

CHAPTER 3

CAMPUS ADMINISTRATION, RESOURCES, AND STUDENT SERVICES



CAMPUS ADMINISTRATION

Office of the President

1101 Main Administration, 405-5803
William E. Kirwan, President
<http://www.inform.umd.edu/PRES>

The President is the chief executive officer of the University of Maryland, College Park. Four 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 College Park Senate, a representative legislative body of the University, advises the President on academic and other matters.

Academic Affairs

1119 Main Administration, 405-5252
Gregory L. Geoffroy, Vice President and Provost
<http://www.inform.umd.edu/EdRes/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; oversees the development, review, and implementation of academic policies and regulations; and ensures 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.

Student Affairs

2108 Mitchell Building, 314-8428
William L. Thomas, Vice President
<http://www.inform.umd.edu/CampusInfo/Departments/StudAff/>

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.

University Advancement

1114 Main Administration, 405-4680
Reid W. Crawford, Vice President
<http://www.inform.umd.edu/UA>

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

Undergraduate Studies

2130 Mitchell Building, 405-9363
Robert L. Hampton, Dean
Sheri Parks, Associate Dean
William Harwood, Assistant Dean
<http://www.inform.umd.edu/EdRes/UgradInfo/UgradStudies/>

Undergraduate Studies is committed to the academic success of all undergraduates at the University of Maryland, College Park. As 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 with diverse interests
- To offer timely and creative guidance that helps students 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, advisers, and mentors of undergraduate students
- To enhance an administrative structure committed to serving its students and their professors and advisers in a seamless fashion

In fulfilling its mission, Undergraduate Studies provides a wide range of academic-support services for undergraduates, faculty, and staff. All of its units work toward enhancing the undergraduate experience at College Park. Undergraduate Studies coordinates the interpretation and implementation of academic regulations and requirements with the Office of 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 (AFROTC)
Center for Teaching Excellence
College Park Scholars
CORE—General Education Requirements
Division of Letters and Sciences
Educational Talent Search
First Year Focus

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Health Profession Advising Office
Individual Studies
Orientation Office
Postbaccalaureate Project
Pre-College Programs
Upward Bound
Math Science Regional Center
Records and Registration
Student Financial Aid
Undergraduate Admissions
University Honors Program
Winterterm

The Center for Teaching Excellence

2130 Mitchell Building

<http://www.inform.umd.edu/EdRes/FacRes/CTE>

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 Lilly-Center for Teaching Excellence Fellows program.

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

National Student Exchange (NSE)

NSE provides students with the opportunity to study at one of more than 130 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, University of Maryland, College Park 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. For more information, call 405-9363.

Office of Continuing Education, Summer, and Special Programs

2103 Reckord Armory, 405-6535

Melvin E. Hall, Dean

<http://www.inform.umd.edu/EdRes/Colleges/ContEduc/>

The Office of Continuing Education, Summer, and Special Programs (OCESSP) is charged with linking the unique resources of the University of Maryland, College Park to local, state, national, and international constituencies. OCESSP seeks to:

- Provide high quality educational products and services
- Ensure broad access to educational programs
- Contribute to the region's economic development
- Enrich the intellectual and cultural life in Maryland

In fulfilling its mission, OCESSP offers the following programs and services:

Summer Programs. More than 1,100 undergraduate and graduate courses are offered through Summer Programs, two six-week summer sessions of academic courses. Courses offered during the summer meet for the same number of hours and have the same syllabus requirements as those offered during the academic year; they are generally smaller, meet every day, and faculty contact is more frequent. Emphasis is placed on providing classes which fill general-education requirements. Students use summer classes to accelerate their progress towards graduation, to meet eligibility requirements for certain majors, or to fulfill prerequisites for math, English or language requirements. Newly admitted students may find beginning their course work during the summer an especially attractive option for easing the transition from high school to college.

Continuing Education Programs, both credit-bearing and non-credit, offer a variety of opportunities for enhancing knowledge and skills of

both professional and personal interest. Offered both on- and off-campus, these programs provide an important avenue for extending the resources of the campus to a broad and diverse audience.

Maryland Summer Institute in the Creative and Performing Arts (MSICPA). The Maryland Summer Institute in the Creative and Performing Arts offers a series of nationally recognized programs in music during the summer. In addition to the **National Orchestral Institute**, which trains more than 90 young musicians each summer, MSICPA sponsors international music competitions in voice, piano, and cello which attract participants from around the world. Summer students may receive complimentary tickets to most performances upon presentation of a summer activity card.

The Flagship Channel. The Flagship Channel is the campus cable television channel. Airing in Prince George's and Montgomery counties, the channel brings to the community programs and events of broad general interest. Utilizing both original and public television programming, the channel provides information and entertainment covering a wide variety of areas—from current events to sports to cultural arts to the many academic programs offered on the campus.

For more information about any of these programs, call 405-6535.

CAMPUS RESOURCES AND SERVICES

Academic Achievement Programs

0111 Chemistry Building, 405-4736

Intensive Educational Development (IED): A state-funded program that provides an array of comprehensive academic support (skill-enhancement instruction in English, and math and college study skills) and tutorial services to first- and second-year students who participate in the Summer Transitional Program. Continuing students are eligible for services as needed and also participate in career seminars.

