

UMBC

STUDENT

HANDBOOK

2011

2012

UMBC
UNIVERSITY OF MARYLAND
SYSTEM COLLEGE

2011-2012 ACADEMIC CALENDAR

Fall 2011

Classes Begin	August 31
Schedule Adjustment Period	August 31 - September 14
Labor Day Holiday	September 5
December '10 Graduation Applications Due	September 14
Last Day to Drop Class with a 'W'	November 11
Thanksgiving Break	November 24 - 25
Last Day of Classes	December 13
Study Day	December 14
Final Exam	December 15 - 21
Graduate Commencement	December 21
Undergraduate Commencement	December 22

Winter Session 2012

Classes Begin	January 3
Martin Luther King Holiday	January 16
Last Day of Classes	January 25

Spring 2012

Classes Begin	January 26
Schedule Adjustment Period	January 26 - February 9
May '11 Graduation Applications Due	February 15
Spring Break	March 18 - 25
Last Day to Drop Classes with a 'W'	April 12
Last Day of Classes	May 11
Final Exam	May 14 - 18
Commencement (Graduate)	May 18
Commencement (Undergraduate)	May 21

Summer 2012

Memorial Day Holiday	May 28
Classes Begin, 1st Session	May 29
Last Day of Classes 1st Session	July 6
Classes Begin, 2nd Session	July 9
Last Day of Classes	August 17

Dates are subject to change.

For the most current information visit umbc.edu/registrar

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GREETINGS FROM THE PRESIDENT

I am delighted to welcome you to the UMBC community. Ours is a special community – committed to nurturing people, ideas, and the values that support excellence and service. We also are an exciting university, where faculty, students, and staff are always working hard to excel.

This commitment to excellence has earned UMBC membership in the nation’s oldest and most prestigious scholarly honor society, Phi Beta Kappa. Of Phi Beta Kappa’s 280 member institutions – which represent less than 10% of all colleges and universities in the United States – UMBC is one of the youngest public campuses ever to gain admission. Also reflecting UMBC’s rapid development is its position among leading research universities in the United States.

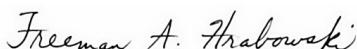
We have created a campus environment in which students not only succeed, but thrive on success - an environment that will engage and challenge you to discover and achieve your potential, whether in the classroom or lab, in the studio or on stage, in the library or residence hall, out in the community, in internships or co-ops, in intellectual or athletic competition, in the United States or abroad.

The faculty, undergraduate and graduate students, and staff you meet at UMBC will be an important part of your experiences here, and I encourage you to reach out actively to others – not simply to learn from them, but also to be helpful.

You will be interested to know that more than a third of UMBC’s graduating seniors each year go immediately to some of the nation’s finest graduate and professional schools, while most of our other graduates move easily into professional positions in industry and government. UMBC graduates include thousands of doctors, scientists, lawyers, teachers, social workers, artists, and other professionals.

Again, welcome to UMBC. We wish you the very best and hope that your experience is deeply rewarding.

Sincerely,



Freeman A. Hrabowski, III
President

DIRECTORY

Albin O. Kuhn Library

410.455.2346

www.umbc.edu/library

Career Services Center

Math Psychology, Room 212

410.455.2216

www.careers.umbc.edu

Campus Recreation and Sports

Retriever Activities Center

410.455.8888

www.umbc.edu/recsports

commonvision, UMBC Design & Print Center

410.455.1884

www.commonvision.umbc.edu

Dining Services

True Grit's

443.612.3663

www.dineoncampus.com/UMBC

Division of Information Technology Help Desk

Engineering Building, Room 020

410.455.3838

www.umbc.edu/oit

Greek Life

The Commons, Second Floor

410.455.3319

www.umbc.edu/greek

Interfaith Center Student

Development and Success Center

410.455.3611

www.umbc.edu/studentlife/diversity/interfaith.php

International Education Services and Study Abroad

Admission Building, Room 224

410.455.2624

www.umbc.edu/ies

Leadership Programs

The Commons, Suite 336

410.455.3462

www.umbc.edu/studentlife/becomeleader/goals.php

Learning Resources Center

Academic IV (B Wing), Room 345

410.455.2444

www.umbc.edu/lrc

Off-Campus Student Services

The Commons, Room 309

410.455.2770 (Main Office)

410.455.3399 (Off-Campus Housing)

www.umbc.edu/ocss

Office of Undergraduate Education

410.455.6805

www.umbc.edu/oue

Office of Student Life

The Commons, Suite 336

410.455.3462

www.umbc.edu/studentlife

Residential Life

Erickson Hall, Suite 184

410.455.3932 (Education)

410.455.FXIT(3948) (Facilities)

410.455.8832 (Operations)

www.umbc.edu/reslife

Shriver Center

Public Policy Building, First Floor

410.455.2493

<http://shrivercenter.umbc.edu>

Student Affairs

The Commons, Suite 319

410.455.2393

www.umbc.edu/saf

Student Business Services

Administration Building, Room 302

410.455.2288

www.umbc.edu/bursar

Student Events Board

The Commons, Room 2B10

410.455.3618

www.umbc.edu/seb

Student Government Association

The Commons, Room 2B13-15

410.455.2220

www.umbc.edu/sga

**Student Involvement Center (SIC)/
Student Organizations**

The Commons, Room 2B24

410.455.2867

www.umbc.edu/studentlife/getinvolved

Student Judicial Programs

Student Development and Success Center

410.455.2453

www.umbc.edu/sjp

Student Support Services

Math/Psychology, Room 213

410.455.3250 (Voice)

