

Updated June 2015



# UMD at USG Program Guide



# TABLE OF CONTENTS

---

Welcome.....	3
USG at a Glance.....	4
History & Mission.....	5
Universities at Shady Grove Leadership Committees .....	6
Our Story .....	7
Visit the College Campus .....	7
USG Resources .....	8
Academic Scheduling .....	9
Administration .....	10
Bookstore .....	10
Business Office .....	11
Campus Recreation Center .....	13
Career & Internship Services Center .....	14
Center for Academic Success (CAS).....	15
Conference Center .....	17
Facilities.....	18
Green Grove Café, Corner Bistro and Nearby Restaurants.....	19
Office of Information Technology .....	20
Office of Student Services (OSS).....	21
Parking .....	21
Public Safety.....	23
Public Transportation.....	25
Scholarships .....	27
Shady Grove Library – Priddy Library .....	28
Service Awards Nomination.....	29
Faculty Resources (FAQ) .....	29

UMD main campus Resources .....	33
Admissions Office .....	34
Registrar’s Office.....	35
Career Center .....	36
Financial Aid Office .....	36
Bursar’s Office .....	36
Disability Support Services (DSS) .....	36
Office of Institutional Research Planning and Assessment (IRPA) .....	37
Office of Student Conduct .....	37
University Health Center .....	38
Undergraduate Studies .....	38
Graduate School.....	38
Office of Extended Studies.....	39
Professional Writing.....	39
Recruitment (Community College) Resources.....	39
Montgomery College (MC) .....	39
Frederick Community College (FCC).....	40
Prince George’s Community College.....	40
Best Practices.....	40
Documents.....	45
Reenrollment Info Sheet .....	45
Fees Sheet.....	48
New Academic Program Proposal Format.....	49
New Program Notification Format.....	50
USG Contact Reference Guide .....	51
Important Websites.....	54

# WELCOME

---

Dear Program Director:

Welcome to the College Park programs at the Universities at Shady Grove (USG)! Whether you are a new Program Director or a current Program Director, this was developed for you. This manual is intended to introduce you to the University of Maryland at Shady Grove and the processes that have been developed in order to accommodate for the nine institutions that are based on this campus. As a regional center for the University System of Maryland, this campus provides many opportunities for students. Within this manual, you will find information on the various service centers and resources that are offered. In addition, you will find many of the processes that program directors will encounter while managing their UMD program at Shady Grove. While we do follow rules/regulations from our home institution (UMD), the current programs have agreed on some best practices that seem to work while managing a program on this campus. There are many groups of people you will encounter while overseeing a program at USG. This manual should also be helpful in identifying some main points of contact at UMD, USG and the local community colleges. I hope this program guide will assist you in managing your program at the Universities at Shady Grove campus.

Sincerely,

Michelle Gordon Marcellino,  
Director, College Park Programs at Shady Grove  
Office of the Senior Vice President and Provost

## USG AT A GLANCE

---

The Universities at Shady Grove offers 80 undergraduate and graduate degree programs from nine respected institutions within the University System of Maryland at one central location in Montgomery County. USG provides daytime, part- and full-time, evening and weekend programs to meet the needs of its students.

The universities:

### BOWIE STATE UNIVERSITY

---

Established in 1865, Bowie State University is the oldest historically black institution of higher learning in Maryland and one of the oldest in the nation. Bowie State University (BSU) offers undergraduate, graduate and professional programs and serves a diverse student population.



### SALISBURY UNIVERSITY

---

Salisbury University is nationally recognized with a creative curriculum emphasizing undergraduate research, study abroad, professional internships, and civic engagement.



### TOWSON UNIVERSITY

---

Towson University is the second-largest institution in the University System of Maryland. Founded in 1866, Towson University enrolls more than 17,000 students and is nationally recognized for its excellent programs in the arts and sciences, communications, business, health professions, education, fine arts and computer and information sciences.



### UNIVERSITY OF BALTIMORE

---

The University of Baltimore was founded in 1925 as a private institution. Its founders were a group of Baltimore civic leaders who wanted to provide low-cost, part-time evening study in business and law for working adults.



### UMBC

---

UMBC: An Honors University in Maryland is a medium-sized, selective, public research university that attracts high-achieving students to its undergraduate and graduate programs in the liberal arts, sciences and engineering.



## UNIVERSITY OF MARYLAND, COLLEGE PARK

---



The University of Maryland, College Park, is a public research university, the flagship institution of the University System of Maryland and one of only 62 members of the Association of American Universities (AAU). The University advances knowledge, provides outstanding and innovative instruction, and nourishes a climate of intellectual growth in a broad range of academic disciplines and interdisciplinary fields.

## UNIVERSITY OF MARYLAND EASTERN SHORE

---

The University of Maryland Eastern Shore (UMES) offers major programs leading to the bachelor of arts and bachelor of science degrees in 26 disciplines in the arts and sciences, professional studies and agricultural sciences. UMES has long been known for providing professional training in the key regional industries of hospitality management and the management of commercial poultry and swine operations.



## UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE (UMUC)

---

Founded in 1947, UMUC is one of 11 accredited, degree-granting institutions in the University System of Maryland (USM). Headquartered in Adelphi, Maryland, UMUC has classroom locations in the Washington, D.C. metropolitan area, Europe, and Asia, and provides award-winning online classes to students worldwide.



## HISTORY & MISSION

The Universities at Shady Grove (USG), Maryland's largest regional center, is an innovative partnership of nine University System of Maryland (USM) universities on one campus in Montgomery County.

Each of the partner universities provides highly sought academic programs and awards its own degrees. USG, in turn, provides centralized on-site student, academic and administrative services. This unique integrated approach allows USG to offer easily accessible pathways to 80 upper-level undergraduate and graduate degree and certificate programs, creating outstanding career opportunities for students.

### BOARD OF ADVISORS

---

The Board of Advisors is a formally constituted body established under the auspices of the University System of Maryland Board of Regents. Its principal responsibility is to represent broad community interests and to ensure that student, business, local and state government, and higher education needs are being addressed in the development of the USG. Within this framework, the Board 1) provides advice and support to the Executive Director, and 2) provides guidance on strategic development and implementation that includes the following areas: program identification, advocacy, fund-raising, cooperation and partnership building, marketing and promotion, financial and facilities planning, and evaluation and assessment.

### ACADEMIC PROGRAM ADVISORY COMMITTEE (APAC)

---

The Academic Program Advisory Committee serves to provide the Executive Director with advice about academic policy, program coordination and planning, operational needs, and the interests of the participating institutions. It is composed of a representative of the provost of each Participating Institution. The representatives shall be appointed by their respective provosts.

### SHADY GROVE GOVERNING COUNCIL (SGGC)

---

Overall policy-making responsibility for the administration of The Universities at Shady Grove shall be vested in the Shady Grove Governing Council. The SGGC shall be composed of the provosts from all institutions participating in USG's regular course offerings. It shall be chaired by the USM Vice Chancellor for Academic Affairs. The responsibilities of the SGGC shall include:

- Review and approve academic policy proposals from the Academic Planning Advisory Committee.
- Approve the annual budget and submit it to the USM.
- Approve new academic programs.
- Review all recommendations for student fees before forwarding to the University System of Maryland Board of Regents.
- Approve charges to Participating Institutions.
- Determine the scope and character of student and ancillary services at the USG within the constraints of resources in the approved annual budget.
- Ensure that services and facilities at USG conform to the standards of the Maryland Higher Education Commission and appropriate accrediting authorities.

## OUR STORY

Since fall of 2000, the University of Maryland, College Park introduced a new concept in higher education by establishing the Universities at Shady Grove. The Universities at Shady Grove is a regional center for the University System of Maryland that is the premier partner between nine leading Universities. By providing students with the prestige and benefits of a Maryland degree in a convenient campus located in Montgomery County, it helps to nourish a climate of intellectual growth from a broad range of academic disciplines and interdisciplinary fields.

University of Maryland, College Park is the managing institution at the Universities at Shady Grove and all graduates from our programs earn University of Maryland, College Park degrees. At the Shady Grove campus, each College Park program retains oversight of their individual academic curriculum and offers the same competitive admission requirements, outstanding faculty, state-of-the-art classrooms, and customized student services.

## VISIT THE COLLEGE CAMPUS

### ADDRESS

---

Universities at Shady Grove, 9630 Gudelsky Drive, Rockville, MD 20850

### INTERACTIVE MAP

---

Enjoy your visit to the USG campus! Locate your destination in our campus map shown below or enter the virtual tour with our interactive map.

URL: [http://map.shadygrove.umd.edu/#UMAP\\_2013010261203](http://map.shadygrove.umd.edu/#UMAP_2013010261203)





## USG RESOURCES

All academic programs are supported by centralized on-site student, academic, and administrative services. This integrated approach provides a campus environment that supports high-quality teaching and student academic achievement. From the Center for Academic Success to the Career and Internship Services Center, USG has the staff and services to provide individualized help and support. An overview of all services provided by USG can be found by visiting the following URL: <http://shadygrove.umd.edu/campus-services>

The service centers at USG that you will be working with are described in the following sections.

## ACADEMIC SCHEDULING

You will need to make sure your schedule is updated on the USG website and the UMD main campus website (Testudo). You will be responsible for ensuring that it is correct in both locations. This includes final exams. You may contact UMCP Scheduling ([schedule@deans.umd](mailto:schedule@deans.umd)) for scheduling at USG.

### PROGRAM DIRECTOR ROOM REQUESTS

Program Directors may request one-time or additional space for specific classes, program meetings, information sessions, and other academic events via Virtual EMS (VEMS), Universities at Shady Grove's new online scheduling system.

One can also view a comprehensive list of the academic schedule of classes, academic events, internally sponsored events, and conferences through VEMS.

Virtual EMS can be accessed through URL provided below:

<http://schedule.sgrove.usmd.edu/VirtualEMS/default.aspx>.

1. Program staff requires a user account to access the room request form on VEMS. To sign up for a user account and attend a brief training, please contact the Academic Scheduling Coordinator via email ([usg-scheduling@umd.edu](mailto:usg-scheduling@umd.edu)).
2. Through VEMS, requests must be made at least two working days before the date of reservation to allow for request to be processed. If the request is made within two days of the event, please contact the Academic Scheduling Coordinator via email provided above to schedule space.



## STUDENT STUDY ROOM REQUESTS

---

Students enrolled in academic courses at the Universities at Shady Grove may request study space for two to eight people, located in one of the eight study rooms located on the second, third, and fourth floors of Building III, Camille Kendall Academic Center.

Students may request study rooms by clicking on the following link:

[http://www.shadygrove.umd.edu/campus-services/academic-scheduling/student-room-requests/Study Room Request Form](http://www.shadygrove.umd.edu/campus-services/academic-scheduling/student-room-requests/Study_Room_Request_Form)



## ADMINISTRATION

The director of administration and finance is responsible for all issues that affect the smooth and efficient operations at The Universities at Shady Grove. For all questions and concerns regarding policies, please contact Karen Mitchell at 301-738-.6319 or [kmitch@umd.edu](mailto:kmitch@umd.edu).