Prospective students attempting to gain admission to the University by participating in this program are required to attend the six-week Summer Transitional Program. The program is designed to develop, expand, and improve English, math, and study skills; to assist in the transition from high school to the University; and to challenge and evaluate each student's potential for success at this institution. For information, call 405-4749.

Student Support Services (SSS): A U.S. Department of Education grant-supported program for low-income and first-generation college students, Student Support Services works in conjunction with the IED Program. SSS provides academic and career advising (to first- and second-year students) and assistance with financial aid applications. SSS also provides individual and group counseling and leadership development workshops. For information, call 405-4739.

Ronald E. McNair Post-Baccalaureate Achievement: A U.S. Department of Education grant-supported program that provides eligible low-income and first-generation college juniors and seniors preparing for graduate study (preferably at the doctoral level) with academic research opportunities and faculty mentors. The program assists students as they complete graduate school and financial aid applications and prepare for graduate admissions tests. In addition, McNair offers a six-week summer session which allows students to refine their skills in written communication, computer applications, statistics, and research methodology. For information, call 405-4749.

Academic Support for Returning Athletes (ASRAP): A state-funded project which provides continuing educational opportunities and support to former athletes (in revenue-generating sports) who were in good academic standing; had attained junior or senior status; had exhausted athletic eligibility; and who left the University without obtaining their undergraduate degree. The program enables these students to return to the classroom and complete degree requirements. For information, contact 405-7217.

Academic Advising

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

Advantages of Advising

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, College Park;
- more frequently explore opportunities both inside and outside the classroom for intellectual and cultural development;
- acquire decision-making skills that can accelerate academic and career planning;
- more 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 advisers before each registration. Even when advising is not mandatory, the University expects students in the following categories to consult their advisers.

Students in their first year of registration at the University of Maryland, College Park

Students with more than 56 credits who have not chosen a major

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 Adviser

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. If after visiting these individual College and departmental advising offices students still have general questions on selecting majors, they can attend regularly scheduled adviser conferences at the Division of Letters and Sciences, Room 1117 Hornbake Library at 314-8418. Please call in advance for specific dates and times.

Admissions

Ground Floor, Mitchell Building, 314-8385
<http://www.uga.umd.edu/>

The services offered by the Office of Undergraduate Admissions are designed to meet the individual needs of prospective applicants. The office provides general information about the University of Maryland, 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 Reenrollment Office reviews all applications for readmission and reinstatement. For more information about admissions, see chapter 1.

Alumni Programs

Rosborough Inn, 405-4678
<http://www.inform.umd.edu/CampusInfo/Departments/alumni/>

The University of Maryland, 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, College Park in its pursuit of excellence in teaching, research, and public service and to foster a spirit of involvement with loyalty 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 the Far East. Members also enjoy a variety of on-campus privileges, consumer discounts and more.

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 activities for alumni who have graduated in the last 10 years. Graduating seniors wishing to become involved in the Young Alumni Club should contact the Alumni Association at 405-4678.

Career Center

3121 Hornbake Library, South Wing, 314-7225
career-center-help@umail.umd.edu
<http://www.CareerCenter.umd.edu/>

The Career Center helps students at all points in their academic careers with career goals and decisions. Career Center staff help to guide students to the answers for such questions as "How are my interests, skills, and values related a major or a career field?" "How do I gain experience related to my major?" "What are some effective strategies for getting a job or selecting a graduate school?" Career Center programs and services are designed to be used effectively by students from freshman year until the end of their stay at UMCP. Students who begin to plan their education and career early in their college experience will be in the best position to direct themselves toward meaningful and rewarding careers upon graduation.

Student Employment Center (SEC)

Within the Career Center, the SEC seeks to enhance the employment experiences of the University of Maryland, College Park students through a variety of services, programs, advocacy, and research. The SEC advocates an "earn and learn" philosophy by helping students to see the relationship between their work experiences and classroom learning/major, while earning experience, money, and/or credit. The SEC provides assistance to students looking for part-time, internship, cooperative education, graduate assistantship and full-time positions. Through TERP (The Employment Registration Program) Online, students can access job listings and sign up for on-campus interviews from any computer with Internet access, 24 hours a day. In addition, students can have their resumes referred directly to employers seeking to hire University of Maryland, College Park students and alumni.

Part-time Jobs: Part-time jobs are on-and off-campus employment opportunities which help students to defray educational costs. The SEC assists students in locating and securing over 2,000 part-time, temporary and summer jobs each year. Interested students are encouraged to register for TERP Online. **Note:** Students eligible for Federal Work Study/Community Service positions should contact the Office of Student Financial Aid.

Internships: Internships are paid or unpaid work and learning experiences that allow students to test out career options and gain professional work experience related to their majors while earning academic credit. These programs require a minimum commitment of 135 hours per semester; see Experiential Learning Course (below) for more information. The SEC helps freshmen through seniors—in all majors—locate over 1,500 internships each year. Interested students are encouraged to view the Center's "Earn While You Learn" video, and to register for TERP Online. Students should begin searching for an internship early in the semester before they plan to begin work.