410.455.2459 (Voice)

410.455.3233 (Voice/TTY)

www.umbc.edu/sss

The Campus Card

University Center Building, First Floor

443.612.CARD (2273)

410.455.1047 (Fax)

campuscard@umbc.edu

The Commons

The Commons, Suite 335

410.455.1000

(Commons Information Center)

410.455.3454

(Administration Offices)

www.umbc.edu/thecommons

The Gameroom

The Commons, Third Floor

410.455.5766

[www.umbc.edu/thecommons/
gameroom](http://www.umbc.edu/thecommons/gameroom)

**The Graduate Student Association
(GSA) and The Office of Graduate
Student Life (OGSL)**

The Commons, Suite 308

410.455.2773

www.umbc.edu/gsa

The Mosaic:**Culture and Diversity Center**

The Commons, Room 2B23

410.455.3918

www.umbc.edu/studentlife/mosaic

The Women's Center

The Commons, Room 004

410.455.2714

www.umbc.edu/womenscenter

Transportation Services

The Warehouse, Room 113

410.455.2454 (Main Office)

410.455.3974 (Information)

www.umbc.edu/transit

UMBC Bookstore & YUM Shoppe

First and Ground Floor,

The Commons

410.455.2695 (Bookstore)

410.455.3803 (YUM Shoppe)

www.bookstore.umbc.edu

UMBC Police

410.455.5555

www.umbc.edu/police

University Counseling Services

Student Development and

Success Center,

Center Road

410.455.2472

www.umbc.edu/ucs

University Health Services

Erickson Hall, Ground Floor

410.455.2542 (Main Office)

410.455.5555 (for 24 hour on-call service via campus police)

www.umbc.edu/uhs

Varsity Athletics

Retriever Activities Center

410.455.2129

www.umbcretreivers.com

ACADEMICS

THE ACADEMIC SYSTEM AND HOW IT WORKS

UMBC's academic system is governed by policies and procedures which students should become familiar with, and knowledgeable of, while here. These policies and procedures can be located in the Undergraduate and Graduate Catalogs, as well as the websites for the Office of the Registrar, the Office of Undergraduate Education, and the Graduate School. The regulations govern such issues as academic status, academic conduct, registration activities and the handling of University records. The University assumes that all students have read and understand the policies and procedures discussed in the catalogs, the schedule of classes and the student handbook.

Students are responsible for seeking assistance with academic requirements and regulations, and students are strongly encouraged to consult regularly with their academic advisor or unit. Specific UMBC degree requirements pertain to each course of study (major, minor, certificate); further information can be found in the catalogs and obtained from the specific department or discipline.

Academic Integrity

Integrity lies at the heart of the academic endeavor. The Undergraduate Student Academic Conduct Policy (Policy) defines and strives to ensure academic integrity at the University of Maryland, Baltimore County (UMBC). The Policy describes the process for addressing allegations of undergraduate student academic misconduct. The underlying philosophy of this Policy is that members of the university community view academic integrity as a serious institutional value and that academic misconduct incidents should be resolved by faculty members and students in a cooperative manner. Some cases of academic misconduct may seem more serious than others; however, all instances of academic misconduct as described in the Policy should be reported to the Academic Conduct Committee. Filing a report, even when the offense does not appear to be extensive, flagrant, repeated or intentionally deceitful, produces two worthwhile results: it creates a record that can identify a student whose misconduct is repeated in more than one course or over more than one semester, and it clarifies that UMBC takes academic misconduct seriously.

To that end, the UMBC Faculty Senate adopted the following statement:

By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult the UMBC Student Handbook, the Faculty Handbook.

OFFICE FOR ACADEMIC & PRE-PROFESSIONAL ADVISING

102 Academic Services/Academic Services Building • 410.455.2729

Academic Advising

Academic advising plays an important part in the academic experience at UMBC. The advising process provides opportunities for students to meet one-on-one with faculty or staff members to discuss their interests and goals, academic plans and progress toward degree completion. Academic advising is ongoing and can occur both formally and informally over the course of a student's academic career. Each semester prior to registration, advisors meet with their advisees to provide guidance in selecting courses for the following semester. Academic advising at UMBC fosters a collaborative relationship between students and their advisors. Ultimate responsibility for meeting University requirements lies with students.

Staff advisors in the Office for Academic & Pre-Professional Advising provide academic advising for many first year students, including students who are undecided about a major and students interested in health professions. Students with academic majors are advised by advisors and faculty members within their respective departments. Graduate students are advised through their academic department.

The Office for Academic & Pre-Professional Advising encourages students to consider possible majors at UMBC through the utilization of online self assessment tools to investigate skills and interests and by browsing through the advising library for major related information. Peer Advisors are also on hand to answer questions students might have as they work in the Office of Academic and Pre-Professional Advising. Workshops are also conducted throughout the semester on subjects such as "Choosing a Major, Where do I start?" and "Learning about Majors through Self-Assessment."

