

CHAPTER 3

CAMPUS ADMINISTRATION, RESOURCES, AND STUDENT SERVICES

CAMPUS ADMINISTRATION

Office of the President

1101 Main Administration, (301) 405-5803
Clayton Daniel Mote, Jr., President
<http://www.umd.edu/PRES>

The president is the chief executive officer of the University of Maryland. Five 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, (301) 405-5252
Gregory L. Geoffroy, Senior Vice President and Provost
<http://www.inform.umd.edu/EdRes/provost/>

The Office of the Senior Vice President for Academic Affairs and Provost provides leadership to the academic community and coordinates the academic life of all students at Maryland. The senior 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, (301) 405-1105
Charles F. Sturtz, Vice President
<http://www.umd.edu/pres/adminaffair.html>

The Office of the Vice President for Administrative Affairs is responsible for the effective management of the physical, fiscal, and staff support resources of the institution. The office also provides campus safety and security, materials management, 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, (301) 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, services, and research that help students clarify and fulfill their needs and objectives, and that contribute to a constructive campus learning environment. The office serves as a general point of contact for students and their families regarding student life. 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. The Office of the Vice President for Student Affairs also provides administrative support for the Senior Council and Parents Association.

University Relations

1114 Main Administration, (301) 405-4680
Brodie Remmington, Vice President
<http://www.umd.edu/UR>

The Office of the Vice President for University Relations conducts a variety of programs to develop greater understanding and support for the University of Maryland among its many publics. Units of this office include Development, University Marketing, University Relations (Media 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, (301) 405-9363
Robert L. Hampton, Associate Provost and Dean
Kathleen Burke, Associate Dean
Richard Walker, Associate Dean
<http://www.inform.umd.edu/ugst/>

Undergraduate Studies is committed to the academic success of all undergraduates at the University of Maryland. 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 Maryland. Undergraduate Studies coordinates the interpretation and implementation of academic regulations and requirements with the Office of the Senior Vice President for Academic Affairs and Provost 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

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CORE (general education requirements)
Division of Letters and Sciences
Educational Talent Search
First Year Focus
Health Professions Advising Office
Individual Studies
International Education Services
National Scholarships Office
National Student Exchange
Orientation Office
Postbaccalaureate Project (national fellowships and scholarships)
Pre-College Programs: Upward Bound and Math Science Regional Center
Office of the Registrar
Senior Summer Scholars
Student Financial Aid
Terrapin Reading Society
Undergraduate Admissions
Undergraduate Research Assistant Program
University Honors Program
Winterterm

The Center for Teaching Excellence

2130 Mitchell Building
<http://www.inform.umd.edu/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 development 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; the Lilly Center for Teaching Excellence Fellows program; and the Instructional Improvement Grants Program, which supports innovations in teaching.

For more information, call Dr. Jim Greenberg, the Center director, at (301) 405-9368.

National Student Exchange (NSE)

NSE provides students with the opportunity to study at one of more than 150 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. The application deadline usually falls in early March. For more information, call (301) 405-9363.

Office of Continuing and Extended Education

2103 Reckord Armory, 301-405-6535
Judith K. Broida, Associate Provost and Dean
www.contedu.umd.edu

The Office of Continuing and Extended Education (OCEE) links the unique resources of the University of Maryland to local, state, national and international constituencies. OCEE seeks to:

- Provide high quality continuing education programs
- 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, OCEE offers the following programs and services:

Summer Sessions — Nearly 1,200 undergraduate and graduate courses are offered in three summer sessions, as well as many noncredit seminars, workshops and camps. Courses offered during the summer meet for the same number of hours and have the same requirements as those offered during the academic year; they are generally smaller and faculty contact is more frequent. Emphasis is placed on providing classes that fulfill general education requirements. Students use summer classes to accelerate their

progress toward graduation, meet eligibility requirements for certain majors, fulfill prerequisites, explore other majors, or enhance their degree with career oriented course work. 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 and noncredit, 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. Customized continuing professional education programs are available for businesses and organizations. Through its Information Technology Training/Certification Institute, OCEE provides IT training as well as, certification prep courses and testing services for the Tek.Xam certification exam.

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 (301) 405-6535.