Cooperative Education (Co-op): Co-ops are paid work and learning experiences that allow students to gain professional work experience related to their major. To be eligible, students must have previously completed 36 semester hours, 12 University of Maryland, College Park hours the semester before beginning work, and maintain a 2.0 cumulative GPA. Co-op jobs require a minimum of 600 hours of work (equivalent to one semester of six months of full-time employment), but students may work full- or part-time. Co-op jobs also offer the possibility of earning academic credit; for more information see Experiential Learning Course (below). Through TERP Online, students looking for co-op can have their resume sent directly to employers seeking to hire University of Maryland, College Park students. Interested students are encouraged to view the Center's "Earn While You Learn" video, and to register for TERP Online. Students should begin searching for a co-op job early in the semester before they plan to begin work.

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Full-time Jobs: Full-time jobs are entry-level professional opportunities, available to graduating students and recent alumni. The SEC receives over 5,000 announcements from employers annually and hosts more than 400 employers through On-Campus Interviewing. In order to take advantage of these services students are encouraged to register for TERP Online. Students should begin the job search at least two semesters before graduation. **Note:** On-Campus Interviewing is available to alumni for one semester after graduation.

Business Majors/Note: For Part-time, Internship, Cooperative Education, and Full-time positions contact the Undergraduate Business Career Services office at 405-7103.

Engineering Majors/Note: For Part-time, Internship, and Cooperative Education positions, contact the Engineering Co-op and Career Services office at 405-3863.

Services

Career Assistance: Career Center staff assist students in identifying careers and majors suited to their interests, values, and skills. In addition, staff help students in developing skills for job search, graduate training, or career change. Walk-in assistance is available on a daily basis in the Resource Room; also available are individual appointments with professional staff.

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 by purchasing a TERP Disk. TERP Online provides students access to the Career Center's employment services (Job Listings, On-Campus Interviewing, and Resume Referral). The system is easy to use, and is accessible through any computer with Internet access (including WAM labs). Technical assistance is also available to support student use of TERP Online. **NOTE:** Students must re-register every semester in order to maintain active information in the TERP Online database.

Job Listings: On-line job listings (updated daily, Monday through Friday) are accessible 24 hours a day via TERP Online. Printed job listings (updated weekly) are available in the Resource Room. These job listings include part-time, internship, cooperative education, graduate assistantship, and full-time positions.

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

Resumé Referral: This resume database allows students and alumni to present their qualifications to employers who are not interviewing on campus. Through TERP Online registration, 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 the resumes and then contact qualified candidates to arrange office interviews or request additional information. Last year alone, the Career Center sent almost 7000 student resumes to employers. To take advantage of Resumé Referral, students must register for TERP Online.

Special Events: Special events bring students and employer representatives together for information exchange and employment contact. Events include career and employment panels; Graduate and Professional School Fair; career/job fairs (Part-Time Job Fair, Career Fair, International Student Job Fair, Holiday Job Fair, Teacher Recruitment Days, Multi-Ethnic Student Career and Job Fair, Spring Job Fair, and Teacher Interviewing Consortium); Career Week, a series of panel discussions addressing career opportunities and job trends; and National Student Employment Week, a week honoring outstanding student employment achievement.

Employer-In-Residence: The Employer-In-Residence gives students advice on resumes, cover letters, and interviewing concerns; and offers mock interviews with a videotaped review of the session. Participants represent companies which typically use Career Center services for their employment needs. To participate, students must make an appointment through the Center.

Credentials Service: Every University of Maryland, College Park undergraduate and graduate student can establish a permanent professional credential file which serves as a depository for letters of recommendation, and background information to support applications for employment and graduate/professional schools.

NOTE: All senior Education majors are required to establish a credentials file.

Resources

Career and Employment Resource Room: Those entering the Career Center will first encounter its Resource Room, a multi-media collection of resources to help students and alumni learn about career planning and job search strategies. Resources include comprehensive reference material on self-assessment, career exploration, job search skills such as resume writing and interviewing, directories of employers, and graduate/professional schools. Students can receive career and employment information and guidance through a variety of resources: an interactive career planning computer program; job listings for part-time, internship, cooperative education, and full-time opportunities; technical assistance for TERP Online; and walk-in assistance from Career Center staff.

Career Planning Manual: The Career Planning Manual is a special guide for career planning, conducting a job search, and applying to graduate school. Contents include resumé writing guides, successful interviewing techniques, and job search strategies. A preliminary list of employers participating in the On-Campus Interviewing program is featured. The Career Planning Manual is available to students free of charge.

SEC in Action! SEC in Action! is a newsletter filled with timely and relevant career and employment information— local and national— to the campus community. Topics include trends by career field, employment outlook for graduating seniors, "real world" tips from employers and alumni, and valuable information for students in all stages of their career process.

Workshops: The Career Center offers valuable workshops that focus on every stage of the career decision making and employment process. Subject matter includes choosing a major, resumé writing, interviewing, career and job fair preparation, how to access TERP Online, Internet job search, and applying to graduate school.

Web Site: The Career Center is also available on-line (<http://www.CareerCenter.umd.edu/>). Students can visit the Center's web site to identify potential employers, get tips on writing a resumé and conducting a job search, find out about employers participating in on-campus interviewing and career/job fairs, review job listings, research organizations, access other job search sites, learn about graduate programs, and much more.