For specific questions related to office issues, please contact the following:

- Office/building keys, and parking related issues, parking passes (John Brandt, [jbrandt@umd.edu](mailto:jbrandt@umd.edu))
- Copy, fax, and postage meter codes and services (Bilky Okoh, [bokoh@umd.edu](mailto:bokoh@umd.edu), 301-738-6056)
- Computer needs, log-in requests, and support (Juan Camacho, [jcamacho@umd.edu](mailto:jcamacho@umd.edu))
- Phone, networking and telecommunications (Kevin Moran, [morank@umd.edu](mailto:morank@umd.edu))
- HR issues, benefits, staff directory (Brandon Smolen, [bsmolen1@umd.edu](mailto:bsmolen1@umd.edu), 301-738-6115)
- Questions regarding office furniture or space (Jessica Nardi, [jnardi@umd.edu](mailto:jnardi@umd.edu), 301-738-6324)
- Center policies (Karen Mitchell, [kmitch@umd.edu](mailto:kmitch@umd.edu))

### Reserving facility space at USG

To reserve classroom space or multipurpose room/auditorium utilize VEMS link below:

<http://schedule.sgrove.usmd.edu/VirtualEMS/default.aspx>

## BOOKSTORE

The Shady Grove Bookstore fulfills all textbook needs for the students. In addition, there is a wide selection of sportswear and merchandise for all campuses and even USG apparel. Visitors can browse the latest magazines or bestsellers in the lounge area. The food section is stocked with variety of snacks and drinks. Additionally, one can find great gifts and even books for leisure time.

The bookstore is located in the Camille Kendall Academic building next to the library.

For an online list of all texts in use at Shady Grove and to order textbooks for either pick-up or home delivery, please visit <http://shadygrove.bncollege.com>.

### Hours of Operation

Monday-Thursday: 9:30 a.m.-6:30 p.m.

Friday: 9:30 a.m.-3:30 p.m.

Saturday & Sunday: Closed



## BUSINESS OFFICE

### MAILROOM

The USG mailroom is located in the Bldg II lobby, near the Conference and Event Services desk on the 1st floor. USG provides internal mailboxes for all Staff departments and for Partner University Faculty teaching on campus. Mail delivery/pick-up is weekdays + Saturday at 11:00 am.

- **USPS:** A U.S. Postal Service drop box is located in the Bldg II lobby
- **FED EX:** To schedule direct pickup or find a Fed Ex location near the USG campus, call 1-800-463-3339 or go to <http://www.fedex.com/Dropoff/LocationEntry.do>
- **UPS:** A drop-off box is located in the main lobby of Bldg II

**Mailroom door code:** The mailroom is unstaffed and the door is closed, and usually locked, during primary weekday business hours (9:00am-5:00pm). At all other times, the mailroom door is locked and only accessed by using a passcode. The passcode is given to USG departmental staff and to the Program Director of each Partner University program.

**Postage Machine:** Instructions on how to use the postage machine are posted on the wall near the machine in the Mailroom. Usage of the postage machine in the Mailroom requires a passcode. Each USG department and each Partner University program has a specific, assigned passcode. Partner University Program Directors are given the passcode, so please contact the Program Director for permission to use the program's mail code.

### PRINTING AND COPYING

**USG Departmental Staff:** The Business Office supplies a unique copy code to each department to use the copiers in the workroom and other locations around campus.

**Partner University Staff and Faculty:** The Business Office provides a unique copy code to each Partner University program for use in the workroom located near USG program offices. Please contact the program director for access to the program's specific copy code.

**USG Students:** USG operates a monetary-based copy/print system for the students. Copiers for student use are in various locations in the 3 buildings on campus. Pay-for-Print machines to purchase cards to pay for copier usage are located in the OIT Lab (Bldg III, 2nd floor), the USG Library (Bldg III, 1st floor) and the Bldg I vending/snack area on the 2nd floor.

**Copier Service:** If a copier or pay-for-print machine is not working properly, please contact the OIT Help Desk in the IT Lab (Bldg III, 2nd floor) at 301-738-6363 or [usg-helpdesk@umd.edu](mailto:usg-helpdesk@umd.edu) for assistance.

## **COPY CENTER**

---

The Shady Grove Copy Center offers full copy services to faculty, staff, students, and the public at competitive prices.

### **SERVICES**

- Black and white and color copies—from one copy to many, no job is too small or large
- Many different colors and weights of paper
- Transparencies—black and white and color
- Fax—Send and receive faxes (local and international)
- Binding, stapling, hole punching, tape, and spiral binding
- School supplies—pens, pencils, notebooks, 3.5" disks, envelopes

**How to submit:** Documents and materials can be dropped off at in SG II, room 1000 or you can preserve the quality of your document by sending it as an email attachment to the copy center at [sgcopy@mercury.umd.edu](mailto:sgcopy@mercury.umd.edu).

Please include in your email the following details:

- Name, program, and copy code
- Number of copies and format (one or two-sided copies)
- Finishing choices (collate, staple, tape, or spiral binding), if needed
- Time frame for completion
- Scheduled pick-up or drop-off
- A phone number where you can be reached if there are further questions

**Payment:** Cash, checks, and major credit cards are accepted. Faculty/staff can use their assigned copy codes.

## SCANTRON

---

The Universities at Shady Grove (USG) offers self-service Scantron services in the form of a pilot program. The use of this service is available to any professor teaching at least one class for any one of the over 60 degree programs at USG. To view the Scantron Quick Reference Guide please visit the following link:<http://shadygrove.umd.edu/campus-services/copy-center/scantron>. You must receive training before using these services. Please email [sgcopy@mercury.umd.edu](mailto:sgcopy@mercury.umd.edu) for training.

**Technical Support:** For technical support please contact the USG Copy Center at x6308 (Bldg. II, Room 1000). *After Hours: please contact the OIT Helpdesk x6363 (Bldg. III, 2nd Floor).*

### Hours of Operation

Monday-Thursday: 9:00am - 6:00pm

Fridays: 9:00am - 1:00pm

Saturdays & Sundays: Closed

## CAMPUS RECREATION CENTER

At the CRC, the students, staff and faculty at the Universities at Shady Grove are provided everything needed to maintain a healthy and fun lifestyle at an affordable price. The fitness center has a variety of resistance equipment along with an assortment of aerobic/cardio classes that makes the CRC a great place to give users a complete workout. Additionally, the Recreation Center provides an opportunity for eligible participants to work out in the fitness center at their leisure during specific times throughout the day. Participants have access to strength training, free weights, cardiovascular & selected fitness equipment. Personal Trainers are available to provide assistance and answer questions.

The CRC consists of a workout room, an aerobics / game room, a lounge and a locker room complete with showers! The lounge offers students and faculty with a relaxing area that includes a big screen plasma TV, magazines, several comfortable sofas and chess/checker tables. The workout room is equipped with treadmills, bikes, ellipticals and a universal fitness unit.

Participation in CRC activities, including use of facilities and equipment, is completely voluntary. There are risks and hazards, minor and serious, associated with participation in athletic and fitness related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in CRC activities.

The Universities at Shady Grove, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in CRC

activities, including the use of CRC facilities and equipment. The Universities at Shady Grove does not provide medical, health, or other insurance for participants. Purchasing adequate health/medical insurance prior to participation is strongly recommended.

### Hours of Operation

Monday-Friday: 9:00am-8:00pm

Saturdays: 9:00am-2:00pm

Sundays: 12:00pm-5:00pm

For more information and inquires please visit CRC on the 2<sup>nd</sup> floor of the Camille Kendall Academic Center (above the Green Grove Cafe) or call 301-738-6299.

## CAREER & INTERNSHIP SERVICES CENTER

The Career & Internship Services Center (CISC) offers career advising to USG students as they prepare for an internship or job search. Working in partnership with each home institution, the CISC provides an additional layer of support to students on the Universities at Shady Grove campus. Through individual advising sessions, group workshops and events, and virtual resources, students can receive assistance with career-related topics, including:

- Resume and cover letter writing
- Job and internship opportunities
- Interview preparation
- Salary negotiation

In addition, the CISC offers employers opportunities to recruit USG students for internships and employment. Through campus visits and use of our web-based job posting system the USG Career Connector, employers can advertise current internship or employment openings, review student resumes, and showcase their industry or company.

### Useful links

- Focus 2 Career Assessment
  - <http://shadygrove.umd.edu/campus-services/career-services/focus2>
- Featured Job of the Week
  - <http://shadygrove.umd.edu/campus-services/career-services/featuredjob>
- USG Career
  - <http://shadygrove.umd.edu/campus-services/career-services/usgcareerconnector>
- Graduate & Professional School Resources
  - <http://shadygrove.umd.edu/campus-services/career-services/GraduateResources>

- Facebook
  - <http://www.facebook.com/USGCISC>
- Virtual Resources
  - [http://shadygrove.umd.edu/campus-services/career-services/virtual\\_resources](http://shadygrove.umd.edu/campus-services/career-services/virtual_resources)
- Events & Career Fairs
  - [http://shadygrove.umd.edu/campus-services/career-services/events\\_careerfairs](http://shadygrove.umd.edu/campus-services/career-services/events_careerfairs)
- Employer Services
  - [http://shadygrove.umd.edu/campus-services/career-services/employer\\_services](http://shadygrove.umd.edu/campus-services/career-services/employer_services)

### Contact Details

Phone: 301-738-6338

Fax: 301-738-6070

Email: [usgcareerservices@umd.edu](mailto:usgcareerservices@umd.edu)

LinkedIn: <http://www.linkedin.com/pub/usg-career-internship-services-center/53/44b/9b5/>

Hours: Monday-Friday: 9:00AM-5:00PM

## CENTER FOR ACADEMIC SUCCESS (CAS)

At the Center for Academic Success (CAS), students can reach a new personal best with cutting-edge learning strategies and personalized academic coaching. They can take part in one of the many workshops on topics such as speed reading, time management, and study strategies; gain more confidence in difficult courses with peer-led Guided Study Sessions (GSS); and work one-on-one with the professional consultants to hone writing skills. With CAS, students get the opportunity to master content and find out both what to learn and how to learn. CAS lets the students take charge of their academic life and develop the skills they need to be successful in school and in their career.

### WRITING ASSISTANCE

---

The Center for Academic Success assists the students in interpreting assignments, organizing and planning the writing process, and refining and improving their grammar and writing skills. CAS counselors sit with the students and provide feedback on the paper, explain where they see their strengths and challenges, and teach them ways to overcome these challenges, engaging the students in the writing process and in the new transferable skills they have just learned.

To make an appointment for writing consultation, students can contact CAS by phone (301-738-6315) or email ([sg-cas@umd.edu](mailto:sg-cas@umd.edu)), or stop by CAS in SG III-1134. If a student is not on campus then CAS provides phone tutoring on papers. For further queries, please visit the website: <http://www.shadygrove.umd.edu/campus-services/cas/writing>



## **GUIDED STUDY SESSIONS (GSS)**

---

- Are small study groups formed for difficult courses.
- Are led by a student/peer who has advanced knowledge of how to succeed in the course.
- Teach the students basic study skills along with new material.

