cordell Black, 1127 Main Administration	405-7227
Administrative Affairs	
Dr. Sylvia Stewart, 1132 Main Administration	405-1109
Agriculture and Life Sciences	
Gene Johnson, 1105 Symons Hall	405-1176
Architecture	
Mr. Stephen F. Sachs, 1205 Architecture Bldg.	405-6314
Arts and Humanities	
Dr. Martha Watson, 1102 Francis Scott Key Hall	405-2993
Behavioral and Social Sciences	
Dr. Diana Jackson, 2141 Tydings Hall	405-1679
Business and Management	
Dr. Louiqa Raschid, 4315 Van Munching Hall	405-2228
Computer, Mathematical, and Physical Sciences	
Dr. George Goldenbaum, 3417 A.V. Williams Building	405-2313
Education	
Dr. Jeanette Kreiser, 3119 Benjamin Building	405-2339
Engineering	
Dr. Marilyn Berman, 1137 Engineering Classroom Bldg.	405-3871

Health and Human Performance Ms. Colleen (Coke) Farmer, 2314 HLHP Bldg.	405-2475
Human Relations Programs Dr. Gladys Brown	405-2838
Institutional Advancement Ms. Patty Wang, 3112 Lee Building	405-7764
Journalism Dr. Greig Stewart, 2115 Journalism Building	405-2390
President's Office Mr. Ray Gillian, 1111 Main Administration	405-5795
Public Affairs Dr. Lee Badgett, 1123 Van Munching Hall	405-6348
Student Affairs Ms. Sharon Fries-Britt, 2108 Mitchell Building	314-8431
Undergraduate Studies Mr. James Newton, 2130 Mitchell Building	405-6851

Intercollegiate Athletics

Cole Student Activities Building, 314-7075

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

Women's intercollegiate athletic teams include cross country, field hockey, soccer, and volleyball in the fall; basketball, swimming, indoor track and gymnastics during the winter; and lacrosse, softball, and track in the spring. Tennis 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.

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

National Collegiate Athletic Association Requirements for Student Athletes

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.
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 term of attendance.
4. Credit hours earned toward athletic eligibility for students in declared majors must be acceptable in their specific majors.
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 may 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.

University of Maryland Athletic Eligibility Requirements

The University of Maryland at College Park requires student athletes to maintain a specified minimum grade point average to be eligible for practice and competition. The following standards are effective for fall term, 1994:

Freshman (second term)	1.29 cumulative GPA
2nd year enrollment	1.78 cumulative GPA
3rd year enrollment	1.86 cumulative GPA
4th year enrollment	2.00 cumulative GPA
5th year enrollment	2.00 cumulative GPA

Mid-Year Enrollees

Student athletes who matriculate in the spring semester are required to meet the following grade point average standards:

End of 1st semester	1.29 cumulative GPA
End of 2nd semester	1.78 cumulative GPA
End of 3rd semester	1.86 cumulative GPA
End of 4th semester	1.86 cumulative GPA
End of 5th semester	1.94 cumulative GPA
End of 6th semester	2.00 cumulative GPA
End of 7th semester	2.00 cumulative GPA
End of 8th 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 and practice for the full academic year with the exceptions noted below:

1. Student athletes who fail to meet necessary grade point average requirements for the fall semester are ineligible for the entire academic year. However, ineligible student athletes may restore their eligibility at the end of any semester if they raise their grade point average to the minimum standard for the current year.
2. Ineligible student athletes are not permitted to practice or compete.
3. First-semester freshmen and transfer student athletes will be required to meet established grade point average requirements after their initial semester at the University. Transfer students are required to attain the appropriate grade point averages based upon year of enrollment.
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 practice and competition during spring term.
6. Eligible student athletes who go on academic warning after fall term are required to attend regularly 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 both practice and 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 Unit, 314-7043.

International Education Services

3116A Mitchell Building, 314-7740

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 works closely with the Office of Undergraduate Admission, evaluating academic records from overseas and processing applications for English proficiency, visa, and financial requirements. Other services provided to students include special advising and orientations, help with securing housing, information about programs of international interest, assistance with the forms that are required for compliance with immigration and other governmental regulations and personal advising.

Study Abroad Office. American students and faculty receive advisement 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 at College Park offers study abroad programs throughout the world. For more information about Study Abroad, see the Campus-wide Programs section of this catalog.

English Language Instruction for Non-native Speakers. The University of Maryland, through the Maryland English Institute, offers two programs of English language instruction for those who are not native speakers of English. For those students who are admissible but require part-time English instruction, the Maryland English Institute offers semi-intensive (part-time) instruction. Semi-intensive study would also require the student to enroll in a half-time academic program.

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Judicial Programs

2118 Mitchell Building, 314-8204

(To report instances of academic dishonesty, 314-8204)

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 community the opportunity to pursue their educational objectives, and of protecting the safety, welfare, rights, and property of all members of the community and of the University itself. Students should consult the Code of Student Conduct, Appendix C, or the Code of Academic Integrity for further information.

Students are invited to assume positions of responsibility in the University discipline system in order that they might contribute their insights to the

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Tutoring for some 100-and 200-level courses is available through the Intensive Education Development Office, 0112 Chemistry Building. Students may also sign up as tutors at IED. Call 405-4736 for further information.

University Book Center

Stamp Student Union, lower level, 314-BOOK

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 and computer software and supplies to meet every educational need. The Book Center also carries a wide selection of imprinted clothes and related items, plus cards, gifts, snacks, and other convenience items including health and beauty aids.

The Book Center is open Monday through Friday, 8:30 a.m. to 6 p.m.; and Saturday 10 a.m. to 5 p.m. Additional hours for special events.

Pre-College Programs

Math and Science Initiative Regional Center, 405-1773

Upward Bound, 405-6776

1107 West Education Annex

The University of Maryland Upward Bound Program (UBP) and the Math and Science Initiative (MSI) are designed to generate in students the skills and motivation necessary for success in post-secondary education.

The UBP supplements its participants' secondary school experiences by providing each student with opportunities to improve or develop the skills he or she needs in order to acquire a positive self-image, broaden educational and cultural perspectives, and realize undiscovered potentials. Throughout the school year and during the summer residential program, participants may take advantage of the UPB's academic instruction, tutoring, counseling, and innovative educational experiences designed to help them develop the basic academic skills and motivation they need to achieve success in secondary school.

High school students in Prince George's and Montgomery counties receive recommendations to the UBP from their high school principals, teachers, and counselors or from the Educational Talent Search Program, social service agencies, or individuals familiar with the UPB.

The Math and Science Initiative Regional Center component of UPB is a pre-college program for high school students interested in pursuing math or science courses. The program consists of an intensive six-week summer residential session and follow-up activities during the academic year. Students are recruited from Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and the District of Columbia.