CAMPUS RESOURCES AND SERVICES

Academic Achievement Programs

3216 J.M. Patterson Building, (301) 405-4736
Dr. Jerry L. Lewis, Director
Dr. Conchita Y. Battle, Assistant Director

Academic Support for Returning Athletes (ASRAP): A state-funded project which provides continuing educational opportunities and support to former UM athletes who were in good academic standing; had attained junior or senior level status; had exhausted athletic eligibility, and left the University without obtaining an undergraduate degree. The program enables students to return to the classroom and complete degree requirements. Gerald Shockley, Program Coordinator
For more information, call (301) 405-7217

Educational Opportunity Center (EOC): A U.S. Department of Education grant supported program designed to assist adults 19 and over in three of our Prince George's County's inner-beltway communities to enroll in institutions of post-secondary education. UM-EOC provides and targets academic and financial application assistance, advice, counseling, and related services to low-income and first generation potential college-going program participants.
Dr. Dorothy T. Williams, Associate Director
For more information, call (301) 405-4739

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 (STP). 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, designed to develop, expand and improve English, math, and study skills; assist in the transition from high school to the university; and challenge and evaluate each student's potential for success at this institution.
Tilahun Beyene, Associate Director
For information, call (301) 405-4749

Ronald E. McNair Post-Baccalaureate Achievement: A U.S. Department of Education grant-supported program that provides eligible, low-income and first generation college students with junior and senior status, academic research opportunities and faculty mentorships in preparation for graduate study, preferably at the doctoral level. The program offers assistance with the completion of graduate school and financial aid applications, and preparation for graduate admissions tests. In addition,

McNair offers a six-week summer session that affords students the opportunity to refine skills in written communications, computer applications, statistics and research methodology.
Dr. Nthakoana Peko, Associate Director
For more information, call (301) 405-4749

Student Support Services (SSS): A U.S. Department of Education grant-supported program for low-income and first-generation college students, that works in conjunction with the IED Program. SSS provides academic and career advising (to first- and second-year students) assistance with financial aid applications to fully meet students' tuition needs, individual and group counseling, and leadership development workshops.
Dr. Alice N. Murray, Associate Director
For more information, call (301) 405-4739

America Reads

0144 Holzapfel Hall, (301) 314-READ
Barbara Jacoby, Advisor to the President for America Reads

The America Reads program at Maryland is part of the America Reads Challenge, a national initiative to help ensure that every child in the U.S. can read well and independently by the end of third grade. This program provides Federal Work-Study students with the opportunity to serve as Reading Mentors in selected Prince George's County schools.
For more information, call (301) 314-READ.

Academic Advising

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

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;
- 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

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.

Academic Information Technology Services (AITS)

Computer and Space Sciences Building, (301) 405-7700;
Fax: (301) 314-9198
E-mail: helpdesk@umail.umd.edu
<http://www.aits.umd.edu/>

University of Maryland students are part of an academic community that enjoys free access to networked computer resources and facilities that are among the best in the country. The Academic Information Technology Services (AITS) staff provides technology infrastructures for the university and focuses attention on services that support the educational mission (teaching and research) of the university. Free computer accounts enable users to store class work on a networked server, download classroom support materials and other information from campus networks, and send electronic mail.

Workstation laboratories called Open Labs feature IBM, Macintosh, SUN, and UNIX environments, and provide high-quality laser printing. Open Labs are found in classroom and laboratory buildings, residence halls, libraries, and parking garages and are staffed by students who can help solve operating or software problems. Additional computer help is available each semester through short-term, non-credit "peer training" courses.

Admissions

Ground Floor, Mitchell Building, (301) 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 students. The office provides general information about the University of Maryland through brochures, letters, information sessions, and campus tours. Admissions staff evaluate the applications of both freshman and transfer students in order to select qualified students. The Reenrollment Office, a part of Undergraduate Admissions, reviews all applications for readmission and reinstatement. For more information about undergraduate admissions, see chapter 1.

Alumni Association

Rosborough Inn, (301) 405-4678
<http://www.umcp.umd.edu/alumni/>

The University of Maryland Alumni Association is an independent dues-paying organization governed by a volunteer board and staffed by the Alumni office. Its mission is to support and promote the University of Maryland 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 alumni magazines and the association newsletter. Alumni clubs are active in Atlanta, Boston, California, Florida, Georgia, Maryland, New England, New York, North Carolina, Pennsylvania, Texas, and the Far East. Members also enjoy a variety of on-campus privileges and other benefits.

Undergraduates may 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 (301) 405-4678.

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Career Center

3121 Hornbake Library, South Wing; (301) 314-7225; Fax (301) 314-9114
E-mail: 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 to 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 the university. 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.

Note: Career Center hours vary during vacations and semester breaks. Call for information.

Resources

Resource Room. Those entering the Career Center will first encounter its Resource Room, a multi-media collection on career planning and job search strategies. Resources include comprehensive reference material on self-assessment, career exploration, graduate/professional schools, job search skills such as resume writing and interviewing, and directories of employers. Students can receive career information and guidance through a variety of resources: Focus II, a computer-assisted career exploration program; job listings for part-time, internship, and full-time opportunities; and walk-in assistance from Career Center staff.

Career Assistance. Career Center staff help students as they identify careers and majors suited to their interests, values, and skills, and develop skills for the job search or graduate training. University alumni interested in a career change may also use the Center's resources. Walk-in assistance is available on a daily basis in the Resource Room; individual appointments with professional staff are also available.

Website. Students can reach the Career Center on-line to explore majors, identify potential employers, get tips on writing a resume 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.

