

**Fall Semester 2011
Important Dates**

July 25-28	New Student Days
August 25	Residence halls open for new students
August 25-28	Orientation for all new students
August 27-28	Residence halls open for returning students
August 29	Classes Begin
August 29 - Sept.9	Schedule-adjustment period and late registration
September 5	Labor Day. NO CLASSES.
Sept. 30 - October 2	Family Weekend
October 10-11	Fall reading days. NO CLASSES
October 17-21	Half-semester courses begin
October 21	Last day to register for a half-semester course beginning at mid-semester
October 31 - Nov. 4	Academic advising for all currently enrolled degree students
November 1	All-day advising. NO CLASSES
November 2-11	Registration for degree students
November 22	Thanksgiving recess begins at 10:00 p.m. Residences re-open at 2 p.m. on November 27
November 28	Classes resume
December 9	Last day of regularly scheduled classes
December 12-15	Final class meetings and exams. Last class meeting scheduled during exams
December 16	Residences close at 12 noon

**Spring Semester 2012
Important Dates**

January 13	Residence halls open for new students
January 13-15	Orientation for new students
January 15-16	Residence halls open for returning students
January 16	Martin Luther King, Jr. Day NO CLASSES
January 17	Classes begin
January 17 - 27	Schedule adjustment period and late registration
March 5-9	Half-semester courses begin
March 9	Residences close at 5 p.m. for Spring Break Reopen at 2 p.m. on March 18
March 12	Spring recess begins
March 19	Classes resume
March 26 - 30	Academic advising for all degree students currently enrolled
March 27	All-day advising. NO CLASSES
March 28 - April 6	Registration for degree students
April 28	Awards Convocation
May 2	Reading day
May 3-8	Final class meetings and exams. Last class meeting scheduled during exams
May 8	Residences close at 5 p.m.
May 12	Commencement

Important Forms

Listed below are several important forms and dates for newly admitted students. All of our forms are available online using the Portal. As your forms are received by the College, they will automatically be checked off in the forms section of the Portal. If you do not have internet access and require paper copies of forms, please contact the office indicated in parentheses.

Forms that must be completed by June 1:

Roommate Matching Form
(Residence Life)
Housing Contract
(Residence Life)
Drug-Free Campus Policy Acknowledgment
(Residence Life)

Forms that must be completed by July 1:

Health History
(Health Center)
Meningococcal Waiver
(Health Center)
New Student Day Reservation
(Academic Services)

Forms that must be completed by August 1:

Varsity/Club Sports Packet
(Athletics)

Important Summer Dates

June 1	Online registration for the First Year Seminars and New Student Days opens at noon using the Portal
June 1	Ask your guidance office to send an official high school transcript with final senior grades and certification date of graduation to the Office of Admissions (must be received by August 1)
July 1	Fall semester bills will be available on the Portal
July 14-22	On-line registration (see paragraph below for specific information)
July 25-28	New Student Day (students will come to campus on ONE of these days)
August 1-25	On-line registration reopens for schedule adjustment
August 1	Payment for fall semester bills due in the Business Office
August 25	Orientation and residence hall check-in for new students
August 29	Classes begin

- ❖ Online registration will take place in randomly assigned blocks in mid-July. Transfer students will register starting on July 14. First-year students will then register between July 18 and July 22. Students will be informed of their particular registration block via their SMCM e-mail account. During each registration block, new seats in courses will be released so that there is no advantage or disadvantage given to any particular block. Then, during New Student Days (July 25-28), advisors will work with students to adjust their course schedules. Finally, online registration will re-open to all new students from August 1 through August 25 for additional course schedule adjustments.

New Student Days

New Student Days introduce new students to the many opportunities and resources available to members of the St. Mary's community. New students will hear from current students about life at SMCM, meet academic advisors, make schedule adjustments to their fall classes, and discover many of our student support services. Your family is encouraged to attend one of the summer New Student Days with you to participate in programs designed specifically for family members.

All new students and their families are strongly advised to attend one of our summer New Student Days:

Monday, July 25th, 2011 (transfer students only)

Tuesday, July 26th, 2011

Wednesday, July 27th, 2011

Thursday, July 28th, 2011

Because there are limits to the number of students we can accommodate on each day, you must sign up ahead of time for your preferred New Student Day. You can do this online using the Portal. Registration will be available on June 1. If you do not have internet access, please call the Office of Academic Services at 240-895-4388 by June 1.

Tentative Schedule for Students on New Student Day

9:00-9:45 a.m.	Check-In and Resource Fair
10:00-10:45 a.m.	Student Life Panel at the Honors College
11:00-12:00 p.m.	Residence Hall Tours and Portal Presentations
12:15 p.m.	Lunch and Library Tours
2:00-3:00 p.m.	Advising and Course Schedule Adjustment
3:00-4:00 p.m.	Meet the Class of 2015
4:00-4:30 p.m.	Meet the President

Tentative Schedule for Families on New Student Day

9:00-9:45 a.m.	Check-In and Resource Fair
10:00-10:45 a.m.	Welcome to the Honors College
11:00-12:00 p.m.	Residence Hall Tours and Student Billing Tutorial
12:15 p.m.	Lunch and Library Tours
2:00-2:45 p.m.	Student Life Panel, Financial Aid Workshop, Mini-Classes
3:00-3:45 p.m.	Same options as in the 2:00-2:45 time block
4:00-4:30 p.m.	Meet the President

Foreign Language Placement

Welcome to St. Mary's College of Maryland! In a world that increasingly demands international awareness and expertise, we believe that it is critical that students develop second-language proficiency and cross-cultural understanding. As part of this commitment, the Core Curriculum at St. Mary's requires that all students develop language and cultural proficiency through college-level coursework. Specifically, students will take one international language course to satisfy this requirement.

At St. Mary's, we regularly offer classes in Chinese, French, German, and Spanish at all levels (beginning, intermediate, and advanced). If you have previous training in one of these languages, you may choose to continue developing it. Alternatively, you may take a different language at the 101 level, including courses in our less regularly offered languages (e.g., Italian, Latin).

Very few students are exempt from this requirement. You may be exempt if:

- you are a native speaker of a language other than English. You may petition the Chair of the International Languages and Cultures Department for a waiver of the language requirement.
- you have transferred with a college-level course in a language other than English.
- you have completed an AP course in a language other than English in high school and have scored a 4 or 5 on the AP exam.

All students must take the web-based Foreign Language Placement Test (FLPT) to determine their appropriate course placement (e.g., 101, 102, 201). If you have no language experience, have an exception (as listed above), or have experience in a language other than Chinese, French, German, or Spanish, you will complete the initial survey but no further parts of the placement exam. If you have any training in Chinese, French, German or Spanish (whether in high school or at the college level), you will take the full exam.

To take the exam you will need a computer with internet access. If you do not have a computer with internet access available, please contact the Office of Academic Services to set up an alternative means to take the exam. You should set aside an hour to take the exam in a quiet, distraction-free environment. Please do as well as you can, but do not use any external resources when taking the exam. Remember that the results will be used for purposes of placing you in an appropriate course. It is in your best interest to provide us with as accurate a picture as possible of your current proficiency level. If you use a dictionary or receive help from someone else, you may be placed at a level that is too difficult for you.

You must take the exam by June 1.

In order to access the placement exam please follow these procedures:

- When you are ready to take the exam, sign in to the Portal, select the “New Students” tab at the top of the screen, and go to your “SMCM Checklist.” If the checklist isn’t immediately visible, make sure you have “New Student information” selected in the left-hand menu bar. This will take you to the correct screen.
- Scan down the list and find the box for the Foreign Language Placement Exam; click on the link; then, on the next page, select the link for “Foreign Language Placement Exam” (the “Instructions” link will provide another copy of these instructions, in case you’ve lost them).
- You will find the following information pertinent to the language placement exam:
 - a. a brief series of questions regarding your previous foreign language experience;
 - b. the address that you must go to for the exam; you can click on it directly or copy and paste the address into your browser;
 - c. the login password to access the exam; you can copy and paste the password into the login box once you access the web site, or you can type it in directly;
 - d. a testing ID that you will need to enter once you access the exam in order to proceed; this ID is NOT your student ID or Social Security number, it is only relevant for purposes of this test; however, this is the ID you MUST enter to be able to proceed with the test; you can copy and paste the ID into the required field, or you can type it in;
 - e. your full name as it appears on your official records at St. Mary’s; you must enter your full official name to be able to proceed with the exam; you can copy and paste the name into the required field, or you can type it in.
- Once you have followed all the steps indicated above, you will be asked to complete the initial survey page.
- After completing the survey, please move on to the test questions.
- If for any reason you are disconnected from the exam web site before you finish the exam, contact the Office of Academic Services as soon as possible and alert us to the irregularity. After that you may go back, following the steps above, and retake the exam. If you are disconnected it is very important that you advise us of that fact before you retest; otherwise, we will only accept the results for the first testing attempt.
- The testing program will determine when you have reached your proficiency level on the basis of your cumulative responses. You will then be given score and placement information and will be instructed to exit the testing web site. **We recommend that you print a copy of the results for your records.**

We hope the experience of taking this exam proves to be uncomplicated. If you have any questions, please contact the Office of the Core Curriculum at 240-895-2185.