Academic Courses

EDCP 108D—College and Career Advancement: Career Planning and Decision Making. Confused about choosing a major? This course helps students identify career interests, skills, and values and how they relate to UMCP majors. Recommended for Freshmen and Sophomores. One credit.

EDCP 108J—College and Career Advancement: Job Search Strategies. This course is designed to help students learn special skills needed to be successful in today's job market. Topics include: networking, interviewing, resumé writing, and planning for your career future. Junior or Senior standing required. One credit.

Experiential Learning Course—Courses Numbered 386: Some internships and cooperative education placements are eligible for academic credit. Students may earn 3-6 credits for this course. The Campus Senate has established the following regulations governing credit for 386:

- To be eligible a student must have earned 56 credits, including 12 at UMCP and 3 in the department in which credit is to be awarded.
- The course may be taken by permission of a faculty member, if it is a departmental option and in accordance with departmental internship policies.
- The course may be taken for a letter grade or pass/fail.
- 386 is a variable credit course. Students may earn from 3 to 6 credits unless otherwise stipulated by departmental policies.
- The number of credits earned depends on the number of hours worked at the site plus time spent on completing projects as stipulated in the Learning Proposal.
- 386 may be taken only once in any given department.

- 386 may be taken in only one department per semester.
- 386 may be taken for a maximum of 12 credits as part of an undergraduate program.

In order to earn credit, students must secure a faculty sponsor and complete a learning proposal. The sponsor must be a faculty member in the department in which the student wishes to earn credit. That department must be logically related to the work experience. The Learning Proposal is a one-page contract that spells out the nature of the experience, specific responsibilities, supervision, method of evaluation, learning objectives and contact with faculty sponsor. The Learning Proposal must be signed by the student, the on-site supervisor, and the faculty sponsor and be submitted to the Career Center for approval. Students will not be permitted to register for 386 without this approval.

College Park Senate

1100 Marie Mount Hall, 405-5805

<http://www.inform.umd.edu/CampusInfo/Senate>

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 16 standing committees is an honor and a responsibility.

The full Senate meets approximately nine 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

<http://www.inform.umd.edu/CampusInfo/Departments/commute/Services/.commervdata.html>

Community Service Programs (CSP) provides students, faculty, and staff with information and resources about community service and volunteer opportunities. A listing of almost 600 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

<http://www.inform.umd.edu/CampusInfo/Departments/commute>

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

<http://www.inform.umd.edu/OCA/Services/OCH/och.html>

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) <http://www.inform.umd.edu/shuttle>

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, and 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; (Fax) 314-9206

<http://www.inform.umd.edu/CampusInfo/Departments/Counseling/>

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, College Park students. To schedule an appointment call 314-7651 or stop by Shoemaker Building. Walk-in counseling is available to minority students every day from 3 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 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 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 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, "Caught in the Net," a support group for reducing dependency on E-mail and the Internet; "Circle of Sisters," a support group for black women; "Women, Food, and Obsession with Thinness," which addresses problems of body image and eating; and "Living with Illness," a group that assists people living with chronic illness. Call 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 314-7682, voice andTTY.

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

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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 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 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 314-7687.

Consultation and Evaluation for Parents and Children. Consultation, counseling, and child testing are available to assist parents, single parents, and their children (ages 5-14). Call 314-7673.

Counseling Center Hours

Counseling appointments (all students):

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

Minority student walk-in counseling (no appointment needed):

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

1144 South Dining Hall
Meal Plan Information, 314-8068
Terrapin Express, 314-8069
Student Employment, 314-8602
<http://www.umdds.umd.edu/>

All of us here at Dining Services look forward to sharing the taste of Maryland with you! We offer several meal plan options and a variety of services to meet the tastes and schedules of the entire campus community. Thirty-five different dining locations are conveniently located in all areas of the campus, and are open hours that fit anyone's schedule.

Dining options include: dining rooms, delis, ethnic eateries, a table-service restaurant, two Taco Bell locations, an upscale '50's-style eatery, our own bakery shops, the UM Dairy Ice Cream Shop, traditional fast foods, rotisserie chicken, and three convenience stores. Students may obtain more information and apply for a meal plan in the Dining Services Contract Office.

The Point Plan. Students living on campus participate in a declining-balance "point" meal plan, which works like a debit card. The board fee, minus the campus facilities/construction charge, is converted to "points." Points are used to purchase food à la carte from restaurants and eateries on campus. The points are accessed using a meal card that is presented to the cashier to pay for meals. After each transaction, the remaining balance is displayed at the register and a receipt is available.

Terrapin Express. All students, faculty, and staff are encouraged to use Terrapin Express to make purchases at selected operations on campus. A declining-balance debit card, Terrapin Express can be used at all Dining Services-operated facilities, as well as (to name only a few): The University Book Center, University Theater, WAM Computer Labs, Reprographic Services, Campus Photo Services, Terrapin Trader, the Health Center, and selected vending machines on campus.

Whether you use a meal plan or Terrapin Express, we are confident that you will be impressed by the premier quality and exceptional variety DS has to offer. We have been recognized as one of the top university food service operations in the country, and look forward to sharing our success with you, each and every day!