Publications

- The *Career Planning Manual* covers career planning, conducting a job search, and applying to graduate school. Contents include resume writing guides, successful interviewing techniques, and job search strategies. A preliminary list of employers participating in the On-Campus Interviewing program is featured.
- *TerpWorks* is a newsletter filled with local and national career and employment information that is especially relevant for the campus community. Topics include career trends by 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.

Employer-in-Residence. The Employer-in-Residence gives students advice on resumes, cover letters, and interviewing concerns and offers mock interviews, which are videotaped for a review session. Participants represent companies which typically use Career Center services for their employment needs. Limited appointments are available through the Center.

Credentials Service. Every Maryland student may establish a professional file which serves as a permanent depository for letters of recommendation to support applications for employment and graduate/professional schools. (Note: Seniors in the College of Education are required to establish a credentials file.)

Student Employment Center (SEC)

Within the Career Center, the SEC seeks to enhance the employment experiences of Maryland 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 their classroom learning or academic major, while earning experience,

money, and/or credit. The SEC provides "one-stop shopping" where students can look for part-time work, internships, cooperative education opportunities, graduate assistantships, and full-time positions.

Students interested in pre-professional work experiences should consider an internship or co-op. Interested students should visit the Resource Room or Web Site to learn about these positions and find out how to pursue academic credit.

Federal Work-Study Students. Students eligible for Federal Work Study/Community Service positions should contact the Office of Student Financial Aid.

TERP (The Employment Registration Program) Online. For fast and comprehensive access to employment opportunities, the Career Center recommends that every student register for TERP Online. TERP Online provides access to Job Listings, On-Campus Interviewing, and Resume Referral as well as updated information on career and job fairs. The system is easy to use, and is accessible through any computer with Internet access. Technical Assistance is available in the Resource Room. To register, attend a TERP Online Workshop scheduled throughout the fall and spring semesters. (**Note:** Students must re-register each year in order to maintain active information in TERP Online.)

Job Listings. Current job listings including part-time, internship, cooperative education, graduate assistantship, and full-time positions are accessible 24 hours a day via TERP Online and in the Resource Room during Career Center hours. Additional jobs are posted on the bulletin boards outside the Center.

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 resumé database allows students and alumni to present their qualifications to employers who are not interviewing on campus. By posting a resumé in TERP Online, the student joins a pool of candidates accessible to employers requesting applicants with specific skills or backgrounds to fill their current job openings. Employers review the resumé and then contact qualified candidates to arrange office interviews or request additional information. Last year alone, the Career Center sent over 40,000 student resúmes to employers. To take advantage of Resumé Referral, students must register for TERP Online.

Engineering Majors. For part-time, internship, and cooperative education positions, contact the Engineering Co-op and Career Services office at (301) 405-3863.

Business Majors. For part-time, internship, cooperative education, and full-time positions, contact the Undergraduate Business Career Services office at (301) 405-7103.

Computer, Mathematical, and Physical Science Majors. For part-time, and full-time internship opportunities as well as any career development-related issues, contact the CMPS Career Services office (room 3400 A.V. Williams) at (301) 405-0486 or careers@deans.umd.edu. Visit our web site at www.umd.edu/cmeps/careers.

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 academic fields. Recommended for freshmen and sophomores. 1 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, resume writing, and planning for your career future. Junior or senior standing required. 1 credit

Experiential Learning Courses

Some internships are eligible for academic credit. In order to earn credit, students must contact the department in which they want to pursue credit to see what courses are available. Eligibility requirements will vary by department.

Special Events

Various special events bring students and employer/college representatives together. These include: Job, Career and Graduate School Fairs; and Career Series, semesters of panel discussions, brown bag lunches, resume clinics, and workshops. Refer to "What's Happening Now" on the Career Center's website for current details.

College Park Senate

1100 Marie Mount Hall, (301) 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, (301) 314-CARE

<http://www.umd.edu/CSP>

Community Service Programs, part of the Commuter Affairs and Community Service (CACS) office, promotes involvement in community service by providing students, faculty, and staff with information and resources about community service and volunteer opportunities. Experienced staff assist in identifying service opportunities and accessing resources to create satisfying service experiences for individuals and groups.

Service Link, accessible through the website, enables users to access a database of more than 800 opportunities for individual or group involvement in service. Information highlighting opportunities for service related to specific issues, populations to be served or academic major is available in the office or through the website.

TerpServe, a monthly newsletter, highlights service sites and student involved in service. The UMServes listserv offers subscribers weekly listings of service opportunities. Information highlighting opportunities for service related to specific issues, populations to be served or academic major is available in the office or through the website.

Community Service Programs also supports campus-wide efforts to integrate community service with academic coursework through service-learning. There are currently 40 service-learning courses on campus offered annually across the disciplines. Sample syllabi, a service-learning library, materials for reflection, evaluation tools, consultation and training are available to faculty interested in incorporating community service into their courses. Interested students can become Undergraduate Teaching Assistants in Service-Learning. For more information, call 301-314-5387.