Writing Placement Exam

Students who need support in making the transition to college-level writing are required to take English 101, Introduction to Writing, in their first semester, concurrently with a First Year Seminar. To determine whether you need English 101, you must take a Writing Placement Examination, a timed writing assignment, unless you have

- scored 4 or 5 on the AP Test in English Language and Composition or English Literature and Composition
- taken a course equivalent to English 101 or 102 at another college and had the official transcripts sent to St. Mary's
- completed an AA, AS, or AAT degree from a Maryland community college
- scored 600 or above on the Writing portion of the SAT.

If you have not met any of the above conditions, we ask that you take the Writing Placement Exam online **PRIOR** to June 1. Please note that you will **not** need to prepare ahead of time to take the exam.

Online Placement Testing

What if I cannot take the exam online? If you cannot access the Blackboard site or cannot do so in a place that is conducive to writing well, you must contact Diane Wimberly by June 1, in Academic Services, at 240-895-4388, or dfwimberly@smcm.edu, to make other arrangements.

How do I take the exam? Simply follow the instructions below and use the Blackboard instructions that provide the screens you'll see as you navigate through:

Open your browser and go to <http://www.smcm.edu>. Select the yellow "Current Students" tab at the top of the page. Click once on the Blackboard link, which will be the first item in the "Student toolbox" provided in the left-hand menu.

Click on "User Login," and on the resulting page enter your username and password. *Your username* is the same as your SMCM e-mail address without the @smcm.edu. For example, John M. Smith would most likely have the e-mail address of jmsmith@smcm.edu; his username would be *jmsmith*. Your *password* is *Abcd* plus the last four digits of your social security number (ex. *Abcd1234*). *This password is case sensitive.*

On the resulting My Blackboard page, in the "My Courses" section on the right side of the page, click on the "New Student Placement Exams" link.

Follow the instructions that are posted on the "Announcements" page. All the instructions that you need to know to actually take the placement exam are found in this section.

What should I do if I have technical problems with the exam? Contact the HELP Desk at 240-895-4357 (HELP) and explain what happened. They will advise you on what you should do.

When will I know the results of my placement exam? We will notify you the results of your placement exam by June 15.

Choosing Courses

First-year students will select their First Year Seminar starting June 1 via the Portal (sign up online as quickly as possible to ensure the highest likelihood that you will get into the section of your choice). Before registering for the Seminar, students should consult the First Year Experience web site (www.smcm.edu/firstyear) to see their choices. Students may wish to consult the online Schedule of Classes to help them choose the time slot that is least likely to conflict with other courses they may plan to take. To access the Schedule of Classes, go to www.smcm.edu, select the yellow "Current Students" tab from the top of the page, then click on "Schedule of Classes" in the Student Toolbox in the left-hand navigation pane. The Schedule is searchable by discipline, day, and time. Course descriptions for some classes are available via the "new, revised, or experimental courses" link; other descriptions are in the *Academic Catalog*.

In July, new students will register for the remainder of their courses for the fall semester. Instructions, as well as advice about how to make your selections, will be available on the Portal to help guide you through the process. In case you still have questions about the schedule you have chosen, a faculty member will assist you in modifying your schedule as necessary when you come to a New Student Day (July 25-28).

Before you register for classes online, in addition to consulting the advising handouts and videos on the Portal, we advise that you become familiar with the academic requirements for the Core Curriculum. These are outlined on a separate handout included in this packet; you may also find them described in more detail in the *Academic Catalog*. This catalog will be available on the College web site in late June (look in the Student Toolbox mentioned above for "*Academic Catalog*," then follow the link to the 2011-2012 *Academic Catalog*).

The *Academic Catalog* will become, in many ways, your guidebook to your academic experience at St. Mary's College of Maryland. The opening section details overall academic policies; the remainder of the book describes the requirements and regularly offered classes for each field of study in the College. It is important to familiarize yourself with this material, and to remember to consult your catalog if you have any questions! Please note that not all courses are offered every semester: the Schedule of Classes is your guide for any given semester's offerings, and will include information on a course's instructor, day, time, and space availability.

During their first semester, most new students take at least two courses that fulfill the College's Core Curriculum requirements, in addition to their First Year Seminar. The first-semester schedule also often includes a course or two for exploration of possible majors, or toward fulfilling the initial requirements of a major for students who already have an idea of what their major will be. Students do not officially declare a major until well after they have begun their studies at the College. Even those students who are keen to major in the sciences should be very careful to not overload their schedules with labs the first semester until they become acclimated to the College curricular demands.

Academic Advising During the Semester

In your Orientation packet (which you will receive in August), you will be given the name of your academic advisor, along with his/her telephone number, office room number, and e-mail address. You will meet this person at Orientation in August so that you can get acquainted and talk about your class schedule, as well as any other questions you may have about the College. Your advisor will help you plan an academic program consistent with

your goals, and be available to you when you have questions or encounter a problem. Even if you have indicated a planned major, you will not necessarily be assigned to an advisor in that department; all faculty are equipped to support students as they work through registration and other issues of importance to first-year students.

You may meet with your advisor on and off throughout the year, both formally and informally. You are required to meet with him or her at least once a term, on or around Advising Day, to select your classes for the following semester. Advising Day falls in early November and late March; be on the lookout in the week or so before this for e-mail from your advisor as well as from the Registrar, and be sure to make an appointment with your advisor as requested.

You will not necessarily stay with the same advisor throughout your years at St. Mary's: students may ask a new faculty member to become their advisor at any time, and you may wish to do so after you begin taking classes and meeting professors. The person you ask might not have any room in his or her roster for new advisees; if this is the case, you may stay with your original advisor, or ask someone else. After you declare your major, which you must do by the end of your fourth semester, you will probably want to select a new academic advisor in your field of study; this adviser can provide information about the opportunities in this field, and will work with you to plan a course of study that might include research experiences, an internship, study abroad, or cross-disciplinary work.

If you have any questions about advising or registration, contact the Office of the Core Curriculum at 240-895-2185.

Core Curriculum Requirements

I. Introduction to the Liberal Arts - Liberal Arts Seminars

The Liberal Arts Seminars introduce students to the campus community, liberal arts culture, and the excitement of intellectual inquiry. The Seminars encourage students to engage deeply with an intellectual topic through exercising the four fundamental liberal arts skills (critical thinking, information literacy, written expression, and oral expression).

To satisfy the requirement for the Liberal Arts Seminar, students must take either **CORE 101** (The First Year Seminar, 4 credits, in the Fall) or **CORE 301** (Inquiry in the Liberal Arts, 2 credits). Incoming first-year students and students who transfer in with up to 24 credits will take CORE 101 in their first fall semester on campus. Students who transfer in with more than 24 credits will take CORE 301 in their first semester on campus.

II. International Languages

Students will take one 3- or 4-credit international language course. The course must have an ILC designation, such as courses listed in the St. Mary's College of Maryland course catalog (e.g., ILCC [Chinese], ILCF [French], ILCG [German], and ILCS [Spanish]). Courses not listed in the St. Mary's College of Maryland course catalog but that receive a 3- or 4-credit ILC designation on a student's transcript (e.g., courses in Italian, Latin, Thai, among others) may also satisfy the International Languages requirement.

Though students may always opt to fulfill the requirement by starting a new language at the 101 level, other levels of placement (course numbers 102, 110, 201, 202, 206) will be determined by one's score on the online Foreign Language Proficiency Test (FLPT).

Ways to meet the requirement outside of taking a course at St. Mary's College of Maryland:

- 1) by providing proof of course work in any foreign language at the college level (including languages not currently taught at St. Mary's College of Maryland); or
- 2) by petitioning the Dean of the Core Curriculum and First Year Experience for an exemption, such as by demonstrating native or near-native knowledge of a language other than English (i.e., international students or anyone else with significant linguistic and cultural background from outside the United States); or
- 3) by submitting evidence of a score of a 4 of 5 in an AP foreign language exam or a minimum score of 5 in an IB/HL exam in a foreign language.

III. Liberal Arts Approaches to Understanding the World

The purpose of this requirement is to introduce students to academic disciplines central to the liberal arts and sciences (including the particular approaches and assumptions of these disciplines), as well as to reinforce breadth and diversity of experience.