Division of Letters and Sciences

Division of Letters and Sciences: 1117 Hornbake Library, 314-8418
Pre-Professional Advising: 405-2793
Credit-By-Exam: 314-8418
Individual Studies: 314-9403
<http://www.inform.umd.edu/EdRes/UgradInfo/UgradStudies/LettersSciences/>

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

Working with a staff of trained academic advisers 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. The Advise-5 Program, a nationally recognized advising program, pairs students with faculty and staff with like interests from across the campus who assist them in exploring the CORE general-education program and in choosing courses and majors.

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

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 abilities 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 Pre-Professional Programs in chapter 7, or call 405-2793 or 314-8418.

Information and Referral: Maintaining information about academic programs and requirements and academic support services at the University of Maryland, 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 advisers informed about new academic policies and helping to interpret existing policies and practices and determining under what conditions exceptions might be granted.

Credit-by-Exam (314-8418): Administering the campus-wide program of credit-by-examination.

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.

Individual Studies Program: Helping students with a variety of interests design their own majors when their educational goals cannot reasonably be achieved within an existing department curriculum at the University of Maryland, College Park. This program serves as a creative alternative to traditional majors for highly-motivated, self-directed undergraduates.

Educational Talent Search

3103 Turner Building, 314-7763
<http://www.inform.umd.edu/ETSP>

The Talent Search Program identifies and recruits low-income and potential first-generation college students between the ages of 11 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.

Faculty Awards: Teaching and Research

http://www.inform.umd.edu/EdRes/Faculty_Resources_and_Support/VPFacAff/FacultyAwards.html

In addition to the many awards given by individual academic units, the University bestows various awards on faculty who demonstrate an extraordinary commitment to research and undergraduate teaching. These awards include:

Celebrating Teachers Awards
 Departmental Excellence in Teaching
 Distinguished Scholar-Teacher Award
 Distinguished University Professor
 General Research Board Awards
 GRB-Distinguished Faculty Research Fellowship
 GRB-Semester Research Award
 Lilly-CTE Teaching Fellowship

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, Expenses, and Financial Aid.

University Health Center

Campus Drive, opposite the Stamp Student Union, 314-8180
<http://www.inform.umd.edu/CampusInfo/Departments/health>

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, allergy clinic, men's and women's reproductive health, anonymous HIV testing, substance abuse treatment, travel clinic, sports medicine, physical therapy (located in the Health and Human Performance Building), massage therapy (located in the Health Center and 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, 8 a.m.-10 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 are eligible for care. There are charges for X-rays, lab tests, dental treatment, allergy injections, physical therapy, massage, DWI/DUI classes, and pharmacy supplies. Charges for other services may be added. All students are encouraged to carry hospitalization insurance. Be sure your current insurance will cover you. If it does not, 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

http://www.inform.umd.edu/Student/Campus_Activities/StudentOrg/.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 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)
 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 National Honor Society (Leadership/Scholarship) Juniors and Seniors
 *Kappa Delta Pi (Education)
 *Kappa Tau Alpha (Journalism)
 *Lambda Pi Eta (Speech Communication)
 *Mortar Board National Honor Society (Scholarship)
 *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 and Human Performance)
 *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)
 Pi Tau Sigma (Mechanical Engineering)
 *Psi Chi (Psychology)
 Sigma Alpha Omicron (Microbiology)
 Sigma Delta Chi (Journalism)
 *Sigma Delta Pi (Spanish)
 Sigma Gamma Epsilon (Geology)
 Sigma Gamma Tau (Aerospace Engineering)
 *Sigma Tau Delta (English)
 Society of Fire Prevention Eng. (Fire Prevention Eng.)
 *Tau Beta Pi (Engineering)

*Member of Association of College Honor Societies

Office of Human Relations Programs

1107 Hornbake Library, 405-2838
<http://www.inform.umd.edu/OHRP>

The Office of Human Relations Program (OHRP) is responsible for initiating action in compliance with institutional, state, and federal directives to provide equal education and employment opportunities for University of Maryland students, staff, and faculty members. It also monitors the outcomes of actions taken in this regard, reporting its findings to the President, the Campus Senate, and to the campus community at large. The OHRP provides students, staff, and faculty members with general information on equity efforts and on the status of equity and compliance matters at the University.

The OHRP also sponsors programs that promote cross-cultural appreciation and sexual harassment prevention, and processes complaints of discrimination, following procedures set forth in the Human Relations Code. (The complete text of the Code may be found in chapter 10.)