The Office for Academic & Pre-Professional Advising also assists students experiencing academic difficulty by helping to identify its source and by selecting appropriate interventions. Some students are referred for specific assistance such as tutoring, while others may reconsider their choice of courses or major. Still others find that talking it through and adjusting study and work hours can ease some of the challenges they face.

Students wishing to enroll for more than 19.5 credits and those who wish to enroll in courses off campus during their final 30 semester hours can request permission through the Office for Academic & Pre-Professional Advising.

Registration

A student's first registration occurs during an orientation/course selection session. From that point on, the registration process occurs during the latter part of each semester for the following semester. Assigned times to register are noted on the student's myUMBC account. Prior to registration, students must make an appointment with their advisors to get schedule clearances.

Undergraduate students should contact the Office of the Registrar when questions about the registration process arise. The Office of the Registrar can also help adjust schedules or answer questions about academic standing. Graduate students should start with the graduate program director in their department.

Add/Drop Classes

There are times during each semester when students might add or drop classes. Those times will be listed on the UMBC website and in myUMBC. All first year undergraduate students contemplating adding or dropping classes should meet with an advisor before making a major schedule adjustment.

When dropping a course after the schedule adjustment period, the mark of "W" will appear on the semester's grade report and on their transcript. Only courses completed with grades of A, B, C, D and F – not P, W or I – will be used in computing semester and cumulative GPAs.

LEARNING RESOURCES CENTER

Academic IV (B Wing), 345 • 410.455.2444 (Main Office)

*The Writing Center and Math Lab (Retriever Learning Center (Library, 1st flr.))
410.455.2584 (Math Lab) • 410.455.3291 (Writing Center) • umbc.edu/lrc*

The Learning Resource Center (LRC) is UMBC's comprehensive academic support department. LRC provides learning assistance services that reflect the expectations of a research-focused Honors University. LRC supports student achievement with a variety of programs and services including walk-in tutoring centers, small group tutoring, success classes, Supplemental Instruction (SI), Placement Testing, and early academic difficult alerts (First-Year Intervention Program, FYI).

LRC Programs include:

- The Tutorial Center, providing small group peer tutoring for 115 selected courses, The Courses that receive the most student requests and/or are largely enrolled in by freshmen and sophomores are the primary courses tutored.
- The math Lab and The Writing Center, providing walk-in tutoring in selected math courses (Math Lab) and writing assistance (The Writing Center) for any paper in any UMBC course. They will be part of the new

Retriever Learning Center in the Library.

- The Placement Testing program, administering campus-developed placement tests in mathematics and composition to newly admitted freshmen and some transfer students. A standardized reading test also is administered to freshmen for advisement purposes. Advisors use these scores and other information to assist students with course selections. Sample tests are on the LRC and Orientation Web sites.
- The First-Year Intervention Program (FYI), providing an early academic intervention effort. Before the final drop date of each semester, faculty-identified first-year students who are in danger of receiving a grade below “C” are sent myUMBC Academic Intervention Alerts. Students are directed to campus contacts and resources to help them improve their grade(s).
- LRC-sponsored courses, Introduction to Algebra, Introduction to College Reading, and Advanced Diction for Graduate Teaching Assistants, LRC offers LRC 101 (Academic Success for Lifelong Learning) for students who are recommended by advisors, Placement Testing, or who self-select. LRC 101A (Academic Success for Lifelong Learning) is recommended/required for students in academic difficulty.
- Supplemental Instruction (SI), providing peer led discussion groups several times weekly, SI is offered in Math 150 (Pre-calculus) and CMSC 202 as well as selected courses.

STUDENT SUPPORT SERVICES

*345 Academic IV (B Wing) • 213 Math/Psychology • 410.455.3250 (Voice)
410.455.2459 (Voice) • 410.455.3233 (Voice/TTY) • umbc.edu/ss*

The Student Support Services Department (SSS) provides support services to a select population of UMBC students who have specific needs for academic support. A federal grant supports these services, and students must meet federally defined eligibility criteria.

SSS also coordinates accommodation services for students with properly documented disabilities. Users of the services include blind and visually impaired, deaf and hearing impaired, physically and learning disabled students and others with other chronic, disabling conditions. Services include note takers, readers, electronic books, scribes, mobility training and interpreters. Personal counseling and special orientation are provided as needed. Students with disabilities should make an appointment to discuss their specific needs for services and accommodations. A resource and information center, in 213 Math/Psychology, houses some adaptive equipment. Additional adaptive equipment is available in the A.O.K. Library, and a public access TTY pay phone is available 24 hours a day in the University Police Department.

STUDENT SERVICES

STUDENT AFFAIRS

The Commons, Suite 319 • 410.455.2393 • umbc.edu/saf

Open Monday through Friday 8:30am – 5:00pm

The Division of Student Affairs provides programs and services that augment your classroom experience and provide support while at UMBC. If you are ever unable to find the answers to questions, need to be pointed in the right direction, are having trouble maneuvering through the University, or wish to become involved in student life or leadership opportunities, call write or stop by the Office of the Vice President for Student Affairs. We'll be glad to help or find someone who can. The departments listed below comprise the Division of Student Affairs.

