

**PARENTS HANDBOOK
INTRODUCTION**

This Parents Handbook was designed to provide you, the parents of St. Mary’s College of Maryland students, with useful information. We hope that you will keep this information handy and refer to it often when you have questions about parenting a college student, and about College policies and procedures. If you are unable to find the answer to your question, we have included contact names and phone numbers for many of the offices and departments on campus, as well as a list of whom to contact if you have questions on specific areas not covered here.

If you have any comments, please contact Joanne Goldwater, Associate Dean of Retention and Student Success (240-895-4270 or jagoldwater@smcm.edu).

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Prepared by the Office of Student Support Services, July 2017

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WHAT YOU SHOULD KNOW ABOUT: PARENTING A COLLEGE STUDENT

Our College offices are staffed with professionals who have spent years working with students, and we went to them for perspectives that parents might find helpful. In this section, we have printed some of their accumulated wisdom, and we have also consulted the books which they recommended, making liberal use of their material. We are providing the authors and titles of works that we think make especially interesting readings.

During the college years students essentially recreate themselves, using the values that you have embedded as the cornerstone. The developmental tasks of young adulthood are as significant as those of a developing toddler. The intellectual stimulation of college introduces new horizons of thought which students must examine and integrate into their views of the world. Responsibilities and problems will arise which students will have to learn to negotiate on their own.

In the next four years, you will once again see your child struggling to walk on his or her own, perhaps falling and scraping knees, going in new directions, and also experiencing the euphoria of discovery. You will once again be asked to “let go.” As with a toddler, you will be asked to guide and instruct, to maintain loving contact, and also to allow your student to learn to walk alone, bruises and all, in order to discover new horizons.

The transition from adolescence to young adulthood and maturity is called “individuation,” becoming a person in one’s own right, and not merely an extension and junior edition of one’s parents. This is a time of uncertainty, questioning, experimentation, and vulnerability. College students find themselves in a largely unrecognized turmoil, confronted with new rules of interaction, new lifestyles, and a lack of familiar structure. This leads to a great deal of self-evaluation, comparing previous structures (from home and high school) with new ideas.

Having your child begin his/her/their college career can be a stressful experience for you as parents, especially if your student hasn’t lived away from home before. During this important time of transition for the family, many parents put their own feelings and reactions on hold while helping their child prepare for college life. Attending to your own emotional needs, however, as well as your child’s, will go a long way toward helping everyone feel comfortable with the challenges that going to college represents.

We hope that these ideas and suggestions will be helpful to you in dealing with some of the challenges parents experience when their child goes to college. The first year of SMCM is a tremendously exciting time, and we hope and trust that you and your child will have a rewarding year.

For Parents: How to Help Yourself through this Change

“It hit me that it wasn’t just my daughter who was moving on to a new phase but also me. For the longest time I had defined myself as the father of young children. If Sarah is becoming an adult, then what am I?”
....a father from Denver

“I’m ready to go out to dinner more and cook less!”a mother from Missouri

from Letting Go: A Parent’s Guide to Understand the College Years

1. Recognize that feelings of ambivalence about your child’s leaving home are normal.

Give yourself time to readjust. For some families, this step can seem like a dramatic separation of parent and child, although it is usually the separation of adult from almost-adult. It is normal, too, to look forward to the relative peace and quiet of having your active older adolescent out of

the house and having the place to yourself or being able to spend time with your younger children. After all, if the phone rings, it might actually be for you!

2. *Allow yourself to feel whatever emotions come up.* While your child is getting ready to come to SMCM, there is little benefit in pretending that you don't feel sad, guilty, relieved, apprehensive, or whatever feelings you do have. Often parents have other changes and sources of stress happening in their own lives, such as aging parents or mid-life health changes that add to the impact of this transition. You probably aren't fooling anyone by trying to hide your reactions; a healthier approach is to talk about them with your family, friends, clergy, or whoever is a source of support for you.

3. *Make "overall wellness" a goal for yourself.* Especially during times of change, it helps to get enough sleep, eat healthy meals regularly, and get adequate exercise. Spending some recharging time doing the things that you especially like is another step toward wellness. If you are feeling good, you are more likely to have the energy to be a good role model and resource to help your child adjust.

4. *Remember that, for your child, coming to SMCM is a tremendously important developmental step toward full adulthood.* It represents the culmination of the teaching and learning of 18 years or so, much of it geared toward helping your child assume a productive place in the world. This is the time when your hard work will show itself in the form of a framework that your first-year student will use in beginning to make independent choices. Many parents find that it helps to focus on the fact that providing your child with this opportunity is a priceless gift. Be proud of yourself!

5. *Don't forget to reward yourself.* Go out and celebrate with a dinner or a party. You have raised a wonderful adult who is moving on to the exciting phase of his or her life. Give yourself a pat on the back for a job well done.