Commuter Affairs

1195 Stamp Student Union, (301) 314-5274

<http://www.umd.edu/CACS>

Commuter Affairs, part of the Commuter Affairs and Community Service (CACS) office, offers a comprehensive range of services, programs, and information to enhance the educational experience of commuter students.

Off-Campus Housing Service, (301) 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.

Shuttle-UM. (301) 314-2255. Shuttle-UM is a student-run transit system supported by student fees. Our mission is to provide safe and dependable service to the University of Maryland community.

Shuttle-UM provides Commuter, Evening Security, Call-A-Ride, Paratransit, and Charter Service to University students, faculty, and staff. Schedules are available at the Stamp Student Union Information Desk, Commuter Affairs and Community Service in 1195 Stamp Student Union, Shuttle-UM in lot 4e, and on the web at <http://www.umd.edu/shuttle>.

Carpooling. Commuter students who carpool with two or more other commuter students, faculty, or staff can join the HOVP-3 Preferred Parking Program, which rewards carpoolers with conveniently located parking spaces throughout campus. To find carpoolers in your area, visit Commuter Affairs and Community Service or the Department of Campus Parking for a list. For more information on this program, call (301) 314-PARK or visit us on the web at <http://www.umd.edu/CACS/Programs/hovp3.html>

Settling In. Through the S.H.O.W. (Students Helping, Orienting and Welcoming) Program, (301) 314-7250, new students are matched upon request with upper-class students to learn about campus life. Commuter Survival Day is a one-day orientation program held prior to Fall semester that addresses the needs and concerns of new commuter students. Meet other commuters at "Good Morning, Commuters!" for coffee and campus information on Wednesday mornings at the Union. *Commuter Connection*, a newspaper mailed to the homes of commuter students each semester, contains helpful information on campus life.

Counseling Center

Shoemaker Building, (301) 314-7651; Fax: (301) 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 students. To schedule an appointment call (301) 314-7651 or stop by Shoemaker Building. Walk-in counseling is available to minority students every day from 3 p.m. to 4 p.m.

COUNSELING CENTER SERVICES

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

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

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

Workshops and Group Counseling. You can gain strength to deal with your concerns by getting together with other people who share similar problems, interests, and goals. Each semester, the Counseling Center offers weekly support groups addressing a variety of topics, such as career exploration, dissertation support, procrastination prevention, and stress management. Recent group offerings have included, "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 (301) 314-7651.

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

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

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

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

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 (301) 314-7673.

Counseling Center Hours

Counseling appointments (all students):

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

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

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

1144 South Campus Dining Hall
Meal Plan Information, (301) 314-8068
Terrapin Express, (301) 314-8069
Student Employment, (301) 314-8602
<http://www.umdds.umd.edu/>

The Dining Services Team is happy to serve the flavor of Maryland to you! We offer several meal plan options and a variety of services to satisfy the diverse tastes of the campus community. Thirty-five dining locations are conveniently located across campus, and the hours accommodate even the busiest of schedules.

Some of our dining options include: dining rooms, delis, traditional fast foods, rotisserie chicken, ethnic eateries, a table-service restaurant, two Taco Bell locations, a Starbuck's Coffee Bar, an upscale '50s-style eatery, our own in-house bakery, the University of Maryland Dairy Ice Cream Shop, and three convenience stores. For a complete list of our dining facilities, general information, or to apply for one of our meal plans, please contact the Dining Services Contract Office.

MEAL PLANS

The Point Plan. Students living on campus receive 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 dining rooms, restaurants, and eateries on campus. The points are accessed using the University of Maryland issued Student ID/Meal Card. The meal card is presented to the cashier at the time of purchase. After each transaction, the remaining balance is displayed at the register and a receipt is available upon request.

Terrapin Express. All students, faculty, and staff are encouraged to use Terrapin Express to make purchases at selected locations on campus. Terrapin Express is a declining-balance debit account which is a great alternative to carrying cash. Terrapin Express can be used at all Dining Services-operated facilities, as well as (to name a few): the University Book Center, University Theater, WAM Computer Labs, Hoff Theater, Mailboxes Etc., Campus Recreation Center, and the Health Center.

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

Division of Letters and Sciences

Javaune Adams-Gaston, Assistant Dean
Division of Letters and Sciences: 1117 Hornbake Library, (301) 314-8418
Pre-Professional Advising: (301) 405-2793
Credit-By-Exam: (301) 314-8418
Individual Studies: (301) 314-9403 or (301) 314-9881
<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 work 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 that 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.

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. This program serves as a creative alternative to traditional majors for highly-motivated, self-directed undergraduates.