Students, staff, or faculty members having a concern about possible inequities in educational or employment matters, or who wish to register a complaint, may contact the Campus Compliance Officer at 405-2839, or a member of the campus's Equity Council:

Mr. L. Ray Gillian, Office of the President, 405-5795
 1111 Main Administration
 lgillian@deans.umd.edu

Dr. Amel Anderson, College of Life Sciences, 405-2085
 1224 Symons Hall
 aanders@deans.umd.edu

Dr. Howell S. Baum, School of Architecture, 405-6792
 1169 LeFrak Hall
 hb36@umail.umd.edu

Dr. Cordell W. Black, Office of Academic Affairs, 405-6810
 1127C Main Administration
 cblack@vpaap.umd.edu

Dr. Gladys Brown, Director, Office of Human Relations Program, 405-2838
 1107 Hornbake Library
 gbrown@umdacc.umd.edu

30 Campus Administration, Resources, and Student Services

Ms. Roberta H. Coates, Staff Ombuds Officer, 405-0805
3194 Taliaferro Hall
rcoates@umdacc.umd.edu

Dr. Colleen M. (Coke) Farmer, College of Health and Human Performance, 405-2475
2314 Health and Human Performance Building
cf4@uemail.umd.edu

Dr. Linda B. Gambrell, College of Education, 405-3157
1117 Benjamin Building
lg3@uemail.umd.edu

Dr. George Goldenbaum, College of Computer, Mathematical, and Physical Sciences, 405-2313
3417 A.V. Williams Building
ggoldenb@deans.umd.edu

Ms. Cynthia Hale, College of Behavioral and Social Sciences, 405-1684
2141 Tydings Hall
chale@bss2.umd.edu

Mr. Gene A. Johnson, College of Agriculture and Natural Resources, 405-1177
1326 Symons Hall
gj15@uemail.umd.edu

Mr. Warren Kelley, Office of Student Affairs, 405-5632
2108 Mitchell Building
wkelly@umdacc.umd.edu

Ms. Laura Keohane, Campus Compliance Officer, Office of Human Relations Programs, 405-2839
1107 Hornbake Library
lkeohane@umdacc.umd.edu

Dr. Arnold M. Medvene, Faculty Ombuds Officer, 314-7661
1131 Shoemaker Building
am28@uemail.umd.edu

Mr. James Newton, Office of Continuing Education, Summer, and Special Programs, 405-6851
2103 Reckord Armory
jnewton@deans.umd.edu

Mr. William L. Powers, School of Public Affairs, 405-6336
2101 Van Munching Hall
bpowers@puafmail.umd.edu

Dr. Louiqa Raschid, College of Business and Management, 405-2228
3415 Van Munching Hall
louiqa@umiacs.umd.edu

Dr. Horace L. Russell, School of Engineering, 405-5284
1131 Engineering Classroom Building
hruss@eng.umd.edu

Dr. Stephen F. Sachs, School of Architecture, 405-6314
1205 Architecture Building
ssachs@arch.umd.edu

Dr. Greig M. Stewart, College of Journalism, 405-2390
1118 Journalism Building
gstewart@jmail.umd.edu

Dr. Sylvia S. Stewart, Office of Administrative Affairs, 405-1109
1132 Main Administration
sstewart@umdacc.umd.edu

Dr. Gerry B. Strumpf, Undergraduate Studies, 314-8217
0219 Stamp Student Union
gstrumpf@umdacc.umd.edu

Dr. Claude E. Walston, College of Library and Information Services, 405-2049
4117 Hornbake Library
cw6@uemail.umd.edu

Ms. Patricia G. Wang, Office of University Advancement, 405-7764
3124 Lee Building
pwang3@umdacc.umd.edu

Dr. Martha S. Watson, College of Arts and Humanities, 405-2993
1102 Francis Scott Key Hall
mwatson@deans.umd.edu

Intercollegiate Athletics

Cole Student Activities Building, 314-7075
<http://www.inform.umd.edu/Athletics>

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 outdoor 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.

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

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. 75% of degree credits (minimum of 18 credits) must be earned during fall and spring semesters. No more than 25% (6 credits) may be earned during summer sessions.
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 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.

University of Maryland Athletic Eligibility Requirements

The University of Maryland, College Park requires student athletes to maintain a specified minimum grade point average to be eligible for competition. The following standards are effective for Fall term, 1997:

Freshman (end of 1st semester)	1.29 cumulative GPA
End of 1st year	1.78 cumulative GPA
End of 2nd year	1.86 cumulative GPA
End of 3rd year	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 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 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 competition during Spring term.
6. Eligible student athletes who go on academic warning 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 Unit, 314-7043. Fax: 314-9997.

International Education Services

3116A Mitchell Building, 314-7740

E-mail: ies@deans.umd.edu

<http://www.inform.umd.edu/EdRes/UgradInfo/Opportunities/ies>

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 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, College Park offers study abroad programs throughout the world. For more information about Study Abroad, see the Campus-wide Programs in chapter 7.

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. For more information about the institute, see the college of Arts and Humanities entry in chapter 6.

Judicial Programs

2118 Mitchell Building, 314-8204

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

<http://www.inform.umd.edu/JPO>

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

resolutions of disciplinary cases. Final authority in disciplinary matters, however, is vested in the campus administration and in the Board of Regents.

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 hearing and conference procedures are outlined in the documents titled "Preparing for a Hearing," "Preparing for Honor Review," and "Preparing for a Conference," available from the Office of Judicial Programs.

Multi-Ethnic Student Education

1101 Hornbake Library, 405-5616

<http://www.inform.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 multi-ethnic students at the University of Maryland, College Park. OMSE's academic support programs include a tutorial service, mentoring programs, an annual Career and Job Fair, academic classes that develop college success skills and peer helping skills, and Academic and Leadership Excellence programs.