6. *Consider your own dreams.* Especially for parents whose last child or only child has moved away to college, consider the possibilities that come with greater personal freedom. Taking on new challenges is an excellent way to manage and channel energy and feelings. Have you ever wanted to write a book? Learn to fly-fish? Make a quilt? Volunteer in your community? Assume a new project or responsibility at work? Travel? Get your own bicycle and ride all over town? Make a list of all the things you intended to do while your child was growing up, but never had the time to do. Now is your chance!

What Can I Do to Help My Child from a Distance?

Your parenting job is not over, it is just changing. You are entering the Launching Phase of parenting. As students enter into adulthood, it's important for parents to begin acting as coaches and advisers, helping their young collegiates make good decisions without "telling them what to do" or "rescuing" them. Here are some ways you can express your caring and enhance your child's growth into adulthood as well as his, her, their experience at St. Mary's.

1. *Listen to their concerns.* Even though your almost-adult is experimenting with independent choices, he/she/they still needs to know that you're there and available to talk over normal events and difficult issues. If he/she/they need/s help or support, the subject is more likely to come up if you aren't inquiring pointedly about what time he/she/they came in last night. Listen to the

melody, not just the content. Don't trivialize any of your students emotions or concerns. Much of what he/she/they is/are saying is "I'm changing and I'm scared" even when the content is "I know what I'm doing."

2. *Stay in touch (but not too much)!* Remember the names of roommate(s) and friends he/she/they mentions often. Encourage your child to send you pictures of his or her room and friends. Be interested but not intrusive. Send photos of any remodeling, family pets, and care packages at exam times.

3. *Negotiate frequency of communication.* Parents need to stay connected to their children, and college students need to respect the fact that parents want to check in with them periodically to see how they are doing. Talk about how often you'll speak on the phone, visit each other, or send e-mails. Set a predetermined day and time to call, once a week or so. Sunday evenings are often best. If an uncharacteristically long amount of time passes with no word, it's not a bad thing to check in and make sure everything is going smoothly.

4. *Be willing to cut the cord.* Encourage an appropriate level of independence and self-responsibility. Let them use their own judgment to decide what is best for them and trust them to make good decisions. Teach them life skills such as how to do laundry, live on a budget, set up a checking account, and manage their time.

5. *Help your child problem-solve.* If he/she/they calls home with a problem, keep calm. "Sometimes we get upset on our student's behalf, and it is not helpful," says the author of *Empty Nest, Full Heart*. Instead, practice reacting to such "melt-down calls". For example, you could say, "I'm sorry you are having a rough time. How are you going to handle it?" Then coach, don't rescue. Coach them in talking things through with their roommate or making their own phone calls to the professor. Encourage your student to use the College's services instead of relying solely on you for help.

6. *State your concerns.* It is okay to ask them if they have thought about study habits, sexual conduct, or alcohol. As parents, you can send a clear message to your college-age children that they can choose not to drink, and if they choose to use alcohol they should do it moderately, legally and appropriately. Don't glorify your own "youthful drinking days" if you had them.

7. *Don't overburden your student with your emotional issues.* What you want is to be useful to them, and you will need to find somewhere else or someone else to help you with how you feel. They want to know you care, but they don't want to know too much. Keep them informed, but grant them a little distance from any family problems that arise.

8. *Encourage smart financial practices.* Most students come to college with a fairly detailed plan about how tuition, room, board, fees, and books will be paid for, and what the family's expectations are about spending money. Work together to set up a budget plan for the year. Warn your student not to apply for every credit card offered. Smart money management is a lifelong skill that will benefit your student.

9. *Be realistic about academic achievement and grades.* St. Mary's attracts bright students from all over the world, and not every first-year student who excelled academically in high school will be a straight-A student here. Developing or refining the capacity to work independently and

consistently and to demonstrate mastery can be more important than grades, as long as the student meets the basic academic requirements set out by the College. Instead of focusing on grades, ask your student to discuss class projects and papers with you. Again, these are choices that each individual student makes, though certainly it is appropriate to coach your child in setting his or her own long-term goals.

10. Keep Cool. Students tend to share their good times with their friends and rely on family for their difficult times. While a “melt-down call” may be frustrating, it is a sign of trust. They can allow themselves to be vulnerable with you. Try not to be overly reactive to their venting, or jump to intervene. To determine whether an issue is a serious problem needing additional intervention, consult the Wellness Center

11. If your child does experience difficulties at SMCM, encourage him/her to take advantage of the wealth of resources available for students. The small and personal environment of the College offers many sources of help. For academic issues, talking with the professor, teaching assistant, or academic adviser is probably the first step, but the Student Support Services office and the Career Development Center are also available for help. For stress, relationship problems, or more serious concerns, Counseling and Psychological Services is available free to full-time students. The Office of the Vice President of Student Affairs/Dean of Students can assist with a variety of concerns. Resident Assistants and Area Coordinators are available to help ease adjustment and direct your collegiate to the right resources on campus.

“As your student prepares for a bigger world, it doesn’t mean that you will be left behind. Freedom, independence, self-sufficiency...these are all things that we wish for students. Yet, they will always need you. Allowing your relationship to evolve as your student dives into the college world requires compromise, flexibility and trust. With these tools at your side, the college experience can be a wonderful, eye-opening experience for you both.”