Markets and Society: A special program for students interested in exploring the world of business careers. A select group of first year students are invited to participate in this program each year. The Markets and Society program allows students to learn more about the field of business, refine their career goals, and interact with other students interested in business.

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 (301) 405-2793 or (301) 314-8418.

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

Credit-by-Exam, (301) 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.

Educational Talent Search

3103 Turner Building, (301) 314-7763
<http://www.inform.umd.edu/ETSP>

The Educational 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 re-enter secondary or post-secondary programs. Through outreach to schools and community agencies, Talent Search provides college orientation and placement assistance services, advising 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 800 participants annually.

Faculty Awards: Teaching and Research

<http://www.inform.umd.edu/Faculty/FacAwards/>

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 Awards
- Distinguished Scholar-Teacher
- Distinguished University Professor
- General Research Board Awards
- GRB-Distinguished Faculty Research Fellowship
- GRB-Semester Research Award
- Kirwan Faculty Research and Scholarship Prize
- Kirwan Undergraduate Education Award
- Lilly-CTE Teaching Fellowships

Financial Aid

0102 Lee Building, (301) 314-9000
<http://www.umd.edu/fin>

The Office of Student Financial Aid 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, (301) 314-8180
<http://www.inform.umd.edu/UniversityHealthCenter>

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, 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, acupuncture, 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, acquaintance rape and sexual assault, 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.

The Center for Health and Wellbeing is a satellite of the University Health Center. It is located in room O121 of the Campus Recreation Center. The Center for Health and Wellbeing is open Monday through Friday. Please call for more information.

All currently registered students are eligible for care. There is a \$10 co-payment for most visits. There are also additional charges for such things as X-rays, lab tests, dental treatment, allergy injections, physical therapy, massage, DWI/DUI classes, CPR 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 health center will provide a signed and dated "verification of visit" for students who have been treated at the health center. Further documentation will be provided only for students with prolonged or serious illnesses.

University Health Center Phone Numbers:

Information	(301) 314-8180	Health Insurance	(301) 314-8165
Appointments	(301) 314-8184	Mental Health	(301) 314-8106
Center for Health and Wellbeing	(301) 314-1493	Pharmacy	(301) 314-8167
		Substance Abuse Program	
Dental Clinic	(301) 314-8178		(301) 314-8128
Health Education	(301) 314-8128	Women's Health	(301) 314-8190

Honor Societies

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

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 Honor Society (Leadership/Scholarship)
- *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/Human Resources)
- *Phi Alpha Theta (History)
- Phi Beta Kappa (Scholarship)
- Phi Chi Theta (Business and Economics)
- *Phi Eta Sigma (Freshman Scholarship)
- *Phi Kappa Phi (Senior/Graduate Scholarship)
- *Phi Sigma (Biology)
- Phi Sigma Pi (Scholarship/Leadership)
- *Phi Sigma Iota (French/Italian)
- *Pi Sigma Alpha (Political Science)
- 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 Engineering (Fire Prevention Engineering)
- *Tau Beta Pi (Engineering)
- Tau Beta Sigma

*Member of Association of College Honor Societies

Office of Human Relations Programs

1130 Shriver Laboratory, (301) 405-2838
<http://www.inform.umd.edu/OHRP>

The Office of Human Relations Programs (OHRP) advises and assists the President in the promotion of the university mission as it relates to multiculturalism, broadly conceptualized (i.e., race; ethnicity; language; socioeconomic class; gender; physical, developmental, and emotional ability; religious or spiritual affiliation; sexual preference or orientation; age and generation; size and appearance; geographic origin; and environmental

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concern). More specifically, we facilitate partnership building between various constituencies of students, faculty, and staff on these issues as they impact schooling and are oriented toward the realization of an inclusive and therefore affirming environment for every citizen of the university community.

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

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

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

Mr. L. Ray Gillian, Office of the President, (301) 405-5795
1111 Main Administration
lgillian@deans.umd.edu

Dr. Amel Anderson, College of Life Sciences, (301) 405-2080
1224 Symons Hall
aanders@deans.umd.edu

Dr. Cordell W. Black, Office of Academic Affairs, (301) 405- 7227
1127C Main Administration
cblack@vpaap.umd.edu

Dr. Christine Clark, Executive Director, Office of Human Relations Program (OHRP)
(301) 405-2841
1130 Shriver Laboratory
ceclark@deans.umd.edu

Ms. Roberta H. Coates, Staff Ombuds Officer, (301) 314-8481
3194 Taliaferro Hall
rcoates@umdacc.umd.edu

Dr. Colleen M. (Coke) Farmer, College of Health and Human Performance,
(301) 405-2475
2314 Health and Human Performance Building
cf4@umail.umd.edu

Dr. Linda B. Gambrell, College of Education, (301) 405-0047
2304K Benjamin Building
lg3@umail.umd.edu