A student will take one course from each of the following six areas:

- 1) **Arts**
- 2) **Cultural Perspectives**
- 3) **Humanistic Foundations**
- 4) **Mathematics**
- 5) **Natural Sciences with Laboratory**
- 6) **Social Sciences**

(See the *Academic Catalog* for a listing of the courses that fall under each category.)

IV. Experiencing the Liberal Arts in the World

In this element of the Core Curriculum, students will bridge the gap between their academics and the world beyond. This requirement can be satisfied in several ways:

1. **Study Abroad:** by participating in at least 4 credit hours of study-abroad coursework. Study tour courses and semester or longer study-abroad programs count towards this requirement.
2. **Internship:** by participating in a credit-bearing internship of at least 4 credit hours.
3. **Experiential or Service Learning Course:** by taking a course with a significant experiential component. (See the *Academic Catalog* for a list of courses that fall in this category.)
4. **Independent Study or Directed Research that has a community focus:** by conducting independent work under faculty direction that involves a community focus. Students must submit a proposal to the Dean of the Core Curriculum for approval.
5. **Non-credit Summer Experience:** by participating in an internship experience that is not credit-bearing but involves both experiential and academic work equivalent to a 4-credit internship. Students must submit a proposal to the Dean for approval.

Students register for **CORE 350** (a zero-credit course) as a co-requisite when enrolling in one of the above categories. In addition to participating in one of the above activities, students will compose a reflective essay based on their experiences.

Core Curriculum Requirements at a Glance

I. First Year Seminar (CORE 101) Fall 2011 (online registration opens June 1):

Monday/Wednesday/Friday 12:00 - 1:10 p.m.

Are We How We Speak?

Diversity Making a Difference (DSB Scholars only)

Elvis Presley, McCarthyism, Beaver Cleaver: Popular Culture Post-World War II

Everything You Always Wanted to Know about Death but were Afraid to Ask (well, not everything)

Galileo and the Birth of Modern Science

Gasoline and Glaciers: Going, Going, Gone

Hard Times, Good Times: Boom and Bust in American Literature

Human, Robot and Cyborg Minds

Jane Austen and the Dating Game

Songs of Protest and Social Change

Why We Fight? Film, Foreign Policy and the Cold War

Tuesday/Thursday 12:00 - 1:50 p.m.

"ATTA Way," Anthropology, Travel, Tragedy, and Adventure

Ability and Disability

American Mutant: Modified Bodies in Literature and Film

Education and the American Dream

Entrepreneurs: Open for Business

Global City

King Lear through the Ages

Looking at Quilts: History, Art and Folklore

Math, Music, and the Mind

Music as Culture

Nature Behind the Scenes

Perceptions of Nature

Picturing Stories

The Self and the Strange

Winston Churchill and the Twentieth Century World

Tuesday/Thursday 6:00 - 7:50 p.m.

The Self and the Strange

II. International Language (one course)

III. Liberal Arts Approaches to Understanding the World: Students will take one course in each of the six following areas (for a list of courses in each of the six areas, please see the *Academic Catalog*).

Arts; Cultural Perspectives; Humanistic Foundations; Mathematics; Natural Sciences with Lab; Social Sciences

IV. Experiencing the Liberal Arts in the World: Students may study abroad, do a credit-bearing internship, take an experiential or service-learning course, complete an independent study with a community focus, or participate in a non-credit summer internship experience (see the *Academic Catalog* for more detail).

Dining Services (Meal Plans, Flex Dollars, Debit Dollars, Food Co-op)

Our food service program, which is currently contracted to the Bon Appétit Company, is an “all-you-can-eat” operation in the Great Room (located in the Campus Center). Several options are available at meals, including a comfort-food station, grill (hamburgers, hotdogs, etc.), pizza bar, vegetarian bar, deli bar, international foods bar, soups and salads, and a variety of cereals, breads, beverages, and desserts.

Meal Plans and Blocks

First-year students must select one of the three highlighted A meal plans. All sophomores, juniors, and seniors living in traditional residence halls and suites are required to subscribe to an A or B meal plan. Students living in the apartments and townhouses, as well as commuters, may select one of the A, B, or C meal plans, if so desired.

Plan	Description	1 st Year Res. Hall Student Options	Upperclass Res. Hall Student Options	Options for Commuters, Apt. & Townhouse Res.
A-1	600 blocks	X	X	X
A-2	548 blocks + \$100 flex	X	X	X
A-3	488 blocks + \$250 flex	X	X	X
B-1	440 blocks + \$350 flex		X	X
B-2	400 blocks + \$200 flex		X	X
B-3	368 blocks + \$250 flex		X	X
B-4	200 blocks + \$350 flex		X	X
C-1	158 blocks + \$150 flex			X

Blocks are pre-purchased units of measure that may be redeemed for food and beverages in the Great Room Servery, Upper Deck, Quiznos®, and the Grab-n-Go. Blocks are redeemed for meals using the following scale:

- Breakfast = 1 block
- Lunch and brunch = 2 blocks
- Dinner = 3 blocks

A student who eats 19 meals per week would use 600 blocks per semester if he/she used only blocks to acquire meals. Students may also use blocks or flex dollars to pay for meals, food, and beverages for family and friends. Meal plan changes are only permitted through the end of

the second week of classes (September 9, 2011, for the fall semester and January 27, 2012, for the spring semester). There is no refund or carryover of unused blocks at the end of the semester. (“Use it or lose it.”)

We offer “To-Go” breakfast, lunch, and dinner programs in the Campus Center Upper Deck and the Great Room, as well as a “Grab-n-Go” program from the Lewis Quadrangle suites kitchen. With the “To-Go” program, students can pick up food and take it “to go” for one block (breakfast), two blocks (lunch or brunch), or three blocks (dinner). With the “Grab-n-Go” program, pre-packaged sandwiches and salads are available to “grab and go” for two blocks, Mondays-Fridays. In addition to a sandwich or salad, the student gets a beverage, chips, a piece of fruit, and cookies or a brownie. For the “Grab-n-Go” breakfasts out of Lewis Quad, the student can choose a bagel, muffin, or pastry, along with a beverage and a piece of fruit for one block, Mondays-Fridays.

Flex Dollars

Flex dollars are included in the plans to allow students to eat and drink at the smaller retail dining venues (snack bar, coffee bar, Quiznos®, and “Grab-n-Go”) in addition to the Servery of the Great Room. Flex dollars can only be used for food and beverages. There is no refund or carryover of unused flex dollars at the end of a semester. (“Use it or lose it.”)

Debit Dollars

Students may also put money on a debit account. This is a declining balance account. Students may use their debit accounts to purchase food and beverages, pay for bookstore purchases or non-food items in the convenience store, and use in vending machines. Students may add money to their debit account by accessing their account on the Student Portal and using a credit card, or by using the “cash to card” machine located in the Campus Center. Unused money in the debit account will carry over from fall semester to spring. Any money not used by the end of the spring semester is refunded.

If a student runs out of blocks, flex dollars can be used for meals in the Great Room, Quiznos®, and the Upper Deck. If a student runs out of both blocks and flex dollars, the debit account can be used for meals in the Great Room and the Upper Deck. Students living in the residence halls and suites must be on a meal plan as noted above and are not permitted to convert their meal plans into debit dollars.

The Pub

Opening in September, 2011, The Pub is located in Lewis Quad for late night food and beverages. Students can use cash, flex, or debit at The Pub for food and non-alcoholic beverages. For those who are at least 21 years old, beer and wine may be purchased using only cash. During the spring semester, The Pub was open Thursdays - Sundays from 4 p.m. to

2 a.m. for food and soft drinks, and from 4 p.m. - 10 p.m. for beer and wine. The hours for the fall semester will be announced in September.

Food Co-op

Our food service provides a variety of vegetarian options. However, a limited number of students may opt to join the vegetarian food co-op, located in Queen Anne Hall. The co-op is strictly vegetarian and does not permit the use of processed sugars, meat by-products, etc. Members of the food co-op do not have to live in Queen Anne, but they must live in one of the traditional halls or suites. Students must apply to join the co-op, and those accepted do not have to sign up for a meal plan as noted above. Instead, they pay a fee (approximately \$550 - \$600 per semester) to the co-op. All co-op members are expected to attend weekly meetings and help maintain the co-op (taking turns to do the shopping, cooking, cleaning, etc.). Two places are reserved for new, incoming first-year students. Please contact the Office of Residence Life (240-895-4207) by June 1 for more information on the food co-op.

Drug-Free Campus Policy

All students are required to read the Drug-Free Campus Policy and sign the form, "Acknowledgment of Drug-Free Campus Policy." Resident students should return it with their Housing Contract. Commuter students should send it back with the Registration Assistance Inventory form.