With the guided sessions the students can take a proactive approach to their coursework: if students start their semester in Guided Study Sessions (GSS), they can more easily stay on top of the course material and requirements, rather than waiting until challenges come up or you get behind!

To check the schedule of study sessions, please visit link <http://www.shadygrove.umd.edu/campus-services/cas/gss>

## **WORKSHOPS**

---

CAS's workshops teach the students accelerated learning strategies that they can use to take their skills to the next level, make their transition to upper division and graduate work smoother. From study skills and time management to speed reading and research skills, CAS workshops (offered at no extra cost) occur throughout the school year. CAS offers a selection of out-of-class workshops each semester. The details are shared at <http://www.shadygrove.umd.edu/campus-services/cas/workshops>.

Schedule for the workshops can be obtained by sending an email ([sg-cas@umd.edu](mailto:sg-cas@umd.edu)) or stopping by at CAS office. Few series of workshops are uploaded onto Youtube and the links are shared on website <http://www.shadygrove.umd.edu/campus-services/cas/http://shadygrove.umd.edu/campus-services/cas/onlineworkshops>.

## **FACULTY SERVICES**

---

The Center for Academic Success can come into classrooms and provide the above workshops. CAS can also work with faculty to create a workshop around a new area or tailor a workshop to individual course needs. Please visit web page <http://www.shadygrove.umd.edu/campus-services/cas/faculty-services> for more information.

## **ACADEMIC COACHING AND TUTORING**

---

CAS offers one-on-one academic "personal training," which allows students to discuss with a counselor their personal and academic goals and ways to achieve these goals. The counselor then works with the students to equip them with the tools necessary to meet these goals, including: time management, organization, motivation, test-taking, general study skills, reading and stress management.

The students can simply make an appointment (call 301-738-6315 or email [sg-cas@umd.edu](mailto:sg-cas@umd.edu)) or drop by the Center for Academic Success (SG III, Room 1134).

CAS can also facilitate the process of finding a tutor for a student. To request a tutor, student needs to fill out the [Request a Tutor Form](#). CAS will attempt to find a tutor and will contact the student with the details. If a tutor can be found on campus, CAS will pay the tutor. In some cases, tutors are limited or unavailable, in which case CAS will attempt to refer the student to an off-campus tutor or another resource. In this case, the student may be responsible for paying the tutor or service directly.

## **DISABILITY SUPPORT & TEST PROCTORING**

---

The Center for Academic Success serves as the Disability Support Services office at Universities at Shady Grove. CAS provides test proctoring services and can act as a liaison between students at USG and their home campus, as well as between students and their professors.

All students who require support for learning disabilities should get in contact with CAS (email at [sg-cas@umd.edu](mailto:sg-cas@umd.edu) or call 301-738-6315) to make sure they are properly registered to receive accommodations and understand the accommodations process at USG. For further details please visit <http://www.shadygrove.umd.edu/campus-services/cas/dss>.

## **CONFERENCE CENTER**

USG Conference Center facility is distinct from any other conference center you may consider. From onsite computer labs to a gala evening for 500 guests, USG Conference and Event Services has the right mix of staff, equipment, space and catering services to meet your event needs.

USG is a resource for the Montgomery County's thriving business community. Over 300,000 square-foot is available for meetings and feature an 8700 sf. ball room, 305-seat auditorium, as well as breakout rooms for smaller groups. The Conference and Event Services has been providing continuous services to clients for over 10 years.

CES at USG welcomes government agencies, businesses, community and non-profit organizations to host their events at the spacious modern facilities. Each room is equipped with the most up-to-date technologies necessary to successfully facilitate your event. The management's continuous attention to detail helps to ensure the attendees enjoy the same high-quality service and accommodations expected by professional meeting planners.

For reservations you may call 301-738-6059, or email at [sg-ces@umd.edu](mailto:sg-ces@umd.edu).

### **Hours of Operation**

Monday - Friday: 8:00am - 5:00pm;    Saturdays & Sundays: Event Specific Schedule

## FACILITIES

Education Buildings I, II and III consist of:

- 29 general classrooms,
- Seven executive classrooms,
- Four computer laboratories/classrooms,
- Two nursing laboratories,
- Two interactive video networks (IVN) rooms,
- A 300-seat auditorium,
- A Library and Media Center Services,
- A telecommunications center,
- Two biotechnology teaching laboratories,
- A 9,000-square-foot multipurpose room,
- One kitchen,
- 30 administrative offices, and
- 850 parking spaces

## CAMPUS HOURS OF OPERATION

---

USG is open as follows:

<b>SG I</b>	<b>Building Hours</b>
Monday-Friday	8:00 a.m.-11:00 p.m.
Saturday	8:00 a.m.-7:00 p.m.
Sunday	8:00 a.m.-10:00 p.m.

<b>SG II</b>	<b>Building Hours</b>
Monday-Friday	7:00 a.m.-11:00 p.m.
Saturday	8:00 a.m.-7:00 p.m.
Sunday	8:00 a.m.-6:00 p.m.

<b>SG III</b>	<b>Building Hours</b>
Every day of the week	8:00-12:00 a.m.

When the buildings are closed, a perimeter security system is armed. A security post is staffed in every building after office hours.

Click the following URL to visit the Camille Kendall Academic Center (SG III):

<http://shadygrove.umd.edu/about/campus-sustainability/sgiii>

## GREEN GROVE CAFÉ, CORNER BISTRO AND NEARBY RESTAURANTS

### GREEN GROVE CAFÉ

Here you can expect nothing but the best meals freshly prepared with locally grown produce and served with smiles. There's something for everyone: from hot and sizzling to grab n' go sandwiches, and vegetarian options too.

Please follow the [link](#) (given below) for a full list of the menu items. For daily specials you may call their MEAL line: 301-738-MEAL (6325).

They are located in the Camille Kendall Academic Center, at the Universities at Shady Grove.



URL: [http://shadygrove.umd.edu/sites/default/files/USG\\_Assets/PDF/CAFÉ Menu 2012.pdf](http://shadygrove.umd.edu/sites/default/files/USG_Assets/PDF/CAFÉ Menu 2012.pdf)

### CORNER BISTRO



Inspired by students, for students! The coffee shop features a variety of snacks such as freshly-baked pastries, cookies, brownies, and sandwiches. They also have a variety of blended smoothies, fresh fruit juices, teas and hot cocoa. They are proud to brew coffee with ingredients from local providers in the area.

You can find them on the 1st floor of the Camille Kendall Academic building, adjacent to the Green Grove Café.

Click the link below to review the menu:

URL: [http://shadygrove.umd.edu/sites/default/files/USG\\_Assets/PDF/Corner menu Spring 2013.pdf](http://shadygrove.umd.edu/sites/default/files/USG_Assets/PDF/Corner menu Spring 2013.pdf)

#### Green Grove Café Hours:

Mon – Thurs: 8:00am – 2:00pm  
Dinner: 5:00pm – 7:30pm  
Fri: 8:00 – 2:00pm  
Sat: Closed  
Sun: Closed

#### Corner Bistro Hours:

Monday – Thursday: 7:45am -10:00pm  
Friday: Closed  
Saturday: 7:45am – 3:00pm  
Sunday: Closed

## NEARBY RESTAURANTS

---

The availability and variety of food is limited at USG in the evening. There are a variety of restaurants as well as additional dining options in the Trville Shopping Center close to campus.



### [Quench](#)

9712 Trville Gateway Dr  
Rockville, MD 20850



### [Cava Mezze](#)

9706 Trville Gateway Dr  
Rockville, MD 20850



### [Nantucket's Reef](#)

9755 Trville Gateway Dr  
Rockville, MD 20850



### [The Bukhara](#)

9736 Trville Gateway Dr  
Rockville, MD 20850



### [Sushi Oishii](#)

9713 Trville Gateway Dr  
Rockville, MD 20850



### [BagelTowne Deli](#)

9749 Trville Gateway Dr  
Rockville, MD 20850



### [Michael's Noodles Restaurant](#)

10038 Darnestown Rd  
Rockville, MD 20850



### [Oriental Cafe](#)

9745 Trville Gateway Dr  
Rockville, MD 20850



### [Potomac Pizza](#)

9709 Trville Gateway Dr  
Rockville, MD 20850



### [Pholuscious Vietnamese Grill](#)

10048 Darnestown Rd  
Rockville, MD 20850

## OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology at the Universities at Shady Grove (USG), in cooperation with the University of Maryland, College Park, leads the planning, design, and implementation of information and technology strategies, and provides premium services and infrastructure necessary for USG to carry out its mission.

The mission of the Office of Information Technology is to encourage, support, and enhance the use of technology for faculty, staff, and students through planning, budgeting, and technology leadership, and to operate, manage, and coordinate information systems and support for USG's IT infrastructure in order to meet the academic and administrative computing needs of its participating institutions.



For all technical support issues please call 301.738.6363 or e-mail us at [usg-helpdesk@umd.edu](mailto:usg-helpdesk@umd.edu).

You may access the following links to know details about the services provided by OIT:

- Audience Response System: <http://shadygrove.umd.edu/campus-services/oit/ARS>
- Computer Labs: <http://shadygrove.umd.edu/campus-services/oit/computer-labs>
- How-To's: <http://shadygrove.umd.edu/campus-services/oit/how>

- Printing & Copying: <http://shadygrove.umd.edu/campus-services/oit/printing>
- Technical Support: <http://shadygrove.umd.edu/campus-services/oit#techsupport>
- Technology Enhanced Classrooms: <http://shadygrove.umd.edu/campus-services/oit/technology-enhanced-classrooms>
- Voice Services: <http://shadygrove.umd.edu/campus-services/oit/voice-services>
- Wireless: <http://shadygrove.umd.edu/campus-services/oit/wireless>
- OIT-Request Forms: <http://shadygrove.umd.edu/oit/oit-request-forms>
- USG Academic Software List: <http://shadygrove.umd.edu/campus-services/oit/USG Software List>

## OFFICE OF STUDENT SERVICES (OSS)

The Office of Student Services is located in SG III, Room 1100, and offers an array of personalized services tailored to meet the needs of our students. The office provides counseling services and numerous informational resources in the following areas:

- Admissions
- Billing & Payment Plans
- Financial Aid & Scholarships
- International Student Services
- Prospective Student Services
- General Academic Counseling for Prospective Students
- Registration & Schedule Adjustment
- Student ID Cards
- Veteran Student Services

The Chief of Student and Academic Services is responsible for all issues that affect undergraduate & graduate students at USG (day and evening/weekend students). Please contact Robyn Dinicola-Wagle at 301-738-6073 ([rdwagle@umd.edu](mailto:rdwagle@umd.edu)).

## PARKING

General, unrestricted parking spaces at USG are available on a first-come, first-served basis, in all four parking lots and in the parking garage. Vehicles parked in spaces that are restricted must have appropriate permits for the spaces they occupy. Restricted spaces include Disabled Spaces, Carpool Spaces, Fuel Efficient Vehicle (FEV) Spaces, Electric Vehicle Charging Spaces, and any other space restricted by sign or other traffic control device (cones, etc.). Vehicles parked in violation of USG restrictions may be towed at the owner's risk and expense.