Dr. George Goldenbaum, College of Computer, Mathematical and Physical Sciences, (301) 405-2313
3417 A.V. Williams Building
ggoldenb@deans.umd.edu

Ms. Cynthia Hale, College of Behavioral and Social Sciences,
(301) 405-1684
2141 Tydings Hall
chale@bss2.umd.edu

Dr. Diana R. Jackson, Office of Continuing Education, Summer and Special Programs,
(301) 405-6583
2103 Reckord Armory
djackson@deans.umd.edu

Ms. Wendy A. Jacobs, College of Arts and Humanities, (301) 405-2354
1103 Francis Scott Key Hall
wj1@umail.umd.edu

Mr. Gene A. Johnson, College of Agriculture (Cooperative Extension Service)
(301) 405-1177
1105 Symons Hall
gj15@umail.umd.edu

Mr. Warren Kelley, Office of Student Affairs, (301) 314-8431
2108 Mitchell Building
wkelly@umdacc.umd.edu

Dr. Melvin R. Levin, School of Architecture, (301) 405-6797
1149 LeFrak Hall

Mr. Kevin G. McDonald, Campus Compliance Officer, Office of Human Relations Programs, (301) 405-2839
1130 Shriver Lab
km155@umail.umd.edu

Dr. Arnold M. Medvene, Faculty Ombuds Officer, (301) 314-7661
1131 Shoemaker Building
am28@umail.umd.edu

Mr. William L. Powers, School of Public Affairs, (301) 405-6336
2101 Van Munching Hall
bpowers@puafmail.umd.edu

Dr. Louiqa Raschid, College of Business and Management,
(301) 405-2228
3415 Van Munching Hall
louiqa@umiacs.umd.edu

Dr. Horace L. Russell, School of Engineering, (301) 405-5284
1131 Engineering Classroom Building
hruss@eng.umd.edu

Dr. Stephen F. Sachs, School of Architecture, (301) 405-6314
1205 Architecture Building
ssachs@arch.umd.edu

Dr. Grieg M. Stewart, College of Journalism, (301) 405-2390
1118 Journalism Building
gstewart@jmail.umd.edu

Dr. Sylvia S. Stewart, Office of Administrative Affairs, (301) 405-1109
1132 Main Administration
sstewart@accmail.umd.edu

Dr. Gerry B. Strumpf, Undergraduate Studies, (301) 314-8217
0219 Stamp Student Union
gstrumpf@deans.umd.edu

Dr. Claude E. Walston, College of Library and Information Services,
(301) 405-2049
4117 Hornbake Library
cw6@umail.umd.edu

Ms. Patricia G. Wang, Office of University Advancement, (301) 405-7764
3124 Lee Building
pwang3@accmail.umd.edu

Intercollegiate Athletics

Cole Student Activities Building, (301) 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 campus' 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 and golf competition is scheduled in both the fall and spring seasons.

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

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

National Collegiate Athletic Association Requirements for Student Athletes' Continuing Eligibility

1. NCAA eligibility for regular season competition subsequent to the student's first year is based upon satisfactory completion prior to each fall term of twenty-four (24) semester hours of acceptable degree credits or an average of twelve (12) semester hours per term of attendance. Students must earn 75% of degree credits (minimum of 18 credits) during fall and spring semesters. No more than 25% (6 credits) may be earned during summer sessions.
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.
9. Student athletes entering their third year of college enrollment shall present a cumulative minimum GPA that equals 90% of the institution's overall cumulative minimum GPA required for graduation.
10. Student athletes entering their fourth or subsequent year of college enrollment shall present a cumulative minimum GPA that equals 95% of the institution's cumulative minimum GPA required for graduation.

University of Maryland Athletic Eligibility Requirements

The University of Maryland requires student athletes to maintain a specified minimum grade point average to be eligible for competition. The following standards are effective for Fall term, 1999:

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 first 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 or travel.
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 S pring 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 and Career Development office, (301) 314-7043. Fax: (301) 314-9997.

International Education Services

3116 Mitchell Building, (301) 314-7740
E-mail: ies@deans.umd.edu
<http://www.inform.umd.edu/INTL/>

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

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

Maintaining Status

- **Full-time registration:** In order to maintain full-time student status for immigration purposes, F-1 and J-1 undergraduate students are expected to register for and complete a minimum credit load of 12 hours per semester. Pre-approval from IES is required if you are going to complete the semester with less than 12 credits.
- **Documents:** International students must have a valid passport at all times unless exempt from passport requirements. If your I-20 or IAP-66 will soon expire you should apply for an extension at least 30 days prior to the program completion date on the document. To travel outside the U.S. and re-enter as an F-1 or J-1, an adviser in IES must sign your I-20 or IAP-66 before you leave.
- **Health Insurance:** F-1 and J-1 students are required to carry adequate health insurance while attending the university. There are federal health insurance requirements for J-1 students and their dependents. Students must either purchase the health insurance plan available in the Office of International Education Services or show proof of coverage that meets USIA guidelines. Visit the Health Center for assistance with insurance.