CAREER SERVICES CENTER

Math/Psychology Building, 212 • 410.455.2216 • careers.umbc.edu

Semester Hours: 8:30am - 5pm • Tuesdays, 8:30am – 7pm

Walk-in hours: Monday - Friday, 2 - 4pm

The Career Services Center provides a comprehensive list of services for students including individual career advisement, professional development and networking programs, job search assistance, and links to professional resources and careers that will help students make a smooth transition from UMBC to the world of work or graduate/professional education.

UNIVERSITY COUNSELING SERVICES (UCS)

Student Development and Success Center, Center Road • 410-455-2472

410-455-5555 (for 24 hour on-call assistance) • umbc.edu/counseling

Hours: Monday - Friday, 8:30am - 5:00pm

University Counseling Services (UCS) provides intake assessment and, when appropriate, personal and career counseling services designed to assist students in achieving academic and personal goals. Some services include short-term individual counseling or referral to local providers, group counseling, and skill-building workshops. All UCS services are free of charge to UMBC students. UCS is accredited by the International Association of Counseling Services.

UNIVERSITY HEALTH SERVICES

Erickson Hall, ground floor • 410.455.2542 • 410.455.5555 (for 24 hour on-call service via campus police) • umbc.edu/uhs

Hours for Fall/Spring Semesters: Monday - Friday, 8:30am - 5:00pm

Hours for Winter/Summer: Monday - Friday, 8:30am - 5:00pm

University Health Services (UHS) provides convenient primary and urgent care and health education to UMBC students. Professional staff members include certified nurse practitioners, board-certified physicians and health educators. UHS charges for its services. Students' insurance companies can be billed for covered services or charges may be paid using the campus (debit) card or billed to students' university accounts. (No student will be turned away.) Students may be seen at UHS by appointment or on a walk-in basis.

OFF-CAMPUS AND TRANSFER STUDENT SERVICES

The Commons 309 • 410.455.2770

410.455.3399 (Off-Campus Housing) • umbc.edu/ocss

Hours: Monday - Thursday, 8:30am - 6:00pm, Friday - 8:30am - 5:00pm

Off-Campus Student Services maintains information about off campus housing, roommate referral, MTA passes and information and educational and social programs for commuters, transfers and veterans. OCSS programs, services and advocacy help students make the transition to UMBC's campus community, providing social and academic support, community building opportunities, information services and referrals.

RESIDENTIAL LIFE

184 Erickson Hall • 410.455.2591 • 410.455.FXIT(3948) umbc.edu/reslife

Hours: Monday - Friday, 8:30am - 4:30pm

The Residential Life Office provides on-campus housing for students. Living on campus provides easy access to friends, food, faculty, study groups, campus events and the library. Activities and opportunities within the residential community include involvement in community action boards, resident student association, participation in social and educational programs, movies and trips and opportunities to get to know and interact with UMBC faculty.

STUDENT JUDICIAL PROGRAMS

Student Development & Success Center • 410.455.2453

conduct@umbc.edu • umbc.edu/sjp

Open Monday through Friday 8:00am to 4:30pm

Student Judicial Programs is dedicated to assisting our community members

achieve excellence through the acceptance and practice of responsibility and integrity. The program supports the University's dedication to student success and its educational purposes and goals by publishing, enforcing, drafting, and interpreting standards of student behavior and related policies and procedures.

TRANSPORTATION SERVICES (UMBCTransit)

Warehouse, Room 113 • 410.455.2454 (Office) • 410.455.3974

(Information) umbc.edu/transit

Open Monday through Friday 8:30am to 5:00pm

Transportation Services provides fixed route and charter bus services to any student with university ID. Transit routes extend from the Baltimore Washington International (BWI) MARC and Amtrak Station, and include residential, service, shopping and entertainment opportunities near UMBC. Schedules and other information can be found on the UMBCTransit website or by calling the 24-hour Info Line.

OFFICE OF STUDENT LIFE (OSL)

The Commons, 336 • 410.455.3462 • umbc.edu/studentlife

Open Monday through Friday 8:30am – 4:30pm

The Office of Student Life helps students discover and develop their leadership potential, learn to thrive in a diverse community, prepare for lives of civic involvement, and feel welcome, empowered, connected, inspired and ready to explore. The Office of Student Life provides students with a plethora of services and programs including the Student Government Association (SGA), the Student Involvement Center (SIC), the Student Events Board (SEB) and the Mosaic Center, to name a few.

THE COMMONS

General Information: 410.455.1000 (CIC) • umbc.edu/thecommons

Administration Offices: The Commons, Suite 335 • 410.455.3454

Open Monday through Friday 7:30am – 12:00am (1:00am Fridays);

Saturday 8:00am – 1:00am; Sunday 10:00am – 11:00pm

If UMBC has a “Main Street”, The Commons is it!

The Commons integrates all aspects of university life by serving as the principle gathering place and activity hub for the campus community. The Commons houses dining options, as well as venues for recreation and entertainment, like The Sports Zone, The Gameroom and Flat Tuesdays. Additionally, The Commons houses other useful resources for students, faculty, and staff, including the Bookstore, Women's Center, Capital One Bank (full service), and a number of organizations such as The Student Government Association and The Student Events Board.