## **DISABLED PARKING**

---

Disabled Parking is located in lot #2, lot #5 and the parking garage. Vehicles found in violation of posted restrictions for disabled parking may be ticketed and towed at the owner's risk and expense.

## **CARPOOL & FUEL EFFICIENT VEHICLE (FEV) PERMITS**

---

Lot #5 and the parking garage contain spaces for registered carpools and fuel efficient vehicles. Permits are required, at all times, for these preferred and easily accessible parking spaces. To apply for a Carpool or FEV parking permit, click on the corresponding link (below) and submit your application. Permits must be renewed in the Fall and Spring Semesters; Spring Semester permits are good for that summer.

Energy Efficient Vehicle permit: <http://www.shadygrove.umd.edu/fev-permit>

Carpool permit: <http://www.shadygrove.umd.edu/carpool-permit>

Note: For Carpool and FEV parking permit renewals, bring your Hanging Tag and your ID to the Security Desk in Building III.

## **MOTORCYCLE & SCOOTER PARKING**

---

Motorcycle and Scooter parking is available in Parking Lot #2 and on the lower level of the Parking Garage, at the north end.

## **ELECTRIC VEHICLE CHARGING SPACE**

---

A parking space where electric vehicles can park to re-charge their batteries is located at the east end of lot #5 and is marked with a sign. Electric vehicles may use the space for the time necessary to re-charge their batteries. Vehicles parked in this space that are not actively charging their batteries may be towed at the owner's risk and expense.

## **BICYCLE PARKING**

---

Bicycles must be parked at provided bicycle racks. Bicycles secured to any other item or left unsecured may be removed at the owner's risk and expense. Secure bicycle racks are provided at:

- Building I - south side
- Building II and the Garage - between the structures
- Building III - south west corner
- The BikeShare bike rack is located on Trville Gateway Dr. at the south west corner of Building III.

## **PARKING SECURITY**

---

All USG parking lots are lighted after dark. USG does not allow overnight parking. If you'd like a Security escort to or from your car, please see the Security Guard Desk in SG III or call 301-738-6065 and an escort will be provided.

Questions concerning parking should be directed to: John Brandt, USG Safety, Security & Transportation Manager, at 301-738-6021 or [jbrandt@umd.edu](mailto:jbrandt@umd.edu).

## PUBLIC SAFETY

The safety of students, staff, and faculty is a top priority of the administration at the Universities at Shady Grove. The University has taken numerous steps to improve and enhance security-related services on campus. The campus is staffed **24/7** with security personnel. They are responsible for staffing the information desk in Building III and patrolling all three buildings, grounds, and parking lots. They also monitor the closed circuit camera system which covers the grounds of the campus. The campus is also served by police officers from the [Montgomery County Police](#). These officers regularly patrol the parking lots on campus and are responsible for responding to calls for police services.

### LOST AND FOUND PROPERTY

---

Lost and Found Property is arranged by the date it was found, on the link below:

[http://shadygrove.umd.edu/campus-services/public-safety/Lost\\_and\\_Found\\_File](http://shadygrove.umd.edu/campus-services/public-safety/Lost_and_Found_File)

To claim lost property, you can note your Property Number (P-XXXX) and call 301-738-6021. If you don't see your property, please check again, later. The list is updated each business day. Property is generally available to be claimed during weekday business hours, but arrangements for return at other times can be made

### SAFETY ESCORT SERVICE

---

The University security officers provide escorts to and from the garage and parking lots or between buildings. You can request an escort by calling 301.738.6065 or by stopping by the security desk in the lobby of the Camille Kendall Academic Center (Building III).

### BEHAVIORAL ASSESSMENT TEAM (BAT)

---

The Behavioral Assessment Team (BAT) at USG is an active team of staff members who provide resource information helpful to other staff, faculty, and administrators dealing with distressed, disturbed, potentially disruptive, or otherwise problematic members of the USG community. The team is designed to provide information and referrals to those dealing with or concerned about these behaviors. The BAT is not designed to deal with immediate threats or immediate crisis



situations. Assistance in immediate crises is obtained by calling the Montgomery County Police (911) and/or contacting the USG security desk at 301-738-6065, or from a USG phone at x6065. The BAT will make referrals to home campuses, the Montgomery County Police, or any other outside entity deemed appropriate. The Team is not an administrative, treatment or disciplinary body. It does not adjudicate, discipline, or impose sanctions against any member of the campus community, nor does it provide or mandate treatment.

## FAQ

---

### How should I report a crime on campus?

All crimes should be directly reported to the Montgomery County Police by dialing 911 from any campus or cell phone; this is especially crucial when reporting a crime in progress. In addition, you should notify the on-duty security personnel by dialing 6065 from any campus phone or 301.738.6065 from a cell phone or outside line.

### What should I do in case of an emergency on campus?

You should immediately remove yourself from any dangerous areas and then call 911. In addition you should notify the on-duty security personnel by dialing 6065 from any campus phone or 301.738.6065 from a cell phone or outside line. For more detailed instructions of specific emergency situations, please see [Emergency Preparedness](#).

### How do I report a concern about a distressed or disturbed person on campus?

If you're concerned about a person's behavior on USG, you may contact the [Behavioral Assessment Team](#). The Behavioral Assessment Team is designed to provide information, assessment, and referrals; it is not designed to intervene in critical incidents or immediate crisis. If you are experiencing a critical incident or crisis, or feel threatened, you should immediately remove yourself from any dangerous areas and then call 911. In addition you should notify the on-duty security personnel by dialing 6065 from any campus phone or 301.738.6065 from a cell phone or outside line.

### Emergency and/or weather related closings

In the event of inclement weather or other emergency conditions, you should follow delays and closures for the "Universities at Shady Grove" rather than any individual participating USM institution. Closures and delays will be sent over the e2Campus notification system, as well as being reported on local radio and television news stations. You may also call USG at 301.738.6000 for recorded updates related to closures or delays. You can sign up for the e2Campus system by going to [Emergency/Information Alert Systems](#).

## PUBLIC TRANSPORTATION

### MONTGOMERY COUNTY'S RIDE-ON BUS SYSTEM

---

This system is tightly integrated with the Metrorail, Metrobus and MARC commuter rail systems.

[Route 43](#) - Shady Grove-Traville Transit Center-Fallsgrove Center

[Route 66](#) - Shady Grove-Traville Transit Center

[Route 67](#) - Shady Grove-Traville Transit Center

For specific route information please go to [Ride-On web site](#) or call 240-777-7433.

### METRORAIL AND METROBUS SYSTEMS

---

For information on the Washington Metropolitan Area Transit Authority's Metrorail and Metrobus services, please click <http://www.wmata.com/> for maps and schedules.

Get instant transit information and point-to-point directions using the following link which gives interactive trip planning service for the Metrorail and Metrobus systems:

[http://www.wmata.com/rider\\_tools/tripplanner/tripplanner\\_form\\_solo.cfm](http://www.wmata.com/rider_tools/tripplanner/tripplanner_form_solo.cfm)

You can also call Metro for more information at 202-637-7000.

#### Metro Directions from College Park, Md. to USG:

- Depart from the College Park/University of Maryland Metro Station (Green Line).
- Transfer at the Fort Totten Metro Station and follow the Red Line to the Shady Grove Metro Station.
- Transfer to the RO43 Ride-on Bus, which goes directly to (USG).

### MARC

---

Students and visitors may also use the MARC Commuter Rail coming from Baltimore and points west (West Virginia and Frederick, MD area). Click on <http://mta.maryland.gov/marc-train> to see the specific schedules and maps.

## SHUTTLE SERVICE

USG has a shuttle service (Route # 124) from Shady Grove to College Park. The schedule is given below:

DEPART — MON — THURS — ARRIVE		
STAMP STUDENT UNION - SLIP	THE UNIVERSITIES AT SHADY GROVE	STAMP STUDENT UNION - SLIP
●	#1	●
AM SERVICE		
5:50	6:45	7:45
X 6:05	7:00	7:55 X
7:50	8:50	9:50
X 8:00	9:00	10:00 X
9:55	10:45	11:30
11:35	12:25	1:10
PM SERVICE		
2:20	3:20	4:35
4:40	5:45	6:50
X 4:50	5:55	7:00 X
8:25	9:15	10:00

Operates Monday – Friday; Fall and Spring semesters.

X: Run does NOT operate during periods of Reduced Service.

DEPART — FRIDAY — ARRIVE		
STAMP STUDENT UNION - SLIP	THE UNIVERSITIES AT SHADY GROVE	STAMP STUDENT UNION - SLIP
●	#1	●
AM SERVICE		
5:50	6:45	7:45
X 6:05	7:00	7:55 X
7:50	8:50	9:50
X 8:00	9:00	10:00 X
9:55	10:45	11:30
11:35	12:25	1:10
PM SERVICE		
2:20	3:20	4:35
X 2:30	3:30	4:45 X
X 2:40	3:45	5:00 X
4:40	5:45	6:50
X 4:50	5:55	7:00 X
X 5:05	6:05	7:10 X
8:25	9:15	10:00

**Note:** Schedule subject to change

## SCHOLARSHIPS

In addition to federal and state grants awarded on the basis of financial need, various private scholarships are available for students at USG as provided by local businesses, foundations, community organizations and individual donors. While students are encouraged to apply for any scholarship (as available nationwide) for which they qualify, the following link contains a listing of awards designated specifically for students enrolled in programs at USG:

<http://www.shadygrove.umd.edu/admissions/financial-aid/scholarships/non-institutional>

UMD students at USG are also eligible for the Transfer Academic Excellence Scholarship (TAES). TAES comes in full scholarships for two years and partial scholarships. It is reviewed once a year and has a deadline of March 1. The scholarship documents must be submitted as one package with all required materials included. For more information, please see link:

[http://www.admissions.umd.edu/page\\_documents/TAES\\_Application\\_2014\\_3.25.14.pdf](http://www.admissions.umd.edu/page_documents/TAES_Application_2014_3.25.14.pdf)

## SHADY GROVE LIBRARY – PRIDDY LIBRARY

In the fall of 2007, USG opened its third building, the Camille Kendall Academic Center which was awarded the LEED® Gold Certification from the U.S. Green Building Council and is currently the largest higher education center in the state of Maryland to achieve that status. The Camille Kendall Academic Center was constructed to be both energy-efficient and an environmentally-sensitive building. It includes green roofs, recycled building materials and the use of sustainable materials among its many innovative elements.

The Shannon and Michael Priddy Library, located on the first floor of the building, was designed as the centerpiece of the building, showcasing many of the green features such as bamboo floors, FSC certified wood and terrazzo made with recycled glass. All equipment is Energy Star certified and there is a native garden behind the library that compliments the peace and tranquility of the area.

The Library facility provides the following resources:

- Quiet & Group Study Areas
  - Eight group study rooms
  - A Reading Room in an atrium setting
  - Individual study carrels located between the stacks
  - A study lounge overlooking a garden
  - Quiet study room (1200H)
- Print and Copy Room
  - Two photocopy machines (blk/wht & color)
  - Two computer printers (blk/wht & color)
  - A pay-for-print (Debitek) card dispenser
- Computers & Equipment are located throughout the space.