Family Educational Right to Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, also known as the Buckley Amendment) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

In accordance with The Family and Educational Rights and Privacy Act of 1974 (FERPA), disclosure of student information, including financial, academic, and disciplinary is restricted. Release of information other than "directory information" to anyone other than the student normally requires a written consent from the student. Please contact the Office of the Registrar or the Office of the Dean of Students if you have specific questions regarding your rights and the responsibilities of St. Mary's College of Maryland.

Information for Students with Disabilities

If you have a disability, it is important that you contact the Office of Academic Services (240-895-4388) as soon as possible if you need to receive any kind of academic or living accommodations. An ADA Information Form is available online. Please return this form to the ADA Coordinator in Academic Services by June 1, 2011. Because housing assignments for the

fall semester are made early in the summer, requests for accommodations in housing must be made by June 1 to ensure the availability of special housing assignments. You will be asked to submit documentation of your disability (visit www.smcm.edu/academicserve for documentation guidelines). We work with each student individually to develop the most helpful accommodations.



One-Card

Your SMCM One Card is your official College Identification. In addition to identifying you as a member of the SMCM community, your card:

- Lets you into your residence hall
- Is your meal card
- Provides access to library services
- Gets you into athletic events and use of the athletic facilities
- Can be used to buy all kinds of goods and services on campus
- Can be used at off-campus vendors such as Sheetz and Cook's Deli
- Is your access to Computer Labs on campus and pay for print

All students are issued College ID cards and are required to carry them at all times. They are also required to provide them to College officials, including Residence Life student staff, upon request. Students are not permitted to let others use their ID card for any purpose. The cards have money on them in the form of "flex dollars" or "debit dollars." The cards, therefore, are valuable and can be used like cash. It is important to report a lost ID card immediately to Public Safety and also to the One-Card Office. Lost cards can also be reported online at <http://www.smcm.edu/onecards> at the link labeled "ACCOUNT MANAGEMENT." This feature will de-activate a student ID card until it is reported found or a new card is issued from the One-Card Office.

Off-Campus Merchants

Your One-Card can be used at one of our off-campus merchants. Students can use their "debit" dollars at Cook's Deli, Sheetz, and other locations that will be announced as they become operational. Alcohol and tobacco purchases are not permitted with the student ID cards. Students can view monthly specials and new merchants online at <http://www.smcm.edu/onecard/offcampus>.

Pay-For-Print

The College uses a printing management system called "Pay for Print." The system was put in place to reduce paper consumption on campus. Students are given a \$20.00 printing credit on their account for each semester. Charges are made to printing accounts at the rate of \$.10 per black-and-white page and \$.25 per color page. If a student uses up his/her printing credit before the end of the semester, the student can continue to print, and funds will be taken from their "debit" account.

Any issues related to equipment or card reader malfunctions on copiers, laundry facilities, vending machines or door access swipes should be reported to the One Card Office at x4469 or onecard@smcm.edu. In many instances the One Card Office will need to contact external vendors for needed repairs. Vending and laundry machines are maintained by outside vendors the College contacts for services. Every attempt will be made to ensure the equipment is back up and running as quickly as possible.

For additional information about your SMCM One Card visit us on the web at www.smcm.edu/onecard.

Parking

First-year students are permitted to have cars on campus, but convenient space is limited. First-year students park in Lot T, known as “Guam” (located near the practice fields). Parking permits, which are required for parking, cost \$100.00 for the academic year and must be requested from the Business Office. They will be issued upon the student’s arrival in August. Students are responsible for knowing and adhering to published parking regulations, which may also be picked up at the Business Office or the Public Safety Office. Tickets are issued for violations. Cars will be towed after the third parking violation.

Postal Service

Each resident student is assigned a post office box in the Campus Center. Mail should be addressed as follows:

Student’s Name
Campus Center #
16800 Point Lookout Road
St. Mary’s City, MD 20686-3000

Students will be able to pick up packages at the Campus Center Package Room during designated hours.

Your box number will be included on your Housing Confirmation form. Mail should not be sent to the residence hall. Students will be issued their individual box key when they check in. Lost keys will be replaced at a cost of \$10.00. If a student does not return the key at the end of the school year, the mailbox lock and key will be replaced at a cost of \$25, which will be charged to the student.

The St. Mary’s City Post Office, adjacent to the campus, offers most U.S. postal services (stamp purchases, overnight delivery, etc.).

Safety

St. Mary’s College is a relatively safe campus. However, we do suggest that students use common sense to avoid problems. For example:

- Lock your bicycle and get it registered at Public Safety. Unlocked bikes tend to be “borrowed” by other students who are in a rush to cross campus.
- Lock your room door. It takes only a matter of seconds to walk into an open room and grab the cash, jewelry, watch, or other small valuables that are sitting on the dresser or in the top drawer. It’s a good idea to engrave a driver’s license number on large valuables (example: computer, printer, etc.). Public Safety will go to a student’s room to engrave large property items if requested by the student. Portable items should be taken to the Public Safety Office for engraving.
- Do not let strangers into a locked residence hall and do not prop open outside entry doors. This kind of behavior allows unknown people to gain entry into your “home” and could cause problems for others living in the building. Strangers should be reported to Public Safety (x4911).

Students are required to carry their ID cards, which also serve as cardkeys into the residence halls. Proximity readers are located at several of the building’s entrances. Simply wave the ID card in front of the reader and the locked door will unlock. All residences are locked 24 hours a day, seven days a week.

We take fire safety very seriously at SMCM. Students should always evacuate any building when a fire alarm is sounding, even if it seems to be only a fire drill. Candles and incense are not permitted at the College, so they should not be brought to campus. Since candles are not permitted, students are strongly encouraged to bring flashlights in the event of a power failure. Students should pull the fire alarms or use fire extinguishers if, and only if, an actual fire emergency exists.

The following landline (301-862-3346) emergency phone number is ONLY operational when the campus phone system is experiencing problems and should be used when an emergency arises. In the case of a medical emergency, fire, or crime in progress, one should first call 911 and then Public Safety at one of these numbers. If the campus phone system is working, dial x4911 for Public Safety.

Special Deliveries (flowers, balloons, etc.)

All special deliveries from local florists are made to the Office of Residence Life (Glendening 150) or the Information Desk in the Campus Center. Once a delivery is made, a staff member will contact the recipient to pick it up. Delivery people are not permitted to make deliveries directly to student rooms. The student’s name and campus phone number should be given to the florist to expedite notification.

Transportation

Students traveling by plane should make arrangements (early!) for transportation to the College. The Dean of Students Office will sponsor shuttles to BWI, Dulles, and Reagan Airports on the

following dates and times:

August 24	(2 p.m. airport pick up for NEW students only)
November 22	(depart campus at 3 p.m.)
November 27	(2 p.m. airport pick up)
December 16	(depart campus at 10 a.m.)
January 12	(2 p.m. airport pick up for NEW students only)
March 9	(depart campus at 3 p.m.)
March 18	(2 p.m. airport pick up)
May 8	(depart campus at 3 p.m.)

Reminders

The airports are approximately 2-2 1/2 hours from campus so be sure to take that into consideration when booking flights. The fee for each shuttle is \$40 which is posted to the student's account. If students need transportation both to and from the airport, they must sign up for **both** dates at least one week prior to the departing shuttle.

Shuttle dates/times are subject to change depending on residence hall closure dates and changes in the examination schedule.

If you have any questions or need to make a shuttle reservation, please contact the Dean of Students Office at 240-895-4208.

Fall Semester 2011 Resident Tuition and Fees

In-State Tuition	\$ 6,002.50	Maryland Resident
Out-of-State Tuition	\$12,041.00	Non-Maryland Resident
Mandatory Fee	\$ 1,220.00	Full-Time Student
Orientation Fee	\$ 100.00	One-Time Fee to New Student
Room: Residence Hall	\$ 3,070.00	Double Occupancy
Board: Plan A-1	\$ 2,387.50	600 Blocks
Board: Plan A-2	\$ 2,385.00	548 Blocks + \$100 Flex
Board: Plan A-3	\$ 2,380.00	488 Blocks + \$250 Flex
Vehicle Registration	\$ 100.00	per Vehicle per Year

Fall Semester 2011 Commuter Tuition and Fees

In-State Tuition	\$ 6002.50	Maryland Resident
Out-of-State Tuition	\$ 12,041.00	Non-Maryland Resident
Mandatory Fee	\$ 1,220.00	Full-Time Student
Orientation Fee	\$ 100.00	One-Time Fee to New Student
Board: Plan A-1	\$ 2,387.50	600 Blocks
Board: Plan A-2	\$ 2,385.00	548 Blocks + \$100 Flex
Board: Plan A-3	\$ 2,380.00	488 Blocks + \$250 Flex
Board: Plan B-1	\$ 2,537.50	440 Blocks + \$350 Flex
Board: Plan B-2	\$ 2,250.00	400 Blocks + \$200 Flex
Board: Plan B-3	\$ 2,215.00	368 Blocks + \$250 Flex
Board: Plan B-4	\$ 1,537.50	200 Blocks + \$350 Flex
Board: Plan C-1	\$ 1,025.00	158 Blocks + \$150 Flex
Vehicle Registration	\$ 100.00	per Vehicle per Year

Tuition bills for the fall semester will be available on the Portal on July 1. We will no longer mail tuition bills. Please contact the Business Office at 240-895-4303 or x4315 for assistance, or e-mail StudentAccts@smcm.edu.