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 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 Student Union, Black Student Union, Latino Student Union, and Native American Student Union.

Nyumburu Cultural Center

Campus Drive, 314-7758; Fax: 314-9505

The Nyumburu Cultural Center has served as a major resource of cultural, historical, and social programming at the University of Maryland, College Park for over 20 years. The Center works closely with student, faculty, and neighborhood organizations in the production of multimedia, diverse programs and activities based on the African-American experience. Nyumburu is home for the Maryland Gospel Choir, Shades of Harlem (performing arts ensemble) Sophisticated Steppers Modeling Club, The Black Explosion Newspaper, Male Spokesmodel Competition, and the Miss Black Unity Scholarship Pageant.

Nyumburu's director is adviser to the Black Student Union, the NAACP (University of Maryland, College Park chapter), Sigma Gamma Rho Sorority Inc., Phi Beta Sigma Fraternity Inc., and Omega Psi Phi Fraternity Inc.

Nyumburu presents blues, jazz, and gospel music concerts as well as academic courses in ENGL 294-0301 (creative writing), Blues (AASP 298V) and Jazz (AASP 298U) for three credits each. Maryland Gospel Choir students earn one credit.

The multi-purpose conference rooms and amphitheater of the Nyumburu Cultural Center are always open to the students, faculty and staff of the University of Maryland. Come on in and interact with us, meet other students and make your ideas and wishes known. We will try to serve you.

Orientation

0221 Stamp Student Union, 314-8217

The primary goal of orientation is to ease the transition of new students into the University community. Orientation begins when students are admitted to the University, and ends at the culmination of the first semester. At the time of admission to the University, new students will receive material announcing the orientation and registration program. The purpose of the program is to

- introduce new students to the academic community,
- coordinate academic advising for the first semester,
- introduce campus services and resources,
- register students for their first-semester courses.

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The Freshman Program runs for two days and provides new students with the opportunity to interact formally and informally with faculty, administrators, returning students, and other new students. The Transfer Program lasts for one day and focuses on transfer evaluation, advising, and registration.

Note: Students who arrive after 8:30 a.m. on their program day will be reassigned to the next available day.

Parents of new students are invited to attend a one-day program specifically designed to introduce them to the academic, social, and cultural opportunities of the University. These programs are offered during June, July, and August.

The Orientation Office also coordinates the ongoing one-credit orientation course EDCP 108-O. The goal of this course is to introduce students to the world of higher education generally, and to the University of Maryland specifically. The course is taught by faculty and administrators, and is limited to 22 students per section.

Parking

Parking Garage 2 (on Regents Drive), 314-PARK
<http://www.inform.umd.edu/DCP>

The Department of Campus Parking (DCP) is responsible for managing and maintaining over 16,000 parking spaces on the University of Maryland, College Park campus. All students who plan to park a licensed motor vehicle in one of these spaces must register for a parking permit at the DCP office or park at paid meters. Campus resident students who have earned 55 or fewer University of Maryland, College Park-accepted credits may not register for a parking permit.

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

Complete procedures and parking regulations, a disabled parking directory, parking registration rates, motor vehicle assistance program information, schedule of fines, and other information may be obtained from DCP.

Pre-College Programs

Math and Science 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 Regional Center (MSRC) 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 potential. 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 Upward Bound Math and Science Regional Center 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.

Records and Registration

Mitchell Building, first floor, 314-8240
<http://www.testudo.umd.edu>

The Office of Records and Registration 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.

Recreation Services

1104 Reckord Armory, 314-7218
24-hour recording: 314-5454
http://www.inform.umd.edu/Student/Campus_Activities/Recreation/

Thousands of Maryland students have found that the best way to enjoy their college experience is to balance academic pursuits with recreational activities. Campus Recreation Services (CRS) offers students a variety of healthy leisure-time activities that add an important dimension to student life.

The CRS Intramural Sports program offers students the opportunity to participate in more than 25 organized sports, tournaments and special events each year. Some of the activities include basketball, softball, tennis, bowling, and golf.

Students who prefer unstructured physical activities will enjoy the CRS recreational facilities including the fitness centers, weight rooms, and gymnasiums on campus. There are also two swimming pools and a number of outdoor courts for basketball, volleyball, and tennis. In the spring of 1998, CRS will be opening a new 240,000-square-foot recreation facility on the north side of campus.

The CRS Fitness program offers aerobics, "women & weights," fitness walking, and the Terrapin Fitness Challenge. The aerobics classes offered throughout the year include low-impact, step, water, sport conditioning, and cardio-boxing.

Sports Clubs provide another way for all students to participate in recreational activities. Currently, there are more than 25 CRS-sponsored clubs at Maryland. Clubs offer students a variety of opportunities for instruction, competition, practice and socialization. Some of the clubs include Ballroom Dance, Water Polo, Martial Arts, Rugby, and Field Hockey.

CRS hires approximately 400 student employees each year. Students can apply for receptionist, facility monitor, lifeguard, aerobic instructor, and intramural sports official positions.