English Language Instruction for Non-native Speakers. The University of Maryland, through the Maryland English Institute, offers two programs for 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.

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

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Judicial Programs

2118 Mitchell Building, (301) 314-8204
(To report instances of academic dishonesty, (301) 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 (OMSE)

1101 Hornbake Library, (301) 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-American Student Union, Black Student Union, Latino Student Union, and Native American Student Union.

Nyumburu Cultural Center

Campus Drive, (301) 314-7758; Fax: (301) 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 21 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 Performance Arts Ensemble, Sophisticated Steppers Modeling Club, The Black Explosion Newspaper, Male Spokesmodel Competition, Miss Black Unity Scholarship Pageant, and Camp Shule 2000.

Nyumburu's director is adviser to the African Student Association, the Ethiopian Student Association, Sigma Gamma Rho Sorority, Inc., and the Maryland Gospel Choir. Nyumburu works closely with the Pan-Hellenic Council, Black Student Union, Caribbean Student Association, NAACP-UMCP Chapter, United In The Struggle, and Pre-Professional Organizations.

Nyumburu presents Blues, Jazz, and Gospel music concerts as well as academic courses in ENGL 294-0301 (creative writing), Blues (AASP 298V) and Jazz (298U) for three credits each. Maryland Gospel Choir (MUSC 329-E) students earn one credit.

The Multipurpose Room, Conference Rooms and Amphitheater of the Nyumburu Cultural Center are always open to the students, faculty and staff of the University of Maryland community. Come in and interact with us, meet other students and make your ideas and wishes known.

Orientation

0134 Holzapfel Hall, (301) 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.

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 coordinates two first-year student seminar courses, EDCP 108-0 and UNIV 101. EDCP 108-0 is a one-credit course. The goal of this course is to introduce students to the world of higher education, and to the University of Maryland specifically. UNIV 101 is a two-credit course that combines the elements of EDCP 108-0 with an introduction to campus computing technology. Both courses are taught by experienced faculty and administrators and are limited to 22 students per section.

Parking

Regents Drive Garage, (301) 314-PARK
<http://www.inform.umd.edu/DCP>

The Department of Campus Parking (DCP) is responsible for managing and maintaining more than 16,000 parking spaces on the University of Maryland campus. All students who plan to park a licensed motor vehicle in one of these spaces must either register for a parking permit at the DCP office, park at paid meters or in a cashier-attended lot. **Please note:** Due to the new construction on campus the number of parking spaces could be dramatically reduced. Freshman and sophomore campus resident students should not plan to bring a vehicle to campus.

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

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, (301) 405-1773
Upward Bound Program, (301) 405-6776
1107 West Education Annex

<http://www.inform.umd.edu/EdRes/UgradInfo/UgradStudies/Pre-CollegePrograms>

The University of Maryland Upward Bound Program and the Math and Science Regional Center are designed to generate in students the skills and motivation necessary for success in post-secondary education.

Upward Bound 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 Upward Bound'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 Upward Bound program from their high school principals, teachers, and counselors or from the Educational Talent Search Program, social service agencies, or individuals familiar with Upward Bound.

The 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

Office of the Registrar
Mitchell Building, first floor, (301) 314-8240
<http://www.testudo.umd.edu>

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

Recreation Services

Campus Recreation Services
1115 Campus Recreation Center, (301) 405-PLAY (Information); (301) 314-5454 (Rec-Check)
<http://www.inform.umd.edu/crs>

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

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

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

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

Students looking to play team or individual sports or take part in special sporting events will want to participate in the CRS Intramural Sports program. Students can participate year-round in team sports such as basketball, football, softball, and soccer. Individual and dual sports include golf, racquetball, bowling and many more. In addition, CRS offers tournaments and special events such as chess, mini golf and sports trivia. Intramural sports are structured activities that are open to all men and women from the campus community. Participants can select their own level of competition and play in either men's, women's, grad/fac/staff or coed leagues. There are more than 30 intramural sports and special events offered each year.

The Outdoor Recreation Center (ORC) is located in the northwest corner of the Campus Recreation Center. The ORC offers outdoor adventures and clinics throughout the year. Take a backpacking trip, learn how to rock climb, or try white-water kayaking. The ORC also has a resource library for planning your own trips, a bike repair shop, and equipment rentals.