The following Library page contains information relevant to USG faculty and staff:

<http://shadygrove.umd.edu/library/you/faculty-staff>

- Borrow, Renew, Request: <http://shadygrove.umd.edu/library/services/borrow-renew-request>
- Computers & Equipment: <http://shadygrove.umd.edu/library/services/computers-equipment>
- Course Reserves Information: <http://www.shadygrove.umd.edu/library/services/course-reserves/faculty-course-reserves>
- Inter Library Loan: <http://shadygrove.umd.edu/library/services/interlibrary-loan-doc-delivery>
- Media Service: <http://shadygrove.umd.edu/library/about/policies/borrowing/media-service>
- Printing & Copying: <http://shadygrove.umd.edu/library/services/print-copy>
- Research Help: <http://shadygrove.umd.edu/library/services/research-help>
- Study Rooms: <http://shadygrove.umd.edu/library/services/study-rooms>

### Library Hours:

- Monday – Friday: 8:00 am – 10:00 pm
- Saturday: 9:00 am - 7:00 pm
- Sunday: 12:00 pm - 10:00 pm

## SERVICE AWARDS NOMINATION

### USG BOARD OF ADVISORS KENDALL SERVICE AWARDS

---

Given every spring by the USG Board of Advisors, there are three Kendall Awards: The Outstanding Service to Students, the Program Director of the Year, and the Excellence in Teaching Award. All three awards are announced at the Student Achievement and Leadership Breakfast. The awards are selected by the board and a nominating committee made up of previous winners, Board members, and students. Selections are made based on eligibility requirements set forth by the Board.

### STAFF/FACULTY STEVE PURCELL SUSTAINABILITY AWARD

---

This award honors Steve Purcell – a founding member of the USG Green Committee and a Program Coordinator with the University of Baltimore program at USG. The award recognizes staff, faculty and partner organizations that promote sustainability efforts at the Universities at Shady Grove. The award is announced every spring at the Graduation Ceremony.

## FACULTY RESOURCES (FAQ)

### How do I get long distance telephone/fax access, copier and postage meter service?

Program Coordinators should contact Bilky Okoh ([bokoh@umd.edu](mailto:bokoh@umd.edu), 301-738-6056), Business & Finance Coordinator, to acquire the necessary access codes for long distance phone & faxes, copier and postage. Distribution of access codes to program staff and faculty is at the discretion of the Program Coordinator. Costs for these services are direct operating costs to the program and are the responsibility of the Partner Universities - an institutional FRS account number is needed for billing purposes. Partners will receive quarterly expenditure reports and will be billed on an annual basis, along with the charges for room usage. Fax and copy services are also available in the [Copy Center](#).

### How do I get phone & voice mail service?

Program Coordinators must submit in writing (e-mail will suffice) the names of program faculty and staff to Kevin Moran ([morank@umd.edu](mailto:morank@umd.edu)), Telecommunications Site Manager, at least two weeks prior to the beginning of the semester to ensure user access in faculty and staff offices.

### How do I get computer access?

Program Coordinators can use online request forms available at: <http://shadygrove.umd.edu/oit/oit-request-forms>

### How do I get keys to my office?

To obtain faculty and staff office/workstation keys contact John Brandt ([jbrandt@umd.edu](mailto:jbrandt@umd.edu)), Facilities Manager. All keys must be signed for by program coordinator and must be returned at the end of the semester. Institutions will be held accountable for any expenses incurred by the USG if keys are not returned.

### How do I schedule a room for my classes?

Program Coordinators request class rooms based on the class schedules for the year. These rooms are scheduled based on the expected number of students in the class, time and day of class and specific requests for equipment in classes (i.e., labs or computer labs or smart classrooms). Program Coordinators submit their requests by April 15th for Fall classes, February 1 for Summer classes, and October 15 for Spring classes. USG billing to each of our partners is based on classroom reservations for the entire fiscal year. As a result, classroom space is filled based on those requests submitted at or before the due date. Requests submitted after the reservation due dates will be filled on an "as available" basis. Please note that rooms not being used for classes or academic programs are often scheduled for use by our Conference Center & Event Services clients as well. For information and scheduling of classroom and academic program space, please contact UMCP Scheduling ([schedule@deans.umd.edu](mailto:schedule@deans.umd.edu)).

### How do I order books for my classes?

Books may be ordered through the Barnes and Noble Book Store, located on the first floor of Building III. Course packets are handled through the [Copy Center](#).

### What are the procedures for inclement weather?

In the event of inclement weather, faculty, staff and students should check the USG website after 6 a.m. or call 301-738-6000 to determine if the Center is closed or delayed. Closures and delays will be sent over the e2 Campus notification system. To sign up, go to:

<http://www.shadygrove.umd.edu/campus-services/public-safety/campus-alerts>

Messages will also be placed with local TV & radio stations. If you feel that the weather poses too much of a threat for you to conduct class, you should contact students via e-mail or telephone as well as your program coordinator and Student Services at x6000 for posting of cancellations.

### **What if I need to cancel classes for other reasons?**

If you should need to cancel a class unexpectedly, we request that you attempt to contact each student via e-mail or telephone as well as your program coordinator and USG staff at (301) 738-6000 to ensure posting of cancellations.

### **What is Shady Grove's policy on children in the classroom/facilities?**

Shady Grove is not equipped to handle the needs of children. At no time are children allowed to be without adult supervision at USG. Students and instructors are asked not to bring children to class.

### **How do I find out about ongoing activities related to the Universities at Shady Grove?**

The Universities at Shady Grove has program and center information available on its website. If you would like to contribute information to the website, please contact Russ Schlosburg ([rschlosb@umd.edu](mailto:rschlosb@umd.edu)).

### **How do I get duplication and transparency services?**

The [Shady Grove Copy Center](#) is located on the first floor of SG II. Contact Frank Wilson at x6308 or [sgcopy@mercury.umd.edu](mailto:sgcopy@mercury.umd.edu).

Copy machines (for a fee) are available to the general public during the normal building hours and our located throughout the buildings.

### **How do I place course materials on reserve at the SG library?**

To find out more, please visit:

<http://www.shadygrove.umd.edu/library/services/course-reserves/faculty-course-reserves>

### **How do I get my University mail?**

USG provides mailboxes for all faculty teaching at the facility. These mailboxes are at the back of the lobby in SG II. If students need to deliver materials to an instructor, materials should be given to a USG staff member located at the Student Services reception desk in SG III. A US Postal Service drop box is located in the SG II lobby for stamped out-going mail. Also, a courier makes runs from USG to the University of Maryland College Park campus 3 days a week.

### **Where do I get office supplies?**

Supplies are the responsibility of the program, therefore, please contact your program coordinator.

### **What computer and audiovisual equipment is available for classroom use?**

USG has the following additional equipment available for faculty use:

- Overhead Projector (available in the rooms), 35mm Slide Projector
- Video Cassette Recorders & DVD players



- Portable Computer Workstations with LCD Projector
- Laptop Computer
- Cassette/CD Player
- Video cameras (DVD or cassette)
- Scanners

**All Shady Grove equipment MUST be returned by 10 pm the same night.** The USG encourages you to use this equipment as often as you would like. They do request that you, the faculty member, reserve the equipment 48 hours in advance by calling 301-738-6363, or by stopping by the computer lab in Building III, second floor. Without prior notification, the USG cannot guarantee that the equipment will be available. If consecutive use of equipment is needed, only one month can be reserved at a time. Please note that overhead projectors are available in all rooms without request. All classrooms are equipped with access to the Internet. However, access must be requested through the office of the Information Technology at least two days in advance.

### **Is there wireless access at USG?**

Wireless network is available to all students, faculty and staff. Wireless access points are located in all public areas, including auditorium, library, lounges and multi-purpose rooms. In addition, there are access points located in the courtyard area between the two buildings. Wireless accounts can be requested by visiting the computer lab in Building III, second floor.

### **Is there an IT help desk at USG?**

The IT Help Desk is open to assist you. Please visit the second floor of Building III, or call the USG IT Helpline at 301.738.6363, or e-mail them at: [usg-helpdesk@umd.edu](mailto:usg-helpdesk@umd.edu).

### **How can I reserve a conference room?**

Conference rooms can be reserved by contacting UMCP Scheduling ([schedule@deans.umd](mailto:schedule@deans.umd)).

### **Where is the lost & found?**

To claim lost & found items, please call 301-738-6021.

### **Meet the evening staff at the USG.**

The student services office is located on the first floor of Building III and is staffed until 9 pm Monday-Thursday. USG staff are available to take resource requests, and answer both student services and center facility questions for evening faculty and students. The phone number is x6000. Please see them for any assistance at USG in the evening.

# UMD MAIN CAMPUS RESOURCES

---



The University of Maryland, College Park, the flagship institution of the University System of Maryland, and one of the nation's top-ranked public research institutions, takes advantage of its unique position just a few miles outside of Washington, D.C., to offer countless connections to academic programs, Nobel and Pulitzer Prize-winning faculty and the corridors of government. The University advances knowledge, provides outstanding and innovative instruction, and nourishes a climate of intellectual growth in a broad range of academic disciplines and interdisciplinary fields.

The University of Maryland at Shady Grove provides the prestige and benefits of a Maryland degree during a student's final two years of undergraduate study. Most credit earned at Maryland community colleges will transfer, and students can choose from our most popular majors. Our graduates receive University of Maryland, College Park degrees, and our alumni go on to graduate or professional schools or to launch great careers in high-demand fields.