Religious Programs

1101 Memorial Chapel, 405-8443
Chapel Reservations, 314-9866

The following chaplains and their services are available:

Baptist Gerald Buckner, Chaplain	2120 Memorial Chapel, 405-8443
Black Ministries Program Ruby Moone, Chaplain	1112 Memorial Chapel, 405-8445
Christian Science Bob Snyder, Adviser	2118 Memorial Chapel, 474-0403
Church of Jesus Christ of Latter Day Saints (Mormon) Earl Deschamps, Director	7601 Mowatt Lane College Park, Md. 20740 422-7570
Eastern Orthodox Kosmas Karavellas	261-2104
Episcopal Susan Astarita, Chaplain	2116 Memorial Chapel, 405-8453
Hindu Kiran Sankhla, Chaplain	2112 Memorial Chapel, 314-8008

Jewish Mimi Zimmerman, Acting Director	Jewish Student Center 7612 Mowatt Lane College Park, Md. 20740, 422-6200
Lutheran Elizabeth Platz, Chaplain	2103 Memorial Chapel, 405-8448
Roman Catholic Robert Keffer, Chaplain Rita Ricker, Associate	4141 Guilford Drive College Park, Md. 20740 864-6223
United Campus Ministry Holly Ulmer, Chaplain	2101 Memorial Chapel, 405-8450
United Methodist Kim Capps	2102 Memorial Chapel, 405-8451

Resident Life

Annapolis Hall, main level, 314-2100

<http://www.inform.umd.edu/RES/>

E-mail: reslife@umdacc.umd.edu

The Department of Resident Life is responsible for management of the residence halls as well as for cultural, educational, recreational, and social programming activities in the residence halls. A staff of undergraduate and graduate employees helps to meet the needs of resident students.

On-campus housing/dining is readily available for all undergraduate students in 35 undergraduate residence halls near academic, cultural, social, and recreational resources of the campus. All-male, all-female, and coeducational living arrangements are available in the halls, which accommodate from 34 to 575 residents. Most new students will be assigned to traditional residence halls. Apartments for four to six students and kitchenless suites for four to eight students are available for juniors and seniors.

All students are encouraged to live on campus. Freshman and transfer students will find housing accommodations and student interaction a benefit to the college experience. To secure an offer of housing and dining services for the academic year, check the interest block on the undergraduate application for admission. Students may also apply for on-campus housing through Resident Life after they are admitted. Once accommodated, students may remain in residence halls throughout their undergraduate career.

Stamp Student Union and Campus Programs

Administrative Offices, 2104 Stamp Student Union, 314-8502

<http://www.inform.umd.edu/union>

The Adele H. Stamp Student Union is the "community center" of the University of Maryland, College Park. 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 in the main lobby, 314-DESK
- Bulletin Boards located throughout the building
- Display showcases located on the main level

Recreation and Leisure

- Hoff Movie Theatre, 314-HOFF
- Recreation Center, including full-service bowling lanes, billiard tables, and video games, 314-BOWL

Student-Sponsored Programs

- Stamp Union Program Council (SUPC), a student-directed program board whose committees plan games, tournaments, concerts, lectures, outdoor recreation trips, and road races, 314-8495
- Student Tutorial Academic Referral Center (STAR Center), offering tutor listings and test files, 314-8359
- Student Organization offices of more than 40 student groups, including the Student Government Association

Visual Arts, 314-ARTS

- Art and Learning Center, a visual arts work and teaching center, offering mini-courses and arts services
- Parents' Association Art Gallery, located off the main lobby

Food and Retail Outlets (located in the lower-level mall area)

- Citizens Bank and Trust Co. of Maryland, 314-8603
- University Book Center (lower level), 314-BOOK
- Food Services: Maryland Food Co-op, Buffet Court, Dory's Ice Cream & Bakery, Market Place Deli, Pizza Shop, Taco Bell, Roy Rogers (779-3917), Adele's Restaurant (314-8022), Coffee Bar
- Mailboxes Etc., a full-service postal and packaging facility 314-9982
- Ticket Office, offering campus performance tickets, and a full Ticket Master Outlet, 314-TKTS
- Union Shop, 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, 314-8488.

Stamp Student Union Hours

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

Campus Programs

1135 Stamp Student Union, 314-7174

http://www.inform.umd.edu/Student/Campus_Activities/campus_programs

The mission of the Office 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, intellectual, and governance activities.

A primary focus of the mission is the concept of student involvement. The Office is committed to providing opportunities for ALL students to be involved in experiences on campus and in the community which enhance their overall development.

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 Advising. Major student groups such as the Student Government Association, the Homecoming Committee, and SEE Productions receive direct advising from the staff of Campus Programs. Other student groups can also obtain help from the 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 Interfraternity Council, the Pan-Hellenic Council, and the Panhellenic Association.

Tutoring

Students needing tutoring should first contact their professors or the graduate teaching assistants assigned to courses. They should inquire also at the department office to find out if the department sponsors any tutoring services. Many campus clubs, organizations, and honors societies also offer tutoring. Check out the Learning Assistance Center, University Honors Program, Office of Multi-Ethnic Student Education, and the STAR Center in the Stamp Student Union.

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

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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 through Friday, 8:30 a.m. to 6 p.m. and Saturday, 10 a.m. to 5 p.m. Additional hours for special events.