THE WOMEN'S CENTER

*The Commons, 004 • 410.455.2714 • umbc.edu/womenscenter
Open Monday through Friday 9:00am – 7:00pm*

The Women's Center exists to assist all women in achieving their full potential in education, career, and personal life through academic and intellectual growth, professional development and personal empowerment. The Women's Center provides students with a variety of services and programs including: lounge and study space, a resource/lending library, a monthly film series, quiet and safe space for mediation, a lactation room, free coffee and tea in our kitchenette area, Returning Women's Meetings, Mother's Meetings, and educational experiences around women and gender issues.

All are welcome, so long as they respect women.

DIVISION OF INFORMATION TECHNOLOGY

*Computing Services Help Desk, O20 Engineering Building • 410.455.3838
umbc.edu/doit*

The Division of Information Technology (DoIT) manages the extensive computing and network infrastructure that has helped UMBC gain national recognition as a high-tech, wired campus.

myUMBC Computing Account

myUMBC computing accounts are passports to services provided by UMBC. New students may register for an account by logging onto the web page: accounts.umbc.edu. Students can log onto campus computers, manage their courses, register for classes, review personal financial information, use email, publish personal web pages and access the Internet. Account problems should be directed to the Help Desk (see below). A Policy for Responsible Computing defines the use of myUMBC accounts. Students should read the policy and its provisions before activating accounts.

Help Desk

DoIT's Help Desk (ECS 020) offers technical support to the campus community. Check the Knowledgebase (umbc.edu/doit) for solutions to common problems before calling.

Email

UMBC uses email to officially communicate with students. Students can set up email forwarding to another account or set up spam filtering options through myUMBC. Students can also log into email from a web browser through myUMBC. Documentation for advanced options and the configuration of specific email clients is available from the OIT Web site.

CONNECTING TO THE UMBC NETWORK

Residential Networks

Students living on campus and using their own computers can access the residential network, ResNet, from Ethernet jacks or WiFi installed in rooms and apartments. Resident students can find instructions, configuration information and Guidelines for Acceptable Use when they login to myUMBC or directly at resnet.umbc.edu. Gaming is welcome on ResNet and special network options are available upon login to ResNet which ensure online gaming works in our secure UMBC network.

Wireless Ethernet

UMBC Ranked in Top 25 of Intel's "Most Unwired College Campuses. Visit the Web site umbc.edu/doiit for support and configuration details. More than 80% of campus buildings are covered by WiFi (802.11G) including many student residential buildings.

UMBC Security

DoIT's website includes tips on configuring a secure PC or Macintosh computer for ResNet or general Internet access. These handy hints include useful programs and documents.

Software

Students may download McAfee anti-virus software free from myUMBC. The bookstore also sells academic software packages to students at reduced rates. Check the "Computing & Technology" topic off myUMBC for information on availability and pricing or visit the UMBC Bookstore's computer department.

CAMPUS CARD (ID) and MAIL SERVICES

University Center Building, 1st Floor • 443.612.CARD(2273)

410.455.1047 (Fax) • campuscard@umbc.edu

Open Monday through Friday 8:00am – 4:00pm

The Card

The UMBC Campus Card, is the official UMBC ID, is an essential part of campus life, allowing students to establish their identity and become one with the campus community. Identity theft is a serious matter and, through the Campus Identity Management System, full identity protection is provided. The 2-alpha 5-numeric identifier printed on the card is your unique UMBC ID... for life. It links you to all campus systems safely and securely. A separate encoded number on the card's magnetic strip is randomly assigned and does not contain any sensitive information, making it useless outside of our system. Your UMBC identity is safe and, through the Campus Card, opens doors to a variety of services and resources.

Photo Identification

Just “show the Card” to attend campus social, sporting and cultural events, vote in SGA elections or gain admittance to athletic facilities and shuttle buses. It enables check use at the UMBC Bookstore, access to University Health Services and visits to friends in the residence halls. For a variety of campus activities, it is the only way to gain entry or use the available services.

Library & Print Services

The Card is required to check out library books and access reserve materials. It is the only way to utilize the Library, Computer Center, Commons and Comm_Store pay-for-print machines and copiers. Fines, should they be incurred, are only payable by Campus Card or personal check.

The Comm_Store

The student postal counter and shipping center in the University Center can handle all your mailing and shipping needs, local, national and international. Materials, supplies, personal mailboxes and services such as fax send/receive, copying, scanning, color printing and notary public are readily available with the Card as the Store is a cashless operation.

Meal Plans

Campus meal plans are not restricted to just resident students, Commuters can also sign up and enjoy the variety of culinary offerings available daily. The Card is the only way to participate in meal plans. For all information regarding Dining and Meal Plans, visit www.dineoncampus.com/UMBC.

Pre-Paid Services

The Card enables cashless purchasing at the Bookstore, OTC, vending machines and dining facilities. Many campus services, some exclusively, are available through the use of the Card. Adding value is easily realized through myUMBC, at campus Cash-to-Card machines or at the campus cashier.

Off Campus Merchants

Acceptance of the Card even extends into the surrounding business community with some local merchants now accepting it for purchases. Paying with your Card is convenient, carries various benefits and is a great way to show your support of UMBC. On-campus or off, the UMBC Campus Card is the key to conveniently accessing and enjoying the full benefits of campus life. Use it to your advantage, everywhere on campus, every day.

UMBC POLICE

410.455.5555 (ext. 55555) • umbc.edu/police

It is tempting to think of a college campus as a tranquil setting where one need not worry about personal safety. However, as in any highly populated area, crime does occur and it is important to exercise good judgment and take reasonable precautions in going about daily life here.