Payment in full must be received in the Business Office by August 1, 2011, to guarantee room reservation (if applicable), to guarantee placement in the fall 2011 class, and to avoid late-payment charges. Please visit the Business Office web site at www.smcm.edu/businessoffice for additional information. Students who expect to use financial aid for any portion of their payment but who have not yet finalized their aid should contact the Financial Aid Office immediately at 240-895-3000.

Residence Life

The purpose of the Office of Residence Life is to support the academic mission of the College by facilitating safe, supportive, and civil living-and-learning communities that are conducive to sleeping, studying, and socializing. Residence Life staff serve and educate residents and mentor students to become leaders and good citizens. To accomplish our mission, the goals of our program include providing opportunities for individuals to learn, grow, and develop into productive adults; maintaining facilities that are clean, safe, and sanitary; and appropriately supervising the residences to ensure the effective management of our program.

In order to help you plan your year, the Office of Residence Life has prepared this information for you. Students and parents have many questions about living on campus, and these pages are designed to give you some valuable information. However, if you have other questions that are not answered here or if you have suggestions to share, please contact the office (x4207 or 240-895-4207).

How to Apply for Housing

New students need to complete and return the Housing Contract, Roommate Matching Form, and Acknowledgment of Drug-Free-Campus Policy to the Office of Residence Life **by June 1, 2011**. New students will submit these required forms online by accessing the forms page on the SMC Portal. Students who are not yet 18 years of age must have a parent or guardian co-sign the Housing Contract and Drug Acknowledgment form.

Every attempt will be made to honor your requests. Some students may be temporarily assigned to study rooms, triples, or quads due to the large number of students who need housing. As long as the Housing Contract is submitted by June 1, assignments are made on a first-come, first-serve basis, according to the date your housing deposit was received in the Business Office. Housing confirmations will be handed out upon arrival at one of the New Student Days in July or, for students who do not attend a New Student Day, sent to students after July 28. For more information, please contact the Office of Residence Life.

Housing Contract

All resident students are required to read and submit the Housing Contract before moving into the residences. The contract is available online, or you can request that a hard copy be sent to you. The College must receive the contract (online or hard copy) no later than June 1, 2011. **A housing assignment cannot be made until the contract is submitted. Students who do not submit the contract by June 1 will lose their priority for housing and will be assigned to whatever space is available (if any) at the time that their contract is received.**

Furnishings and What to Pack

All residence halls are equipped with twin-size beds, desks with chairs, dressers, closets, and mirrors. All beds throughout campus contain extra-long (80") mattresses. Information about our linen program will be available on the Residence Life web site and at New Student Days (July 25-28).

Following is a list of recommended/permitted items (for ease, check each box as the item is packed):

Bedding/Linens:

- blanket, comforter
- linens
- pillow
- towels, washcloths

Laundry/Cleaning:

- fabric softener
- laundry basket
- laundry detergent
- shelf liners
- vacuum cleaner
- wastebasket

Hygiene:

- bathroom bucket
- hair dryer
- personal care items
- shower shoes

Equipment:

- clock, radio
- computer/printer
- desk lamp
- fan
- flashlight
- hot pot, mugs
- plants
- refrigerator (33"/5 cu ft.)*
- popcorn popper
- telephone
- stereo/Ipod speakers*
- TV, VCR*
- iron
- surge protector

Personal:

- backpack
- bicycle & bike lock
- storage crates
- clothes hangers
- first aid kit
- food/containers
- dictionary, thesaurus
- important papers, ID
- insurance card
- white board & markers*
- rug*
- umbrella
- non-alcoholic beverages
- school supplies

* It is a good idea to discuss these items in advance with your roommate.

Prohibited items:

- | | |
|-----------------------------------|--|
| electric fry pans, crock pots | fireworks |
| hotplates, cooking appliances | air pistols, BB guns |
| toaster ovens | halogen lamps, bulbs |
| microwave ovens | refrigerators (larger than 33" or 5 cu.ft.) |
| firearms, weapons | waterbeds |
| portable heaters | pets (except non-meat-eating fish and non-venomous reptiles in 20-gallon tanks or smaller) |
| knives with blades longer than 3" | incense |
| candles | alcohol for anyone under 21 |
| illegal drugs | |

air conditioner

Expanded, Temporary Housing

In order to accommodate the requests for housing, some students may be housed temporarily in studies-as-quads or doubles-as-triples rooms. Every attempt will be made to move students into standard rooms as soon as possible. Students placed in expanded, temporary rooms will be provided with a bunked or lofted bed, mattress, desk, chair, and dresser. They will either have a wardrobe or may have to share a closet. Study rooms have two or three windows and are more than twice as large as a standard double room. Students living in an involuntary double-as-triple will receive a credit of \$40/week on their account. Due to the size of the rooms, students assigned to studies are not eligible for the credit. There are several “natural” triples and quads in Calvert Hall. Students assigned to these rooms, which are not temporary assignments and are designed to accommodate three or four students, are also not eligible for the credit.

Insurance

SMCM is not responsible for theft, loss, or damage to a student’s personal property. We suggest you carry the appropriate personal insurance. Some homeowner or rental policies may cover personal belongings while you are attending college. The College does not sponsor any particular health or dental insurance plan. Students are encouraged to have health and dental insurance to cover any services not provided on campus (for example, lab tests, x-rays, emergency treatment, or referral to another doctor). Information on tuition insurance will be included with the tuition billing.

Laundry Facilities

Each residence hall is equipped with laundry rooms. There are no additional fees to use the laundry equipment since these costs are included in the housing fee. Students do need to “swipe” their ID card to activate the equipment. Students should consider doing their laundry during the day since the machines tend to be used extensively at night. We strongly encourage students to 1) learn how to do their own laundry before coming to school and 2) use resources wisely (do full loads of laundry to conserve water and electricity).

Living Learning Centers (LLCs)

Living-Learning Centers (LLCs) immerse participating students in a particular field of study or a shared affinity group. Those involved in this undertaking may participate in experiential learning, thematic programming, and creating community. Students in a Living-Learning Center will live together in co-ed or single-sex suites in Lewis Quad or Waring Commons, Townhouses, or Waring Commons Apartments. For 2011-2012, we have three academic LLCs: Women in Science House (WiSH), Women, Gender, and Sexuality Studies (WGSX), and the Eco-House. These three programs will accept applications from first-year students. For more information, please contact the Office of Residence Life at 240-895-4207.

We also offer one affinity house: Substance- and Alcohol-Free Environment (SAFE). First-year students have the option of living in the SAFE House. The purpose of this type of housing is to allow students who wish to abstain from the use of alcohol and other substances in their residence (as well as avoid the secondary effects of other students' use) the option to live with like-minded individuals. If you are interested in living in SAFE or would like more information about this opportunity, please contact the Office of Residence Life at 240-895-4207.

Special Housing or Meal Plan Requests

Students requiring special room assignments, meal plans, or equipment (such as air conditioning) due to specific medical or psychological concerns that are not ADA-related must be evaluated and approved by the Health Services or Counseling Services staff. Students must have a Health History form sent to the Health/Counseling Services. Students should contact Health or Counseling Services to obtain the "Special Housing Request" form. This form must be returned to the Health or Counseling Services with any supporting documentation from their physician or psychologist/psychiatrist regarding the medical or psychological need. All information will be kept confidential. This information should be supplied to the Health/Counseling Services by June 1. New students will be contacted by the staff if there are questions about the specific request. The director of Health Services or the director of Counseling Services will evaluate all medical or psychological requests and make a recommendation to the Office of Residence Life by June 3. Based on the recommendation from Health or Counseling Services, the availability of space, and the ability to provide for the needs of the student, every attempt will be made to honor valid requests, although there is no guarantee that the special request will be accommodated. Students who do not get evaluated by the Health Services or Counseling Services staff will not have their requests honored. Late requests may not be honored. Please call 240-895-4289 for additional information.