## UMD PROVOST OFFICE CONTACT AT SHADY GROVE

---

[Michelle Marcellino](#)

## UNDERGRADUATE PROGRAMS

---

[B.A. in Communication](#)

[B.A. in Criminology and Criminal Justice](#)

[B.S. in Biological Sciences](#)

[B.S. in Accounting](#)

[B.S. in Management with a specialization in Entrepreneurship](#)

[B.S. in International Business](#)

[B.S. in Marketing](#)

[B.S. in Public Health Science](#)

## GRADUATE PROGRAMS

---

[MBA, Master of Business Administration](#)

[M.Ed. in Education Policy and Leadership](#)

[M.Ed. in Human Development](#)

[Master's Certification Program in Elementary and Secondary Education Subjects](#)

[M.Ed. in Education Curriculum and Instruction Grades 1-5](#)

[M.Ed. in Math Education \(Specialization in Middle School Math\)](#)

[M.Ed. Education Curriculum and Instruction – Reading Specialist](#)  
[Professional Master of Engineering](#)  
[Master of Information Management \(MIM\)](#)  
[Master of Library Science \(MLS\)](#)  
[Master of Public Health in Public Health Practice and Policy](#)

## **GRADUATE CERTIFICATES**

---

[Literacy Coaching Specialist Certification](#)  
[Graduate Certificate in Engineering](#)  
[Post Baccalaureate Certificate in Global Health](#)  
[Post Baccalaureate Certificate in the Principles of Public Health](#)

## **ADMISSIONS OFFICE**

Location: Undergraduate Admissions, Mitchell Building

Contact Persons:

- Karina Reid (Coordinator for Shady Grove Admissions)  
Email: [kreid@umd.edu](mailto:kreid@umd.edu)  
Phone: SG- 301-738-6093  
CP- 301 314 8369  
Note: Karina does all SG related issues for undergraduate admissions including transfer and international issues.
- Mary Bell (Coordinator for Transfer Credit Services)  
Email: [mcbell@umd.edu](mailto:mcbell@umd.edu)  
Phone: 301-314-8413  
Note: You may contact Mary for any transfer credit issues
- LaChelle Stamps (Assistant Director)  
Email: [lstamps@umd.edu](mailto:lstamps@umd.edu)  
Phone: 301-314-8385
- Michael Robinson (Associate Director)  
Email: [marobin@umd.edu](mailto:marobin@umd.edu)  
Phone: 301-314-8385
- Shannon Gundy (Director)

Email: [sgundy@umd.edu](mailto:sgundy@umd.edu)

Phone: 301-314-8757

- Tamarie Tomaski (Assistant Director for International Admissions & Recruitment)  
Email: [tomaski@umd.edu](mailto:tomaski@umd.edu)

## REGISTRAR'S OFFICE

Location: Records and Registration Services, Mitchell Building

Email: [registrar-help@umd.edu](mailto:registrar-help@umd.edu)

Phone: 301-314-8240

Contact persons:

- Rebecca Gerken (Assistant Registrar)  
Email: [rsturtev@umd.edu](mailto:rsturtev@umd.edu)  
Phone: 301-314-8263  
Note: You may email her for any general registration questions. She also does SIS training
- UMCP Scheduling  
Email: [schedule@umd.edu](mailto:schedule@umd.edu)  
Phone: 301-314-8247  
Note: You must email UMCP Scheduling with any changes to class schedule and final exam schedule \*\*\*and must copy Michelle Marcellino on the email. You must ensure your schedule is up to date on the USG website through UMCP Scheduling coordinator ([schedule@deans.umd.edu](mailto:schedule@deans.umd.edu)).
- Jennifer Riggs (Associate Registrar)  
Email: [jriggs@umd.edu](mailto:jriggs@umd.edu)  
Phone: 301-314-8224  
Note: Jennifer assists with IRPA meetings, FTE/Headcount issues, general registration questions and policies and procedures
- Jackie Vander Velden (Associate Registrar)  
Email: [jvander@umd.edu](mailto:jvander@umd.edu)  
Phone: 301-314-8225  
Note: Jackie provides registration date for SG undergraduate students and provides lists of appointment times.

## CAREER CENTER

Contact Person:

- Erin Rooney-Eckel (Senior Associate Director)  
Email: [erooney@umd.edu](mailto:erooney@umd.edu)  
Office: University Career Center & The President's Promise (3100 Hornbake Library)  
Phone: 301-405-2777  
Note: You may contact Erin for career services questions

## FINANCIAL AID OFFICE

Location: Lee Building

Phone: 301-314-9000 (main line)

## BURSAR'S OFFICE

Location: Lee Building

Contact Persons:

- Angela Ryan (Associate Bursar)  
Email: [aryanad@umd.edu](mailto:aryanad@umd.edu)  
Phone: 301-405-9008  
Note: You may contact Angela for any billing questions
- John Trangsrud (Assistant Bursar)  
Email: [jtrangsr@umd.edu](mailto:jtrangsr@umd.edu)  
Phone: 301-405-9006  
Note: You may ccontact John for any billing issues

## DISABILITY SUPPORT SERVICES (DSS)

Location: Shoemaker Building

Phone: 301-314-7682 (main line)

## OFFICE OF INSTITUTIONAL RESEARCH PLANNING AND ASSESSMENT (IRPA)

Location: Mitchell Building

Contact Persons:

- Kyland Howard (Senior Research Analyst)  
Email: [khoward@umd.edu](mailto:khoward@umd.edu)  
Phone: 301-405-5593  
Note: You may contact Kyland for FTE/Headcount data analysis
- Pam Phillips (Associate Director)  
Email: [pphillip@umd.edu](mailto:pphillip@umd.edu)  
Phone: 301-405-5685  
Note: You may contact Pam for FTE/Headcount data analysis

## OFFICE OF STUDENT CONDUCT

Location: Mitchell Building

Contact Persons:

- Andrea Goodwin (Director)  
Email: [agoodwin@umd.edu](mailto:agoodwin@umd.edu)  
Phone: 301-314-8209  
Note: You may contact Andrea to conduct cases and workshops at USG
- James Bond (Assistant Director)  
Email: [jebond@umd.edu](mailto:jebond@umd.edu)  
Phone: 301-314-8208  
Note: You may contact James to conduct workshops at USG

## UNIVERSITY HEALTH CENTER

Contact Person:

- Tina Thorburn (Nursing Supervisor)  
Email: [thorburn@health.umd.edu](mailto:thorburn@health.umd.edu)  
Phone: 301-314-8120  
Note: You may contact Tina for student immunization issues

## UNDERGRADUATE STUDIES

Location: Marie Mount Hall

Contact Persons

- Paulanne Walker (Coordinator)  
Email: [pwalker1@umd.edu](mailto:pwalker1@umd.edu)  
Phone: 301-405-9448  
Office: 0110 Hornbake  
Note: You may contact Paulanne for reenrollment/readmission/reinstatement/dismissed students
- Lisa Kiely (Assistant Dean)  
Email: [lkiely@umd.edu](mailto:lkiely@umd.edu)  
Phone: 301-405-0966  
Note: You may contact Lisa for undergraduate policies, advising questions, and procedures for reenrollment, Core/General Education curriculum
- Ann Smith (Assistant Dean/Undergraduate Ombudsperson)  
Email: [asmith@umd.edu](mailto:asmith@umd.edu)  
Phone: 301-405-9165

## GRADUATE SCHOOL

Location: Lee Building

Contact Person:

- Robyn Kotzker (Assistant Director)  
Email: [rkotzker@umd.edu](mailto:rkotzker@umd.edu)  
Phone: 301-405-0281

## OFFICE OF EXTENDED STUDIES

Location: Main Administration Building

Contact Person:

- Terrie Hruzd (Director)  
Email: [hruzd@umd.edu](mailto:hruzd@umd.edu)  
Phone: 301-405-8588  
Note: You may contact Terrie for Extended Studies issues

## PROFESSIONAL WRITING

Location: Department of English, Tawes Hall  
[www.engl-pw.umd.edu](http://www.engl-pw.umd.edu)

Contact Persons:

- Grace Crussiah (Administrative Coordinator)  
Email: [gjc@umd.edu](mailto:gjc@umd.edu)  
Phone: 301-405-3764  
Note: You may contact Grace for scheduling instructors for Professional Writing
- Scott Wible (Director)  
Email: [swible@umd.edu](mailto:swible@umd.edu)  
Phone: 301-405-3760  
Note: You may contact Scott for overall Professional Writing issues and procedures

## RECRUITMENT (COMMUNITY COLLEGE) RESOURCES

---

### MONTGOMERY COLLEGE (MC)

**Germantown:** Keke Lowe ([Kekeletso.Lowe@montgomerycollege.edu](mailto:Kekeletso.Lowe@montgomerycollege.edu), 240-567-7772)

**Rockville:** Jeanie Hale ([jeanie.hale@montgomerycollege.edu](mailto:jeanie.hale@montgomerycollege.edu), 240-567-5062)

**Takoma Park:** Laurie Williams ([laurie.williams@montgomerycollege.edu](mailto:laurie.williams@montgomerycollege.edu)), 240-567-5057)



## FREDERICK COMMUNITY COLLEGE (FCC)

Marsha Mason-Sowell ([mmason-sowell@frederick.edu](mailto:mmason-sowell@frederick.edu), 301-846-2475)

## PRINCE GEORGE'S COMMUNITY COLLEGE

Veronica Alford ([alfordv@pgcc.edu](mailto:alfordv@pgcc.edu), 301-322-0134)

### NOTE

---

These are specific contacts for each community college for individualized recruitment visits.

## BEST PRACTICES

---

### ACADEMIC ADVISING

---

All academic advising for enrolled students (transfer of credit, major requirements, and program graduation clearance) is handled by the Director.

### ARTICULATION AGREEMENTS WITH COMMUNITY COLLEGES

---

Currently, all five of our undergraduate programs have updated articulation agreements with Montgomery Community College. We are working with Frederick Community College to create articulation agreements.

### BILLING OF PROGRAMS AT USG

---

The Business Office at USG bills programs for classroom usage, office space, copies, mailing, etc. The bills are sent quarterly to the Director of College Park programs at USG who in turn emails each program separately for review prior to sending to program specific business office for payment.

### BLOCKS

---

There are many types of blocks a student may have on their record. Some include: judicial, financial, advising, and health. Students should check their account for any blocks prior to registering or they may not be able to register. The Program Director should remind all students to do this prior to registration. Students should contact the Program Director for advisement on who to contact for each specific type of block. Blocks on a student record may also prevent us from offering a student an admissions decision.

## **BOOKSTORE AND REQUIRED BOOKS**

---

At the beginning of the Fall and Spring semesters, the USG bookstore sells required books for all classes offered to students in this program. Required books are listed on class syllabi. The bookstore also sells caps and gowns.

## **COURSE SCHEDULING**

---

The Program Director will be responsible for course scheduling. Please keep in mind that you must work with USG Scheduling and Testudo. It is critical that the information is accurate on both sites. It is your responsibility to work with both USG and UMD to ensure the information is up to date.

## **DATA SYSTEMS**

---

Commonly used student data systems for Program Directors might include: SIS, Optix, Advise on the Web, Degree Navigator, IRPA, and Access.

## **DEPARTMENT ADVISING POLICIES AND PROCEDURES**

---

You should be consistent with your department's advising policies and procedures. If in doubt, always contact your department for clarification on advising rules.

## **EMERGENCY SCHOLARSHIPS**

---

Emergency scholarship funds may be available for students who are in need of funding. Please contact Gloria Kalotra ([gkalotra@umd.edu](mailto:gkalotra@umd.edu), 301-738-6089) for more information.

## **FACULTY REQUESTS**

---

All faculty requests (i.e. classroom management, scheduling changes, event bookings etc.) should go through the Program Director.

## **FERPA- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

---

FERPA is a Federal law that protects a student's privacy interest in his or her "education records." FERPA provides that educational institutions, such as postsecondary institutions, may disclose education records, or personally identifiable information from such records, only if an eligible student has provided prior written consent, except in several specified circumstances. The University of Maryland adheres to the policy of compliance with FERPA. As higher education professionals we must keep in mind that we must always respect our students' right to privacy and protect our students. All programs must be in compliance with all FERPA regulations.

Link for FERPA: <http://registrar.umd.edu/current/Policies/FERPA.html>

## **FINAL EXAM SCHEDULE**

---

Please inform faculty that we follow the main campus final exam schedule.

## **FINANCIAL AID**

---

For information about eligibility and applying for, and disbursement of, financial aid, contact the Office of Student Financial Aid at UMCP, or the Office of Student Services at USG. When filling out institutional information, list "University of Maryland, College Park" as your intended/current university.