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

Religious Programs

1101 Memorial Chapel, (301) 405-8443
Chapel Reservations, (301) 314-9866

The following chaplains and their services are available:

Baptist

Chip Reeves, Chaplain 2120 Memorial Chapel, (301) 405-8443

Black Ministries Program

Ruby Moore, Chaplain 1112 Memorial Chapel, (301) 405-8445

Christian Science

Bob Snyder, Adviser 2118 Memorial Chapel, (301) 474-0403

Church of Jesus Christ of Latter Day Saints (Mormon)

David Premont, Director 7601 Mowatt Lane
College Park, MD 20740
(301) 422-7570

Episcopal/Anglican

Susan Astarita, Chaplain 2116 Memorial Chapel, (301) 405-8453

Greek Orthodox

Kosmas Karavellas, Chaplain 2747 Riva Road
Annapolis, MD 21401
(410) 261-2104

Hindu

Kiran Sankhla, Chaplain 2112 Memorial Chapel, (301) 236-0564
Angela Sankhla, Assistant
Vinita Burke, Assistant

Jewish (Chabad)

Eli Backman, Rabbi 7403 Hopkins Avenue
College Park, MD 20740
(301) 277-2994

Jewish (Hillel)

Scott Brown, Executive Director Jewish Student Center
7612 Mowatt Lane
College Park, MD 20740
(301) 422-6200

Lutheran

Elizabeth Platz, Chaplain 2103 Memorial Chapel, (301) 405-8448

Roman Catholic

Bill Byrne, Chaplain 4141 Guilford Drive
College Park, MD 20740
Sister Rita Ricker, Asst. Chaplain (301) 864-6223

United Campus Ministry

Holly Ulmer, Chaplain 2101 Memorial Chapel, (301) 405-8450

United Methodist

Kim Capps, Chaplain 2102 Memorial Chapel, (301) 405-8451

Resident Life

Annapolis Hall, main level, (301) 314-2100
E-mail: reslife@accmail.umd.edu
<http://www.umd.edu/RES/>

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.

While living in a university residence hall is not required, nine of every 10 students in Maryland's freshman class make the choice to live on campus. More than 70 professional and graduate staff are complimented by the over 300 undergraduate student employees who help meet the needs of resident students.

34 Campus Administration, Resources, and Student Services

There are rooms for more than 8100 undergraduate students in 34 residence halls. We offer a mix of traditional dorm-style halls where most new residents live and on-campus apartments and suites for juniors and seniors. Living-learning programs including the Language House, International House, CIVICUS Program, Honors House/floors and the College Park Scholars Program all add to the diversity of on-campus housing options. All rooms have separate telephone and data lines for each student.

To request on-campus housing, complete and return the On-Campus Housing and Meals portion of the *Maryland Planner*, mailed to all newly admitted undergraduate students, or submit a request via the web by visiting www.testudo.umd.edu.

Stamp Student Union and Campus Programs

Administrative Offices, 2104 Stamp Student Union, (301) 314-8502
<http://www.inform.umd.edu/union>

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

Information Services

- Information Center located in the main lobby, (301) 314-DESK
- Bulletin boards located throughout the building
- Display showcases located on the main level

Recreation and Leisure

- Hoff Movie Theatre, (301) 314-HOFF
- Recreation Center, including full-service bowling lanes, "Lunar Bowling," billiard tables, and video games, (301) 314-BOWL

Student-Sponsored Programs

- Student Entertainment Events (SEE), a student-directed program board whose committees plan games, tournaments, concerts, lectures, outdoor recreation trips, (301) 314-8498
- Student Tutorial Academic Referral Center (STAR Center), offering tutor listings and test files, (301) 314-8498
- Student Organization offices of more than 40 student groups, including the Student Government Association

Visual Arts, (301) 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)

- Chevy Chase Bank, (301) 864-8722
- University Book Center (basement level), (301) 314-BOOK
- Food Services: Maryland Food Co-op, Boardwalk Fries, Boardwalk Deli, Pizza Shop, Taco Bell, McDonald's (301-314-1489), Adele's Restaurant (301-314-8022), Coffee Bar
- Mailboxes Etc., a full-service postal and packaging facility, (301) 314-9982
- Ticket Office, offering campus performance tickets, and a full Ticket Master Outlet, (301) 314-TKTS
- Union Shop, featuring snacks, sodas, newspapers, and magazines

Reservable Space

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

Stamp Student Union Hours

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

Campus Programs

1135 Stamp Student Union, (301) 314-7174
http://www.inform.umd.edu/Student/Campus_Activities/OCP

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 by request.

Leadership Development. Campus Programs offers a wide range of training experiences in interpersonal and organizational development skills ranging in format from half-day seminars and 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 are available through Academic Achievement Programs' Intensive Education Development Program (IED), which is located at 3116 J.M. Patterson Building. Students are also encouraged to sign-up as tutors for IED. Call (301) 405-4749 for further information.

University Book Center

Stamp Student Union, lower level, (301) 314-BOOK
<http://www.ubc.umd.edu>

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

The Book Center is open Monday, Tuesday, Thursday, Friday - 8:30 a.m. to 6:00 p.m., Wednesday, 8:30 a.m. to 7:00 p.m., Saturday, 10 a.m. to 5 p.m., and Sunday, 11 a.m. to 5 p.m. Additional hours for special events.