Special note about air conditioning requests: A College-owned window air conditioner will be installed by College staff for students who are medically approved for air conditioning. There is a \$150 fee for having a window unit for the academic year (the unit remains in the window for the whole year). Students are not permitted to bring or install their own window air conditioners even if they are approved to have one. Only College-provided units are permitted. **Late requests may not be honored due to a limited supply of available units.** A \$100 fee will be assessed for air conditioning requests that are submitted after June 1.

Students with physical or learning disabilities who are seeking housing accommodations under the American with Disabilities Act (ADA) will be required to establish a file with the Office of Academic Services (240-895-4388). This file will include the current status of the disability, its relevance to the college setting, and recommendations for academic and housing accommodations. This information should be supplied to the Office of Academic Services by no later than June 1. Documents should be no more than three years old. In all special requests for housing accommodations, recommendations will be made to the Office of Residence Life.

Based on availability of space and the ability to provide for the needs of the student, every attempt will be made to honor valid requests, although there is no guarantee that special requests will be granted. Late requests may not be granted.

Staff

One of the things that makes living in the residences special is the staff. Five professional staff members, eight Residence Hall Coordinators (RHCs), and 48 Resident Assistants (RAs) direct the Residence Life program. RAs and RHCs are specially trained students who are peer advisors and mediators, communicating College policies to the residents in their areas. They also provide educational, social, and recreational programs in the residence halls, suites, apartments, and townhouses. The associate dean of students/director of residence life, assistant directors of residence life, area coordinators, RHCs, and RAs are responsible for the daily operation of all residence facilities. The Residence Life staff, along with the entire faculty and staff, assists in facilitating an environment of challenge and support. You will be challenged academically as well as by your out-of-classroom experiences.

Telephones

Most rooms are equipped with a phone jack for each resident, free voicemail, and local telephone service. Residents should bring their own landline phones (in addition to a cell phone if so desired) since weather-related closings and emergency information will be sent via the campus voicemail system. Long distance carrier options are available through the local phone company at their own rates. Because of our location, cell phone service is not always dependable. Verizon Wireless has the closest cell phone tower (less than one mile from campus).

Television

All residence hall rooms, suites, apartments, and townhouses are equipped with TV jacks (one per room). Students have to provide their own TVs and cables. The satellite network provides a number of stations, including Arts & Entertainment, ESPN, MTV, and several “superstations.” There is no additional fee for this service.

Frequently Asked Questions:

1. How are room assignments made?

Assuming your Housing Contract is submitted by June 1, room assignments are made based on the date your deposit is received in the Business Office. We try to match roommates using the answers you provide on the Roommate Matching form. Therefore, it is imperative that you be as honest as possible about your personal study and lifestyle habits. Students, *not* parents, should fill out the Roommate Matching form.

2. When will I find out my room assignment and who my roommate will be?

Housing confirmations will be provided to all students in July. The information you receive will

include your room assignment, Campus Center box number, as well as the name, home address, phone number, and SMCM e-mail address (if known) of your roommate(s). Once you receive your housing confirmation, it's a good idea to call your roommate to get to know him/her and to decide who will bring the shared items for the room. We strongly urge new students to avoid making snap judgments about their roommates based on information seen on Facebook, Twitter, etc.

3. What do I do if I want to live with a specific person?

There is a space on the Roommate Matching form where you can request to live with a specific roommate. Only mutual, written requests can be honored. If you have already sent back your form, simply write the name of your desired roommate on a piece of paper and send it to the Office of Residence Life, or send an e-mail to Kelly Smolinsky at kasmolinsky@smcm.edu.

4. What are the approximate measurements for the bed, room, and window?

Standard double rooms are 12' x 15', and the window dimensions are 84" x 42."

Mattresses: All mattresses on campus are extra-long: 80" x 36." Linen information is available on the Residence Life web page.

5. What exactly is "board?"

"Board" refers to the meal plan. Resident students pay for their room and their meal plans. First-year resident students have a choice of three meal plans.

6. What about laundry services?

You can wash and dry your clothes at any time in the laundry room. There is no additional fee to use these services, so learn how to do your laundry this summer because you won't have any excuses not to do it at school!

7. Will my room be cleaned?

Your room will be cleaned before your arrival in August. After that, it will be cleaned by you and your roommate(s). In the traditional halls, the housekeeping staff clean the lobbies, stairwells, hallways, and bathrooms during the week, but not your room. Housekeeping staff clean only the bathrooms in the suites twice a week.

8. Does the school have insurance for the property I bring to school?

No. Have your parents or guardians check their homeowner's or renter's insurance to have your property adequately covered. The College is not responsible for loss or damage to any student property. Make sure you have health and dental insurance, too!

9. Can I live off-campus?

Students can live off-campus. There is a listing of off-campus rental properties in the Office of Residence Life. We strongly suggest that first-year students live on-campus to promote class unity and to aid in their transition to the College environment. In addition, resident students usually have a higher GPA and tend to be more involved in study groups, College activities, and organizations.

10. Can I have a car on campus?

Students are permitted to have cars, but they must purchase a parking sticker (\$100) that is good for the academic year. Parking for first-year students is located near the Physical Plant (Lot T, a.k.a. "Guam").

11. Can I study in my room?

Quiet hours are enforced Sundays - Thursdays from 11:00 p.m. to 8:00 a.m. the following morning. On Friday and Saturday nights, quiet hours begin at 1:00 a.m. and end at 10:00 a.m. During exam week, 23-hour quiet hours will be in effect.

12. What is the visiting policy?

Students are permitted to have overnight guests for a maximum of four nights in a month. Students are held responsible for the actions of their guests. SMCM does not have a curfew. We believe that no individual has the right to infringe upon another's freedom, privacy, and safety. Roommates should talk with each other in advance about the use of the room, appropriate times for friends to visit or stay overnight, etc. Our philosophy is that rooms are for students to use to sleep, study, and socialize *in that order*. Therefore, one roommate's desire to have a friend over "to hang out" does not supersede the other roommate's need to sleep or study. However, we do expect our students to be reasonable and learn to negotiate and compromise with each other to create an environment in which both can sleep, study, and socialize in peace. Staff members are available to assist with these conversations.

13. What happens if I can't stand my roommate?

The first step for a successful roommate relationship is to communicate. We strongly urge students to complete a Roommate Agreement form during the first week of school and give the completed form to their RA. If problems develop, a roommate mediation will need to be scheduled with the RA, RHC, and/or professional staff. If the mediation is unsuccessful, roommate changes will be considered after the first two weeks of school if absolutely necessary. We hope that you will get along with your roommate. The first few weeks of school are important to building a good roommate relationship. If, however, you are unhappy, you will need to contact the Residence Life staff in your building. Staff are specially training to provide mediation and conflict resolution services.

14. Tell me a little bit more about the staff.

The Residence Life program is directed by the associate dean of students/director of residence life and two assistant directors of residence life. Two professional area coordinators are also on staff. We have eight residence hall coordinators (RHCs) and 48 resident assistants (RAs), who are specially trained undergraduate students, spread throughout the campus. Staff members are service-oriented people who are available to help you in a variety of ways: planning social and educational activities, helping in emergencies, mediating roommate conflicts, and communicating College policies. An RA is on duty every night in most buildings. A professional

staff member is on call each night and every weekend, available by cell phone. New students who are interested in developing leadership skills are encouraged to join the Residence Life team in their second year.

15. Are the residence halls secure?

All residence halls are locked 24 hours a day, seven days a week. Residents will use their ID card for access. The room doors in most of the residence halls use keys. Some buildings may have combination locks until next summer. You will receive the key or combination when you check-in in August. Students living in suites or apartments are issued a key to their unit, which also operates their bedroom door, when they check in. Townhouse residents get a key that operates their outside entry doors (bedroom doors lock from inside the room). It is best to keep room doors locked all the time. Also, it is a good idea to get your valuables (computer, printer, stereo equipment, etc.) engraved (Public Safety can assist with engraving), and bring (and use!) a good lock if you choose to bring a bicycle on campus.

16. What happens when I arrive on campus for Orientation?

Find your residence hall and check in. You will receive a schedule of events for Orientation and have ample time to move in. If you are a commuter student, check in at the Campus Center Information Desk.

Residence Hall Characteristics

All residence halls have the following amenities: card-key security access, kitchen for student use, laundry rooms, movable furniture, and study rooms. Each student room has a telephone jack for each resident, free local phone service, voicemail, and one television cable jack. A television and video player are located in the recreation room. Each building has vending machines. All residences are smoke-free. "Trad." stands for traditional halls.