## **FINANCIAL BLOCK**

---

If students have financial blocks preventing them from registering, Program Director can send the students to Office of Student Services (OSS) coordinator to resolve the issue and remove the block if the student has resolved the financial discrepancy.

## **IMMUNIZATION REQUIREMENT**

---

All newly admitted students are required to fulfill UMCP's immunization requirement. Second-semester registration is prohibited until this requirement is fulfilled. The immunization form may be downloaded at [www.umd.edu/health](http://www.umd.edu/health), or obtained from the Director, and must be submitted directly to the University Health Center at UMCP.

## **INSTITUTIONAL RESEARCH, PLANNING AND ASSESSMENT (IRPA)**

---

All programs will be expected to work with IRPA to provide accurate headcount and FTE enrollments.

## **OFFERING COURSES OUTSIDE OF YOUR OWN MAJOR**

---

Typically if you are offering courses outside of your own major you must have an MOU with the department the course is coming from. This means that the department you have an agreement with will handle all administrative duties, specifically paying the instructor and preparing the contract. This allows the department offering the course some amount of quality control.

## **ORIENTATIONS**

---

USG organizes new transfer student orientations for undergraduate students. They provide the student with any relevant information they will need to know about the service centers at USG. The Program Directors meet with their students during the second half of the orientation program for program specific information. In addition, F-1/J-1 visa students must attend one International Student session through ISSS at the College Park campus. Information on the sessions can be found at:

<http://globalmaryland.umd.edu/offices/international-students-scholar-services/international-student-orientation>

**Note:** With the exception of MS/MBA Business programs who provide their own international orientation session.

## **RECRUITMENT**

---

There are many avenues for the undergraduate programs to utilize for recruiting: classroom visits, attending counselor meetings, tabling, and College Park “team” recruitment days at each of the local community colleges. We also do a “Dialogue meeting” at USG (specific to UMCP programs) with Montgomery College and Frederick Community College counselors and advisors once a year.

## **REENROLLMENT**

---

Students who wish to return to the University to complete a degree or to take additional courses must apply for reenrollment. The Student Success Office processes reenrollment applications and works with the University's academic colleges and departments in assisting students in their return to campus. For more information refer to the Reenrollment Form in the Documents section.

## **REGISTRATION**

---

Students are given registration appointments by the Registrar. Students can view their appointment time on Testudo. Office of Student Services (OSS) at USG can also process special registration requests such as registering students for the main campus courses or courses offered by different UMCP at USG programs. The Program Directors need to send students’ University ID numbers and course information to [usg-registration@reflectors.mail.umd.edu](mailto:usg-registration@reflectors.mail.umd.edu).

## **STUDENT CONDUCT ISSUES**

---

Any program conduct issues should be relayed to the Office of Student Conduct at College Park. Program Directors and faculty can submit information regarding student conduct issues on web page <http://osc.umd.edu/OSC/ReferACase.aspx>.

## **TRANSCRIPTS & ENROLLMENT VERIFICATION**

---

The Office of the Registrar at UMCP is responsible for enrollment verification documentation and issuing official transcripts. Students can request enrollment verification and transcripts on [Testudo](#).

## **USG TERP TRANSFER PARTNERSHIP (USG TTP)**

---

All five of our current undergraduate programs are participating in the USG TTP pilot. This is a transfer access program with Montgomery College. For more details, please see website at <http://www.shadygrove.umd.edu/usg-ttp>.

## **WEBSITE MANAGEMENT**

---

Each Program Director will be responsible for maintaining the information for their program on the USG website. Every Program Director will need to go through a training (through USG) in order to be able to make changes to their web pages. The Director of College Park programs at USG makes the final approval for changes on all College Park web pages at USG. To request training you may email Mohamed El-Muwaqqat ([mohamede@umd.edu](mailto:mohamede@umd.edu), 301-738-6237).

## **WEATHER & EMERGENCY CLOSINGS**

---

In the event that weather or an emergency causes classes to be canceled, an announcement will be posted at [www.shadygrove.umd.edu](http://www.shadygrove.umd.edu). Also, you may listen to emergency recordings at 301-738-6000. In media announcements, look for announcements pertaining to "Universities at Shady Grove" or "UMD-Shady Grove." DO NOT follow announcements pertaining to "UMD" or "University of Maryland." Just because UMD main campus is closed does not mean USG campus is closed.

# DOCUMENTS

---

## REENROLLMENT INFO SHEET

### Reenrollment

Studentsuccess.umd.edu

rr-admit@umd.edu

Students who wish to return to the University to complete a degree or to take additional courses must apply for reenrollment. The Student Success Office processes reenrollment applications and works with the University's academic colleges and departments in assisting students in their return to campus.

The two types of applicants for reenrollment are **readmission** applicants and **reinstatement** applicants.

#### **READMISSION** applicants:

- Left in good academic standing (2.0 cumulative GPA) and did not withdraw from last semester of attendance
- Were on academic probation at the end of the last semester of attendance and have had an interruption of one or more semesters

#### **REINSTATEMENT** applicants:

- Academically dismissed at the conclusion of the last semester of attendance
- Withdrew from the last semester of attendance and has below a 2.0 cumulative GPA
- Withdrew from last semester of attendance and have withdrawn from a previous semester
- Withdrew from the first semester of attendance

#### **REGULAR DEADLINES for reenrollment**

**April 1** for summer/fall; **November 1** for winter/spring

#### **DISMISSED STUDENTS**

Students who were academically dismissed and wish to apply for reinstatement for the next semester will be notified **immediately** via email and given a deadline to apply. Normally this deadline will be January 5 and June 5. **For spring 2014, the deadline for fall 2013 dismissed students is January 7.**

## TIPS FOR ADVISORS

1. All reinstatement decisions are made by the Faculty Petition Board. Students often try to have an advisor tell them their chances of reinstatement. Never tell a student that his/her reinstatement is a sure thing. The faculty petition board considers many factors in each individual case.
2. Use the GPA calculator on SIS (gpacalc) to show a student how many credits and grades are needed to earn a 2.0. If a student needs 30 credits of 3.0 to earn a 2.0, and has never in the past earned anything higher than a 2.0, the student must adjust his/her understanding of how long it will take to be in good academic standing. Remember to use attempted credits, not earned credits.
3. Remind students that they may not attend classes until they have been reinstated.
4. For reinstatement applications, students' essays are the most important piece of information. Letters of support from advisors are not always helpful and should only be done in very rare cases. Advisors are most helpful when they assist the student in preparing the essays. Here are some tips:
  - a. Help the student determine if it's best to apply for reinstatement. Is the student returning too soon? This is an important question to discuss with students, particularly with fall dismissals.
  - b. A student should be very specific as to why he/she was academically dismissed. An academic dismissal is usually the consequence of academic/personal/social issues over a series of semesters.
  - c. When answering the question, "What will you do differently," a student should be very specific. It's not helpful for the student to say things like, "I'll go to the library more," or "I'll study more." What has the student already done and what else will the student do?

## BLOCKS

Before an application can be processed, students must have financial and judicial blocks cleared by the appropriate offices (Bursar's Office, Office of Student Conduct). Within a week of receiving an application, the Student Success Office will inform the student that his/her application cannot be processed until the block is removed.

1. Please ask a student to check his/her account PRIOR to applying.
2. Many students have had outstanding accounts sent to the state collection agency. They may know they owe the state money but do not realize that their account is blocked here. Only the Bursar's office can clear them. Students are responsible for following up on this with the bursar.
3. Students may answer questions on the application that indicate they have been in legal trouble. This automatically gives them a judicial block. Students must contact the Office of Student Conduct.

4. Students may be asked to get verification from the college that they may stay in their majors. Please enter the decision in SIS (ersr) and send an email to [rr-admit@umd.edu](mailto:rr-admit@umd.edu).

## NOTES

1. **It's very helpful when advisors keep their regular notes on Advise on the Web. Many times advisors have already told a student to change majors or will not give a student a 3<sup>rd</sup> attempt at a course. This is helpful information for us.**
2. If a student has been reinstated or readmitted and it doesn't look as though the student has met the benchmarks, we will contact the college to find out if the student may return to the major. **We will not take this information from departments.** It must come from the colleges.
3. Students on academic probation are notified before early registration that they are in danger of being academically dismissed. They are asked to talk to an advisor and to consider registering for the second half of the semester's EDCP108B. When students are academically dismissed, they receive an email on the day after the calculation is run.
4. UM Post-bac students are either degree-seeking or non-degree seeking. If they are degree-seeking, they must first meet with a college advisor and develop a graduation plan before they can be readmitted. We do not return post-bacs to their former major. Post-bacs who are degree seeking receive a letter from us explaining that they will be readmitted once they meet with an advisor, develop a plan and the advisor contacts us. Post-bacs who wish to declare an LEP must apply for readmission but also for the specific LEP program. Please see [studentsuccess.umd.edu](http://studentsuccess.umd.edu).
5. During heavy reenrollment periods, students may need to wait for a decision. Please ask them to be patient. Visiting the Student Success Office slows down the process of reenrollment. Students will be notified by letter and/or email when a decision is made. If there is a case you are concerned about, please contact Lisa.

## APPEALS

Students who were not reinstated may ask if they may appeal their decisions. The faculty board will review appeals only if there is new information since the student applied for reinstatement. Please ask the student to send an email with an appeal letter to [rr-admit@umd.edu](mailto:rr-admit@umd.edu).



The Universities at Shady Grove  
FISCAL POLICIES FY2014

	FY2012	FY2013	FY2014
<b>Partner Usage Costs</b>	Day and Evening programs pay 100% of actual cost.	Day and Evening programs pay 100% of actual cost.	Day and Evening programs pay 100% of actual cost.
	Usage Costs determined at the beginning of the year based on space reserved; classroom usage is charged by semester: <ul style="list-style-type: none"> <li>Reserved Traditional Classroom = \$500</li> <li>Reserved Specialized Classroom = \$1000</li> <li>Additional Traditional Classroom = \$600</li> <li>Additional Specialized Classroom = \$1200</li> </ul>	Usage Costs determined at the beginning of the year based on space reserved; classroom usage is charged by semester: <ul style="list-style-type: none"> <li>Reserved Traditional Classroom = \$500</li> <li>Reserved Specialized Classroom = \$1000</li> <li>Additional Traditional Classroom = \$600</li> <li>Additional Specialized Classroom = \$1200</li> </ul>	Usage Costs determined at the beginning of the year based on space reserved; classroom usage is charged by semester: <ul style="list-style-type: none"> <li>Reserved Traditional Classroom = \$500</li> <li>Reserved Specialized Classroom = \$1,000</li> <li>Additional Traditional Classroom = \$600</li> <li>Additional Specialized Classroom = \$1,200</li> </ul>
	IVN & VTC = \$110/student up to 9 (10 or more at specialized classroom rate)	IVN & VTC = \$110/student up to 9 (10 or more at specialized classroom rate)	IVN & VTC = \$110/student up to 9 (10 or more at specialized classroom rate)
	<ul style="list-style-type: none"> <li>Office = \$1270 per office, annually</li> <li>Per Office annual Fac/Parking Charge = \$435</li> </ul>	<ul style="list-style-type: none"> <li>Office = \$1333 per office, annually</li> <li>Per Office annual Fac/Parking Charge = \$457</li> </ul>	<ul style="list-style-type: none"> <li>Office = \$1400 per office, annually</li> <li>Per Office annual Fac/Parking Charge = \$480</li> </ul>
	Charges for telephone, copying, and postage & other usage are billed directly on quarterly statements.	Charges for telephone, copying, and postage & other usage are billed directly on quarterly statements.	Charges for telephone, copying, and postage & other usage are billed directly on quarterly statements.
	<b>Incubation Status</b>	New undergrad programs receive incubation status on classroom charges for one year; no classroom usage fees charged.	New undergrad programs receive incubation status on classroom charges for one year; no classroom usage fees charged.
<b>Auxiliary Student Fee (daytime only)</b>	FT- \$285 / semester	FT- \$294 / semester	FT- \$300 / semester
	PT- \$23.75 / credit hour	PT- \$24.50 / credit hour	PT- \$25 / credit hour
<b>Facilities Fee (all students)</b>	FT - \$190 / year	FT - \$198 / year	FT - \$204 / year
	PT - \$95 / year	PT - \$99 / year	PT - \$102 / year
<b>Technology Fees</b>	All students pay what they would on home campus; then 50% of that is transferred to USG, per semester	Same for FY13; no proposed change at this time	Same for FY14; no proposed change at this time