The UMBC Police Department is on duty 24 hours a day, 7 days a week. All police officers, student marshals and support personnel are committed to the safety of students. But they cannot do their jobs successfully without help. It is important to take as much responsibility as possible for personal safety and possessions. Make safety a priority!

One Important Phone Number

UMBC police, bike and foot patrols can be reached immediately by dialing 410.455.5555 (ext. 55555).

Remember:

- Escort Service is available by calling ext. 55555 from any campus phone
- Emergency Blue Light phones are located around campus and connect directly to the police station
- Police officers conduct foot patrols in the apartment and residence hall communities
- Police maintain 24-hour hotlines to University Health Services and to an on-call counselor at University Counseling Services.

UMBC TIPS LINE: 410-455-2446

The UMBC TIPS LINE is available to anyone who would like to pass along information to the UMBC Police Department. The TIPS LINE is answered by a voice-activated answering machine that is checked daily by the University Police. Information retrieved from the TIPS LINE will be assigned to an officer for follow-up investigation. Callers may leave a call back name and number if they choose. In that instance, a police officer will contact callers confidentially to discuss the information. Callers may remain anonymous. The identity of callers will remain confidential and will be known only to the assigned police officer. For more information call 410-455-3733.

PARKING SERVICES

Facilities Management • 410.455.2551 • umbc.edu/parking

Parking services manages the assignment and distribution of parking permits as well as the enforcement of parking rules and regulations. Important student parking information and visitor parking information is available on the parking services website.

SHRIVER CENTER

Public Policy Building, 1st Floor • 410.455.2493

<http://shrivercenter.umbc.edu>

Each year The Shriver Center coordinates more than 2,000 placements in internship, cooperative education, research, and service-learning experiences in nearly 500 public and private organizations in the Baltimore/Washington area, across the country and abroad. All Shriver Center programs are academically-based and carefully supervised and evaluated. Students enroll in a 0-credit course that provides a transcript notation and a pass-fail grade. Students may also earn 1-6 credits through their academic department.

Internship, Cooperative Education, and Scholars Programs

Through its internship, research, and co-op programs, The Shriver Center exposes students to paid/non-paid and part-time/full-time professional, real world opportunities and gives employers a chance to evaluate potential new employees. Placements are offered in various business, government and non-profit settings in the local community, nationally and internationally. Several scholars programs are also available to introduce Maryland's most promising college students to the rewards and challenges of working within Maryland State Government.

To be eligible, one must be a full-time degree-seeking student with 15+ credits from UMBC or 30 transfer credits and a minimum 2.5 GPA.

Service-Learning

Campus-Community Partnerships and K-16 Outreach initiatives allow students to provide direct service to the community in non-profit organizations and K-12 schools that address various social and educational issues. Credit courses offer students opportunities to examine service experiences through a disciplinary perspective

Additional Leadership & Engagement Activities

- The Shriver Living Learning Center: provides a group of undergraduates a unique and exciting residential opportunity with a special focus on service-learning.
- Kappa Theta Epsilon: a national cooperative education honor society.

UMBC POLICY RESOURCES

It is the responsibility of all UMBC students to know, understand, and adhere to all official UMBC policies and procedures. You can find full text versions of all policies by accessing the online Student Handbook and Resource Guide at the Division of Student Affairs Web site, and following the links indicated in each section.

In this section, you will find the following:

- UMBC Non-Discrimination Policy Statement
- The Clery Disclosure of Campus Security Policy and Campus Statistics
- Substance Abuse Policy Notification
- Disclosure of Student Records
- Responsible Computing Policy Statement
- Code of Student Conduct Statement
- Procedure for Review of Alleged Arbitrary and Capricious Grading
- Rights and Responsibilities for Academic Integrity
- Health Requirements Policy Statement
- Non-Smoking Statement
- Sexual Assault Response and Risk-Reduction Procedures

Graduate Student Resources are available on the Graduate School Web site , including:

- Policy and Procedures for Student Academic Misconduct
- Policies and Procedures for the Appeal of Academic Dismissal
- Graduate Student Mediation Procedure

All policies are subject to review and change.

UMBC Non-Discrimination Policy Statement

The University of Maryland, Baltimore County does not discriminate on the basis of race, color, national origin, ethnic background, ancestry, sex, disability, age, marital status, sexual orientation, veteran's status, or religion in admission to and participation in educational programs and activities, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. For assistant or more information contact the Office of the General Counsel, Administration Building, Suite 1012, (410) 455-2709, Fax (410) 455-1210, or go to the [General Counsel's Web site](#).

UMBC is an Equal Opportunity and Affirmative Action Institution

The Clery Disclosure of Campus Security Policy and Campus Statistics

In accordance with the guidelines established by UMBC and pursuant to federal law, identified as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the UMBC Annual Campus Security Report (CLERY REPORT). The report contains crime statistics about certain specified crimes/incidents that have been reported to the UMBC Police Department and/or Campus Security Authorities over the past three years and have occurred either on-campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus. The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims’ assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities/properties as well as personal safety tips. The report encourages the reporting of all crime occurrences. The report describes how and to whom to report crimes. Copies of this report may be obtained by calling 410-455-5555, in person from the UMBC Police Department or on-line at the [Police Department’s Web site](#).