Specific Characteristic	Caroline (Trad.)	Calvert (Trad.)	Dorchester (Trad.)	Prince George (Trad.)	Queen Anne (Trad.)	Lewis Quad. (N. Campus Suites)	Townhouses (N. Campus)	Waring Commons (N. Campus Suites & Apartments)
Air-Conditioned	X			X		X	X	X
Beds can be bunked	X	X	X	X	X	X	X	X
Beds can be lofted			X		X	X	X (some)	X
"Pillow-to-port" computer access	X	X	X	X	X	X	X	X
Co-ed	X	X		X		X	X	X
Extended quiet hours (8 a.m.-5 p.m., Mon.-Fri.)		X						
Extra-long mattresses (80")	X	X	X	X	X	X	X	X
Fire extinguishers	X	X	X	X	X	X	X	X
Staff office staffed nightly	X	Fri.-Sat.	X	X	X	X	Thur-Sun.	X
Staff office staffed on weekends only		X						
Indoor bike room	X		X	X	X			
Outdoor bike rack	X	X		X	X	X		X
Ping-pong table			X	X	X	X		X
Pool table	X	X	X	X	X	X		X
Mini-computer lab						X		X
Sprinklers (fire safety)						X	X	X
Room combination lock			X	X	X			
Room key lock	X	X	Sum '11 or '12	Sum '11 or '12	X	X	X	X

Counseling Services

Counseling Services provides individual, group, and couples counseling, crisis intervention and psychiatric services. The staff of Counseling Services is made up of licensed mental health professionals who are able to assist students with personal, academic, career, relationship, and psychological issues. We work from a strengths-based therapy model to help students cope with challenges that they may face during their college years. Additionally, we often provide consultations with parents, friends, faculty and staff who are concerned about a student. All of these services are confidential and free to all students. For further information, you can also look up the Counseling Services web site at www.smcm.edu/counseling.

New students who are currently benefiting from mental health services are encouraged to consult with their current providers about their plans for the transition to college. The Counseling Services staff is available to meet confidentially with new students during the summer prior to your arrival on campus to assure continuity in your care while at college and to assist you with community referrals when appropriate or requested.

Please feel free to contact Counseling Services with questions at 240-895-4289.

Wellness Advocate

The Wellness Advocate focuses outreach education about wellness in all its forms. This position also serves as an advocate for individuals dealing with sexual violence, and works to protect the health and safety of our community. As the coordinator of the sexual assault and relationship violence response programs, the Wellness Advocate acts as a resource and support for any student needing assistance regarding sexual violence. The Wellness Advocate also supervises students groups including the First Responders Network, Peer Health Educators and SafeRide. The Wellness Advocate organizes campus outreach and awareness activities on sexual assault prevention, and coordinates campus wellness programming on the following topics: alcohol and other drugs, sexuality, healthy relationships, smoking cessation, LGBT safe space training, and body image.

Health Services

The Health Services staff welcomes you to St. Mary's College of Maryland. As you prepare to come to campus you may be wondering about health care services. Our compassionate staff is equipped to handle treatment of acute illness, assist with chronic health conditions and manage emergencies. We provide health care education and assist the student's transition to self-care for health concerns and illness. The following information may answer a few of the most FAQs:

- We are located in Chance Hall and the facility is open Monday - Friday, 8:00 a.m.- 5:00 p.m. Students are seen by appointment for routine or acute care with an MD or nurse practitioner. An RN is available for triage and acute health problems on Saturday from 11 a.m. – 3 p.m. when school is in session.
- Our staff consists of two full-time registered nurses, two part-time nurse practitioners, an office associate, and a part-time receptionist. Two contract physicians visit the campus weekly and are available by appointment.
- The cost of our services including most medications and supplies are covered by student fees and incur no extra cost to full-time students. We do not fill outside prescriptions.
- Allergy shots, **excluding bee venom**, will be administered only during appointment hours. Initial allergy shots from each new vial of serum **must** be done at the student's own doctor's office and **complete** physician orders must accompany the serum. Health Services bills for all immunizations and charges will be posted to the student's account.
- Students are responsible for obtaining their own health insurance and are **strongly encouraged** to do so. Student fees **do not** cover laboratory tests, x-rays, emergency services, and hospitalization. These services are billed to the student's health insurance plan. Though the College does not endorse or sponsor any particular health insurance plan, information on several student health insurance plans is available through Health Services and listed on our web site at www.smcm.edu/health.

A Health History/Immunization form is available from the Welcome Student web site. All full-time students are required to **complete the Health History and have their physician fill out the immunization form and return it by July 1**. You will not be permitted to move into your assigned residence if a completed Health History/ Immunization form is not on file with Health Services. This information enables Health Services staff to address students' medical problems or special needs, assures that immunizations are current and allows appropriate screening for infectious diseases to protect the campus community.

All care provided at Health Services is confidential. Information **will not be released to anyone** on or off-campus without the student's written permission except when court-ordered or when serious situations endanger health and well-being.

After-hours and emergency medical care is provided through local urgent-care clinics and the

St. Mary's Hospital Emergency Room. Health Services does not provide or arrange transportation for routine medical appointments or non-urgent situations.

Prior to coming to campus, all students should be familiar their own health history and have a basic understanding of any chronic medical problems. We strongly recommend that students bring basic first aid supplies, prescription and preferred OTC medications with them and make arrangements for refill of prescriptions at local pharmacies. By promoting health care independence through education and support, Health Services encourages self-care for minor medical problems whenever possible. For further health information, please consult the HealthyLife® Students' Self-Care Guide on our web site at www.smcm.edu/health.

Any student planning to play varsity or club sports **MUST** also complete the separate varsity/club sports packet and return it to the **Athletics Department**.

We would love to meet you when you come to campus. If you have any questions or would like further health information, please stop by Chance Hall or call us at 240-895-4289. Our fax number is 240-895-4937.

Technology Services—Infrastructure and Desktop Services

Frequently Asked Questions

1. Should I bring a computer to campus?

Most students enjoy the convenience that comes with having their own computer, and the majority of students living on campus bring one to use in their room. Choosing between a desktop and laptop is a matter of personal preference and computing style. Some academic courses may have requirements that could impact your purchasing decision. Only you can decide what's best for your needs.

If you decide to bring a computer to campus, please bring all computer support disks, documentation, and any warranty information.

2. If I live on campus, what type of network access do I have?

Students have individual access from their room to ResNet, the SMCM Residential Network. With ResNet, students can connect to the internet, send and receive e-mail, and access a rich array of SMCM resources for learning. Students can also access their private storage space on the network server.

All computers brought to campus must have current and updated virus protection in order to be registered in our Campus Manager system and then be connected to the student network. Your computer may not be allowed on the Residential Network if it doesn't comply with our anti-virus standards.

Please go to www.smcm.edu/CTSS/newstudents for information on what you need to do to prepare your computer for Campus Manager and ResNet access.

3. What content is available through ResNet and off-campus?

Computer technology is used across a wide range of disciplines and courses at the College, providing basic services and access to helpful information. The College library subscribes to over 50 online databases, many of which are full text, as well as to hundreds of online scholarly journals. All of these resources are available through ResNet. For a more in-depth look at available resources and services, visit the College web site at www.smcm.edu.

4. Is computer support provided?

Student Help Desk consultants are available to help with the set-up of your Campus Manager/ResNet connection. The Help Desk can be reached at extension 4357 or by e-mail at studenthelpdesk@smcm.edu.

5. What software is available for my computer?

SMCM has partnered with e-Academy for the purchase of personal use Microsoft, Adobe and other software products. e-Academy is a web store that offers students the opportunity to purchase or, with some products, rent software at greatly reduced prices. To access the e-Academy web store:

Log on to the SMCM portal (<https://seahawks.smcm.edu/ics>) with your name and password

Select the My Student Account tab

Under Account Management you will find the e-Academy link. From there students are able to review, select and purchase software.

e-Academy currently accepts Visa and MasterCard for purchase payment.

7. If I do not bring a computer or if I live off campus, are there computer labs that I can use?

Yes. If you do not bring your own computer, there are many computer labs conveniently located around campus for student use. The SMCM Library has full-service computers available in addition to web-browsing workstations. If you have a laptop with a network card and a network patch cable, public ports are available in the Campus Center that will allow you to connect to the SMCM network. Baltimore Hall has a 24/7 lab that is monitored by surveillance cameras.

8. Are Wireless Access Points available on campus?

SMCM has an open wireless network named mobilenet. This allows you to use the wireless capabilities of your laptop, or check out a wireless laptop from the library and enjoy the internet on the patio of the campus center, the library, and all academic buildings as well as the Athletics and Recreation Center. Presently wireless is not available in the residential buildings.

9. Should I bring a telephone to campus?

Yes, all residence rooms and townhouses are equipped with a jack for use with a touch-tone phone. Students are responsible for providing their own phone and cord for the telephone jack.

10. Should I bring an answering machine?

No, each student will have access to free voicemail services.