## NEW ACADEMIC PROGRAM PROPOSAL FORMAT

1. Name of institution
2. Name of degree program
3. Academic department responsible for the program
4. Contact person (name, phone number and email)
5. What is the number of degrees awarded in the program in the previous two academic years?
6. Briefly describe the educational goals of the program.
7. What regional needs would be addressed by this program?
8. What is the anticipated start-up date for the program; please project headcount enrollments for each of the first five years of the program(s).
9. Attach an outline of the articulation with Montgomery College, Frederick Community College and other regional colleges as appropriate.
10. What courses will the institution provide onsite at USG?
11. What courses will not be provided by the institution onsite at USG and how will the gap be filled? A complete program plan showing the progression to the bachelor's degree must be attached.
12. Will any of the courses offered at USG in this program serve as electives for other programs offered on-site? Does the institution plan any course sharing with other USG partner institutions?
13. How will you maintain the same quality as the on-campus program?
14. Please list learning outcomes for the program being offered. The learning outcomes should be those developed for similar programs offered by the university.
15. Please describe how these learning outcomes will be measured and assessed.
16. Please provide a contact person for information about library resources that are necessary to support this program.
17. Estimate the facilities and services required for this program; e.g., the number of classrooms, hours, special facilities, computer requirements, library, disabilities, etc.
18. Are there special fees associated with this program?

## NEW PROGRAM NOTIFICATION FORMAT

1. Institution
2. Name/Degree level of new program under development
3. Department that will offer the program
4. Anticipated date of program proposal submission
5. Brief description of new program
6. Special student populations/audiences for which this program is designed to serve or who have requested program within the USG service region

# USG CONTACT REFERENCE GUIDE

---

## CAMPUS HOURS

---

URL: <http://www.shadygrove.umd.edu/calendar/hours-of-operation>

The Shady Grove Campus is open as follows (does not include holiday closures):

Building I	Building II	Building III (Camille Kendall Academic Center)
Mon–Fri 8:00 am–11:00 pm	Mon-Fri 7:00 am-11:00 pm	Mon-Fri 8:00 am – 12:00 am
Sat 8:00 am – 7:00 pm	Sat 8:00 am – 7:00 pm	Sat 8:00 am – 12:00 am
Sun 8:00 am – 10:00 pm	Sun 8:00 am – 6:00 pm	Sun 8:00 am – 12:00 am

### Conference and Events (Building II, Lobby)

<http://www.shadygrove.umd.edu/conference-center>

Mon-Fri: 8:00 am-5:00 pm

Sat – Sun: Event Specific  
Schedule

### Copy Center (Building II, Room 1000)

<http://www.shadygrove.umd.edu/campus-services/copy-center>

Mon –Thu: 9:00 am - 6:00 pm

Fri: 9:00 am – 1:00 pm

Sat & Sun: Closed

### Priddy Library (Building III, 1st Floor)

<http://shadygrove.umd.edu/library>

Mon-Thu: 8:00 am – 9:00 pm

Fri: 9:00 am – 5:00 pm

Sat: 9:00 am - 5:00 pm

Sun: 12:00 pm - 5:00 pm

### Student & Academic Services (Building III, Lobby)

<http://www.shadygrove.umd.edu/campus-services/student-services>

Mon-Thu: 9:00 am – 7:00 pm

Fri: 9:00 am – 5:00 pm

Sat & Sun: Closed

## GUARDS/SECURITY-ACCESS SYSTEM

---

URL: <http://www.shadygrove.umd.edu/campus-services/public-safety>

Contracted guard service is provided 24 hours a day, 7 days a week. In addition to unlocking classrooms, guards are available to escort students and faculty to their vehicles or to assist with security problems.

DAY: For security issues during the day, contact John Brandt at 301-738-6021, or x6021 from a USG phone.

EVENING/WEEKEND: There is a guard stationed in the first floor lobby of each building. The guards can be reached at 301-738-6065, or from a USG phone at x6065.

## **FACILITIES**

---

URL: <http://www.shadygrove.umd.edu/campus-services/facilities>

To learn more about our facilities, please go through Section- I (USG Resources) of the Program Guide or visit the above website.

If problems are encountered with heating or air conditioning, please inform facilities personnel at x6366, or via email at [usg-fm@umd.edu](mailto:usg-fm@umd.edu).

If you find an issue that needs repair, please place a work request online:

<http://fm.sgrove.usmd.edu/WRNew.aspx>

## **LOUNGE AREAS & FOOD SERVICE**

---

URL: [http://www.shadygrove.umd.edu/campus-services/USG\\_Cafe](http://www.shadygrove.umd.edu/campus-services/USG_Cafe)

Lounges with vending machines and microwaves are located on the second floor of SG I and SG II. A small kitchen is also located on the third floor of SG I with a refrigerator and microwave for faculty/staff only.

The Green Grove Café is located on the first floor of SG III. For additional information, please go through “Green Grove Café and Corner Bistro” in Section- I (USG Resources) of the Program Guide or visit the above website.

## **CLASSROOMS**

---

Requests for weekend use of classrooms for extracurricular academic activities (i.e. study groups, presentation rehearsals) must be arranged in advance with UMCP Scheduling ([schedule@deans.umd.edu](mailto:schedule@deans.umd.edu)), or submit a room reservation request online (see below).

To reserve a room, please submit a request online:

<http://shadygrove.umd.edu/publisherlist/academicstaffroomrequest>

## **WHO DOES WHAT AT USG?**

---

USG General Information: 301-738-6000

For a full directory listing, please visit <http://www.shadygrove.umd.edu/directory>

For specific questions related to office/classroom/campus issues, please contact the following:

**Administrative & Financial Services:** <http://www.shadygrove.umd.edu/about/administration>

- Copy, fax, and postage meter codes and services (Bilky Okoh, 301-738-6056, [bokoh@umd.edu](mailto:bokoh@umd.edu) )
- Human Resources issues, benefits, staff directory, listservs (Brandon Smolen, 301-738-6115, [bsmolen1@umd.edu](mailto:bsmolen1@umd.edu))
- Center policies (Karen Mitchell, 301-738-6319, [kmitch@umd.edu](mailto:kmitch@umd.edu))

**Technology Services:** <http://www.shadygrove.umd.edu/campus-services/oit>

- Computer needs, log-in requests, and support (Juan Camacho, 301-738-6154, [jcamacho@umd.edu](mailto:jcamacho@umd.edu))
- Phone, networking and telecommunications (Kevin Moran, 301-738-6053, [morank@umd.edu](mailto:morank@umd.edu))

**Facilities Services:** <http://www.shadygrove.umd.edu/campus-services/facilities-management>

- Office/building keys (John Brandt, 301-738-6021, [jbrandt@umd.edu](mailto:jbrandt@umd.edu))
- Other questions regarding office furniture or space (Jessica Nardi, 301-738-6324, [jnardi@umd.edu](mailto:jnardi@umd.edu))
- Parking related issues, parking passes (John Brandt, 301-738-6021, [jbrandt@umd.edu](mailto:jbrandt@umd.edu))
- Overall facilities questions (Jane Briggs, 301-738-6111, [jbriggs1@umd.edu](mailto:jbriggs1@umd.edu))
- General facilities questions or issues (Woody Mills, 301-738-6355, [wmills@umd.edu](mailto:wmills@umd.edu))

**Student Affairs and Academic Services:** <http://www.shadygrove.umd.edu/campus-services/student-services>

- The Chief of Student and Academic Services is responsible for all issues that affect undergraduate & graduate students at USG (day and evening/weekend students). Please contact Robyn Dinicola-Wagle at 301-738-6073 ([rdwagle@umd.edu](mailto:rdwagle@umd.edu)).

**Conference Services:** <http://www.shadygrove.umd.edu/conference-center>

- For all conference & event services, please email [sg-ces@umd.edu](mailto:sg-ces@umd.edu) or call 301-738-6059.

**USG Copy Center:** <http://www.shadygrove.umd.edu/campus-services/copy-center>

- Frank Wilson, Manager (301-738-6308, [fwilson@mercury.umd.edu](mailto:fwilson@mercury.umd.edu))

**Library Services:** <http://www.shadygrove.umd.edu/library/you/faculty-staff>

- For all library service inquiries, please email [shadylib@umd.edu](mailto:shadylib@umd.edu) or call 301-738-6020.

## **PROGRAM PLANS FOR THE UNIVERSITIES AT SHADY GROVE**

---

For a complete list of the undergraduate programs offered at USG and the names of their coordinators, please visit <http://www.shadygrove.umd.edu/academics/undergraduate>

For a complete list of the graduate programs offered at USG and the names of their coordinators, please visit <http://www.shadygrove.umd.edu/academics/graduate>

For a complete list of the certificate programs offered at USG and the names of their coordinators, please visit <http://www.shadygrove.umd.edu/academics/certificate-courses>

## IMPORTANT WEBSITES

---

- General page, USG: <http://www.shadygrove.umd.edu/>
- Schedule of classes, USG: <http://schedule.sgrove.usmd.edu/ScheduleOfClasses>
- Schedule of classes, UMD (Testudo): <https://ntst.umd.edu/soc/>
- Academic Calendar, UMD (Testudo): [http://www.testudo.umd.edu/acad\\_cal/spring\\_2014.html](http://www.testudo.umd.edu/acad_cal/spring_2014.html)
- Transfer Credit Services, UMD (General Education info): <http://www.tce.umd.edu/gened.html>
- Plus/Minus grading, UMD (Registrar): <http://registrar.umd.edu/current/Policies/acadregs.html>
- ELMS Canvas training, UMD: <http://www.elms.umd.edu/page/instructor-support> (Go to the Getting Started video)
- Frequently Asked Questions, USG: <http://www.shadygrove.umd.edu/faculty/faculty-resources/faq>