Substance Abuse Policy Notification

Substance abuse continues to be a major problem on our nation’s campuses and in society as a whole. As an institution of higher learning, UMBC seeks to promote the intellectual, social, cultural, and physical well being of all of its students, faculty and staff. The abuse of controlled substances and alcohol poses substantial risks to the well being and judgment of all members of the community. In addition, such abuse threatens the stability of the campus community. It is the purpose of this notification to inform students, faculty and staff about standards of conduct, counseling and educational services, and the health risks associated with substance abuse. The Campus Community is provided the [Substance Abuse Policy Notification](#) statement on a semesterly basis via myUMBC.

Disclosure of Student Records

The University of Maryland, Baltimore County (UMBC) adheres to a practice of compliance with the Family Educational Rights and Privacy Act (FERPA). As such, it is the practice of the University (1) to permit students to inspect their education records (2) to limit disclosure to others of personally identifiable information from education records without student’s prior written consent, and (3) to provide students the opportunity to seek correction of their education records where appropriate. The UMBC Disclosure of Student Records Procedures edifies FERPA. The Campus Community is provided notice of [FERPA rights and the designation of Directory Information](#) on a semesterly basis via my UMBC.

Responsible Computing Policy Statement

UMBC provides access to computing and information resources for students, staff, faculty, and certain other users in support of UMBC's mission of teaching, research, public service, and in support of the official duties of the University. When activating an account, a user implicitly affirms that: they will abide by the broadest interpretation of the following policies; failure to follow policies may result in loss of computing privileges; UMBC may monitor computer use to protect the system; and the University may terminate the account of anyone who has been determined to use his or her access for unlawful purposes or in contravention of this [Policy](#).

Code of Student Conduct Statement

The UMBC is strongly committed to the development of the student and promotion of personal integrity and self-responsibility. Students enrolling at UMBC become citizens of the community and are entitled to enjoy the privileges and required to assume the responsibilities associated with this affiliation. The University consistently strives to create a community that welcomes and celebrates differences. Since the rights of all students are to be protected, and an atmosphere conducive to intellectual development, personal growth, and campus community are to be promoted, standards and guidelines on student behavior are necessary. The Office of Student Judicial Programs supports the University's dedication to student success and its educational purposes and goals by publishing, enforcing, drafting and interpreting standards of student behavior and related policies and procedures. The Code of Student Conduct is intended to: outline certain responsibilities and expectations of UMBC students, assist students in understanding their role in the academic community, and establish procedures that ensure due process in the adjudication of complaints concerning students. The [Code of Student Conduct](#) can be found at the Student Judicial Programs Web site.

Procedure for Review of Alleged Arbitrary and Capricious Grading

UMBC has designed procedures to provide students with a means for review of course grades alleged to be arbitrary and capricious. There are procedures outlined for [Undergraduate students](#) and [Graduate students](#).

Rights and Responsibilities for Academic Integrity

At the heart of the academic enterprise are learning, teaching and scholarship. In universities these are exemplified by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process, and intellectual honesty in the pursuit of new knowledge. In the traditions of the academic enterprise, students and teachers have certain rights and responsibilities that they bring to the academic community. [UMBC](#)

[statements of Faculty and Student Rights and Responsibilities](#) can be found at the [UMBC Policy Web site](#).

Health Requirement Policies

Every student is required to have two MMR vaccinations after the age of 12 months, one of which is after 1980. If the student is living in university housing, he/she must have a meningitis shot or sign a waiver acknowledging that he/she understands the risks of meningitis and elects not to have the shot. If the student is not a U.S. citizen or permanent resident, he/she must have a TB test in the U.S. within three months of initial enrollment. Students who fail to provide this documentation during their initial semester of enrollment will have their class registration blocked for the upcoming semester. International Student Health Insurance Policy as well as information pertaining to the Health needs of all students can be found on the [University of Health Services Web site](#).

Non-Smoking Statement

The University of Maryland, Baltimore County students, faculty, staff, employees, and visitors are responsible for complying with the nonsmoking policy on campus. The full policy can be found at the [UMBC Policy Web site](#).

Sexual Assault Response and Risk-Reduction Procedures

Sexual assault severely violates the standards of conduct expected of every member of the UMBC community. Sexual assault threatens the personal safety, well being, educational experience, careers and aspirations of individuals within the UMBC community. Such behavior, therefore, is not tolerated at UMBC. Specifically, UMBC prohibits nonconsensual sexual contact between individuals, strangers or acquaintances as described in the [USM Policy on Sexual Assault \(VI-130\)](#). This policy applies to all students, faculty, and staff of UMBC.

UMBC is committed to:

1. educating the campus community about the nature, consequences, prevention and/or reduction of the risk of sexual assault, and
2. recognizing and responding to the severe trauma imposed by sexual assault on its survivors, by providing support, advocacy and assistance to survivors of sexual assault, including information and referrals for:
 - health care
 - emotional support
 - community, legal and law enforcement systems, and
 - adjudication through the Code of Student Conduct and other administrative procedures.

Please see Response and Procedures at the [Division of Student Affairs Web site](#).