11. What type of phone service is provided?

All students living in campus housing will receive basic local telephone services. This service allows free on-campus and local calls.

12. What long distance services are available?

Calling cards from telephone companies (MCI, Sprint, AT&T, etc.) can be used in each residence hall using an 800-access number. These calling cards **cannot** be obtained by using a campus telephone number or address. Students must use their permanent home address and phone number. Students are not allowed to setup voicemail via the internet and use their campus address or phone number. Students will be charged a \$25.00 penalty fee for each instance of this setup.

Area Hotels

Hotel Name and Phone Number	Address	Notes
Back Creek Inn 410-326-2022	210 Alexander Street Solomons, Maryland 20688	Bed and Breakfast in Calvert County, approximately 15 miles from the campus; restaurants nearby.
Bard's Field of Trinity Manor 301-872-5989	15671 Pratt Road Ridge, Maryland 20680	Bed and Breakfast located approximately 10 miles from campus; restaurants located approximately 15 miles.
Blue Heron Inn 410-326-2707	14614 Solomons Island Rd. Solomons, Maryland 20688	Bed and Breakfast in Calvert County, approximately 15 miles from campus; restaurants nearby.
Brome-Howard Inn 301-866-0656	18281 Rosecroft Road St. Mary's City, Maryland 20686	Bed and Breakfast approximately 3 miles from campus; restaurants located approximately 7 miles.
Comfort Inn Beacon Marina 410-326-6303	255 Lore Rd. Solomons, Maryland 20688	Located approximately 15 miles from the campus in Calvert County; restaurant on premises and many nearby.
Country Inn & Suites 301-737-5227	44941 Worth Lane California, MD 20619	Located approximately 15 miles from campus; restaurants nearby.
Days Inn 301-863-6666	21847 Three Notch Road Lexington Park, Maryland 20653	Located approximately 7 miles from campus; restaurant on premises and several nearby.
Executive Inn & Suites 301-475-3000	41655 Park Avenue Leonardtown, MD 20650	Located approximately 15 miles from campus; restaurants nearby.
Extended Stay America 240-725-0100	Rte. 235 46565 Expedition Park Drive Lexington Park, Maryland 20653	Located approximately 9 miles from campus; restaurants located nearby.
Fairfield Inn 301-863-0203	22119 Three Notch Road Lexington Park, Maryland 20653	Located approximately 9 miles from campus; restaurants located nearby.
Hampton Inn 301-863-3200	22211 Three Notch Rd. Lexington Park, Maryland 20653	Located approximately 9 miles from campus; restaurants located nearby.

Hotel Name and Phone Number	Address	Notes
Hilton Garden Inn 410-326-0303	13100 Dowell Road Dowell, Maryland 20629	Located approximately 15 miles from the campus in Calvert County; restaurant on premises and many nearby.
Holiday Inn Conference Center and Marina 410-326-6311	155 Holiday Drive Solomons, Maryland 20688	Located approximately 15 miles from the campus in Calvert County; restaurant on premises and many nearby.
LaQuinta Inn & Suites 301-862-4100	22769 Three Notch Road California, Maryland 20619	Located approximately 15 miles from campus; restaurants on premises and nearby.
Sleep Inn 301-737-0000	23428 Three Notch Rd. California, Maryland 20619	Located approximately 15 miles from the campus; restaurants located nearby.
Solomons Victorian Inn 410-326-4811	125 Charles Street Solomons, Maryland 20688	Bed and Breakfast in Calvert County, approximately 15 miles from the campus; restaurants nearby.
St. Michael's Manor 301-872-4025	50200 St. Michael's Manor Way Scotland, Maryland 20687	Bed and Breakfast located approximately 12 miles from campus; restaurants approximately 15 miles.
Super 8 Motel 301-862-9822	22801 Three Notch Rd. California, Maryland 20619	Located approximately 11 miles from campus; restaurants located nearby.
The Victorian Candle 301-373-8800	25065 Peregrine Way Hollywood, Maryland 20636	Bed and Breakfast located approximately 20 miles from campus; restaurants approximately 8 miles
Towne Place Suites 301-863-1111	22520 Three Notch Road Lexington Park MD 20653	Located approximately 10 miles from the campus; restaurants nearby.
Woodlawn Bed and Breakfast 301-872-0555	16040 Woodlawn Lane Ridge, Maryland 20680	Located approximately 10 miles from the campus; restaurants located approximately 15 miles

Transportation

Name	Phone Number
Allen's Cab & Courier Service	301-885-3700
Chesapeake Cab	301-863-1151
Friendly Cab	301-863-8141
Martin's Airport Shuttle Service	301-373-4407
Goldstar Limousine	301-373-4444
SmartRide Inc. Transportation Service	410-535-6932
St. Mary's Transit System (small bus)	301-475-5100

Banking Information

It is recommended that students open accounts at local banks close to the College, most of which have Automated Teller Machines (ATMs). The ATMs on campus are connected with Old Line Bank. They are located in the lobby of the Library and adjacent to the Lewis Quad kitchen/recreation room. Both are available 24 hours a day.

Name	Phone Number
BB & T	301-737-0505
Bank of America	301-862-2166
Cedar Point Federal Credit Union	301-863-7071
Chevy Chase Bank	301-866-5210
Community Bank of Tri-County	301-862-1900
County First	301-863-2265
Navy Federal Credit Union	301-737-7600
Old Line Bank (on-campus ATMs)	301-863-7061
PNC Bank	301-737-3792
Sun Trust Bank	301-862-5696
Woodforest National Bank	301-866-1656

Local Hospital and Urgent-Care Centers

<p>Local Hospital Emergency Room St. Mary's Hospital, Rte. 5 25500 Point Lookout Rd. Leonardtown, MD 20650 (301) 475-6110 Emergency Room open 24 hours</p> <p>Approximately 15 miles from campus</p>	<p>St. Mary's Hospital Fast Track St. Mary's Hospital, Rte. 5 25500 Point Lookout Rd. Leonardtown, MD 20650 Emergency Entrance (310) 475-7002 Monday–Sunday, 10:00 a.m. -10:00 p.m.</p> <p>Approximately 15 miles from campus</p>
<p>Solomons Medical Center Urgent-Care Solomons Island 4090 H.G. Trueman Road Solomons, MD 20688 (410) 394-2800 Monday–Friday, 5:00–10:00 p.m. Saturday/Sunday, Noon–10:00 p.m.</p> <p>Approximately 18 miles from campus</p>	<p>BretonMed SuperCare Walk-in Clinic Shah Associates 345 MacArthur Blvd. San Souci Plaza, Rte. 235 California, MD 20619 (301) 737-0500 Monday–Friday, 8:00 a.m.–8:00 p.m. Saturday/ Sunday, 9:00 a.m.–5:00 p.m.</p> <p>Approximately 11 miles from campus</p>

Campus Contact Information

Office	E-mail Address	Phone Number
Academic Services William Howard, Asst. VP	AcademicServices@smcm.edu	240-895-4388
Admissions Wesley Jordan, Dean	wpjordan@smcm.edu	240-895-5000
Advising Ruth Feingold, Asst. Dean of Core	rpfeingold@smcm.edu	240-895-4388
Athletics and Recreation Scott Devine, Director	swdevine@smcm.edu	240-895-4295
Business Office Gabriel Mbomeh, Comptroller	StudentAccts@smcm.edu	240-895-4315
Campus Store Richard Wagner, Director	rtwagner@smcm.edu	240-895-3421
Career Development Center Dana Van Abbema, Director	dlvanabbema@smcm.edu	240-895-4203
Computing Services George Waggoner, Director	gwwaggoner@smcm.edu	240-895-3115
Core Curriculum Office Elizabeth Nutt Williams, Dean of the Core Curriculum and First Year Experience	enwilliams@smcm.edu	240-895-4467
Counseling MJ Raleigh, Director	mjraleigh@smcm.edu	240-895-4289
Dean of Students Office Laura Bayless, Dean of Students	labayless@smcm.edu	240-895-4208
Financial Aid Caroline Bright, Director	cobright@smcm.edu	240-895-3000
Multicultural Programs Clinton Gilbert, Assistant Director	cegilbert@smcm.edu	240-895-4207
Health Services Linda Wallace	llwallace@smcm.edu	240-895-4289
One-Card Administrator Dana Cullison	dwcullison@smcm.edu	240-895-3351
Public Safety David Zylak	ddzylak@smcm.edu	240-895-4911
Registrar Susan Bennett, Registrar	sabennett@smcm.edu	240-895-4336
Residence Life (Housing) Joanne Goldwater, Associate Dean	jagoldwater@smcm.edu	240-895-4207
Student Activities Kelly Schroeder, Assistant Dean	kjschroeder@smcm.edu	240-895-4209