Graduate Student Policy Resources

The following policies have been approved by either the University of Maryland Board of Regents or the Graduate Council of the University of Maryland Graduate School, Baltimore to govern the conduct of graduate education, research and student life. For more information on the Graduate School policies, please see the [Graduate School](#) Web site.

Policy and Procedures for Student Academic Misconduct

This document states the basic University of Maryland Graduate School, Baltimore (UMGSB) policy and procedures for dealing with various forms of student academic misconduct. It applies primarily to course work. For student misconduct in research and scholarly work at the University of Maryland, Baltimore County (UMBC), please see the UMBC document on “Policy and Procedures Concerning Misconduct in Scientific Work” At the University of Maryland, Baltimore (UMB), misconduct in research and scholarly work is considered in the document, “[Policy and Procedures Concerning Misconduct in Scholarly Work.](#)”

Policies and Procedures for the Appeal of Academic Dismissal

These procedural guidelines are designed to provide a means for the resolution of appeals by students who have been dismissed from the UMGSB because of poor academic performance or progress. These policies and procedures can be found on the [UMBC Policy](#) Web site.

Graduate Student Mediation Procedure

The purpose of this procedure is to establish a committee that will mediate disputes between graduate students and the faculty and/or administration of the program in which the student is enrolled. The UMGSB, UMBC Mediation Committee (MC) is composed of three experienced faculty members, appointed by the dean of the Graduate School for a period of two years* and two full-time graduate students appointed each year by the Graduate Student Association. The MC provides mediation when major disagreements or differences of opinion arise between a graduate student and his/her advisor and/or other members of a graduate program that (a) cannot be resolved successfully at the program level; (b) are serious enough in nature to jeopardize a student’s ability to complete his/her education; and (c) are not covered by other policies. For more information on the Graduate Student Mediation Procedures, see the [Graduate School](#) Web site.

EMERGENCY PREPAREDNESS

Information on UMBC's emergency preparedness and response can be found on the University Police Web site. Additionally on the University Police website, students, faculty and staff are able to register for the emergency notification system which uses your cell phone text messaging capabilities to provide updates via text and through e-mail.

Students living on campus are encouraged to visit the "safety" section of the Residential Life Web site for safety and emergency response information specifically related to living in the residence halls or apartments.

Health alerts will be posted on the UMBC University Health Services Web site. Please refer to the Center for Disease Control and Prevention for guidelines and advice on actions one should take to prepare for health emergencies.

All students, faculty and staff are encouraged to be adequately prepared for emergencies. It is recommended that everyone have water, food and other supplies on hand. Please refer to Red Cross guidelines and advice on actions one should take to prepare.

UMBC: A CARING COMMUNITY

It is important that all of us take care of ourselves and also look out for each other as members of a campus community.

Counseling, Advising and Information Services Available to The UMBC Community

Emergencies: 410-455-5555 (on campus) or 911 (off campus)

If you know or observe that someone is a potential harm to him/herself or someone else please contact University Police at 410-455-5555.

Counseling Services: 410-455-2472

If you know or observe someone to be troubled, confused, very sad, highly anxious, irritable, lacks motivation and/or concentration, demonstrates bizarre behavior, or thinking/talking, writing/e-mailing/texting about suicide please contact UMBC Counseling Services at 410-455-2472.

Behavioral Concerns

Some UMBC community members may find themselves confronted with a situation in which they feel uncertain, uncomfortable or disturbed by an individual's behavior, whether in class, in the workplace or at a meeting or event.

University Police (410-455-5555), Student Judicial Programs (410-455-2453), Student Affairs Office (410-455-2393) and members of the Behavioral Risk Assessment and Consultation Team (410-455-2393; 410-455-5555; 410-455-2420) are a resource for you and can help you deal with the situation.

IMPORTANT PHONE NUMBERS

Academic Services (Registrar)	410.455.3158
Admissions (Undergraduate)	410.455.2291
Bookstore	410.455.2695
Career Services Center	410.455.2216
Counseling (University) Center	410.455.2472
Dining Services	443.612.3663
Financial Aid	410.455.2387
Graduate School	410.455.2537
Health (University) Services	410.455.2542
Inclement Weather	410.455.6789
International Education Services	410.455.2624
Operator (campus)/Information	410.455.1000
Off-Campus Student Services	410.455.2770
OIT Help Desk	410.455.3838
Parking Services	410.455.2551
Police (University)/Escort Service	410.455.5555
Residential Life	410.455.2591
Retriever Athletic Center	410.455.2126
Student Accounts	410.455.2288
Student Affairs	410.455.2393
Student Life Office	410.455.3462
Student Support Services	410.455.3250
Transfer Student Network	410.455.2770
Transportation Services	410.455.2454
Undergraduate Academic Policy Administration	410.455.5881
Women's Center	410.455.2714

THIS HANDBOOK WAS DESIGNED BY:

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ABOUT THE COVER DESIGN:

Before beginning my undergraduate education, as Visual Arts major at UMBC, I was not prepared for the vast amount of academic cultivation that I would be exposed to. UMBC has been recognized as one of the, if not most, diverse campuses in the in the country. Brimming with different cultures and ethnicities, it was important to display the faces that embodied this distinguished institution.

Incorporating the flags from around the world, and using a random selection of photographic subjects, I wanted to show how the students and faculty make up a unique diversified campus.

- Mayen Akpan



**THE MANY
FACES
OF
UMBC**