- from *A New Chapter: How parents fit into their students’ lives at college*, Paper Clip Communications

A YEAR AT COLLEGE: Heads Up for Parents

Along with the thrill of learning and the euphoria of young adulthood, college brings challenges. The typical college year has cycles of ups and downs in the level of challenge and stress experienced by students. Below is an outline of an academic year, emphasizing some common problem areas identified by the College’s student affairs personnel. Challenges vary according to the individual, the time of year, and the academic class of the student. The more aware that parents are of the tides of the semester, the more they can do to normalize their student’s experiences and help them through them.

Possible September Challenges

- Adjusting to sharing a room, sharing a bathroom and living in a residence hall.
- Getting to know roommates, making rules for the room, and adjusting expectations.
- Homesickness, especially for those who have never lived away from home or have had a very stable childhood. Missing the strong friendships left behind at home or in high school. This may induce “melt-down calls” to parents.
- Getting to know new people, making college friends, and finding an initial niche (someone to go to meals with, someone to hang out with).

- Setting expectations for long-distance romantic relationships.
- Taking care of daily personal responsibilities without parental direction or support: buying books, waking up for class, doing laundry, eating and sleeping well, managing money, caring for one's own health, housekeeping, etc.
- Challenges of managing freedom. Making lifestyle decisions regarding drug and alcohol experimentation, morality, class attendance, and social pressures.
- Finding the pace of college academics, how much time it takes for the college workload, and how to balance it with a social life.

Possible October Challenges

- Dealing with the intensification of academic demands and the necessity for study skills and time management. Grades begin to come in.
- Mid-term exams and term papers are all due at once.
- Taking care of one's health as cold season and stress-related illnesses arise.
- Most first-year students have an initial group of friends; others experience tension as friendships shift to other groups. Some may experience loneliness or disillusionment as the adjustment process is unfolding.
- Early college romances may fizzle.
- For students and their families, Fall Break is often the first trip home from school, and families must reconnect and redefine expectations.
- Long-distance romantic relationships may become more of a challenge.

Possible November-December Challenges

- Taking care of one's health as colds and stress-related illnesses may increase around finals time.
- Some first-year students may not yet have found a group of friends or a niche that feels comfortable and may feel anxious about this and question their college choice.
- Budgeting money for planned holiday gifts and travel expenses.
- Finding a job for Winter Break employment.
- Excitement and managing time as final papers and tests demand time alongside seasonal parties, social service projects, and religious activities.
- Finishing papers and studying for final exams.
- Pre-existing roommate and social tensions may increase as all students are under stress.
- For college romantic relationships, deciding how to weather the six-week separation.
- Apprehension for those who have concerns for family, those who have no home to visit, and for those who prefer not to go home because of family conflicts.

Possible January – February Challenges

- Readjusting to school and again being away from the security of home and friends.
- Those with a tendency to seasonal depression may go into a slump due to weather, darkness, and lack of outdoor activities.
- For first-year students, college life may have lost some of its initial charm and novelty.
- Adjusting friendships, as some students leave to study abroad, or roommates change.
- St. Mary's Project deadlines are approaching and may cause stress for seniors.
- Transfer students begin the process of making friends and finding a niche.
- Winter illnesses and snow days may challenge academic time management.

Possible March Challenges

- Managing time as mid-term papers and tests demand time alongside seasonal parties, planning for Spring Break, social service projects, and religious activities.
- Mid-term exams and term papers are all due at once. Grades are coming in.
- Pre-existing roommate and social tensions may increase as all students are stressed.
- For seniors, finishing their St. Mary's Project on time.
- Making decisions about Spring Break, money issues, job or peer trip plans.
- Spring Break provides needed relief for students who need time to relax.
- Taking care of one's health as allergy season starts.
- Determining whom to room with and where for the Fall semester are of great importance as deadlines approach.

Possible April Challenges

- Many students experience optimism because the school year is perceived as on the "downhill slope."
- Spring fever sets in: Managing time as a full activities calendar comes and academic demands continue to increase.
- Looking for summer jobs and housing
- Pre-existing roommate and social tensions may increase as all students are stressed, particularly seniors.
- Deciding on courses for the Fall, pre-registration, and choosing a major.
- Anticipation and also sadness as the end of the school year nears, particularly for seniors.

Possible May Challenges

- Completing unfinished work, taking final exams.
- Solidifying plans for summer school, travel, work, and housing.
- Saying goodbye to friends and planning on how to keep in contact over the summer.
- Deciding the destiny of romantic relationships for the summer.
- Making the transition back to living at home and maintaining college identity and independence.

Patience and understanding on the part of the family at home can go a long way in empowering first-year students to ride these tides of the academic year.

"Some Items I Wish I Could Discuss With the Families of All Students"

By Michael J. Kiphart, Ph.D. (former Associate Provost for Academic Services)

1. If you were puzzled by your children in high school, you will certainly be confused by them when they are in college; if you were not puzzled by your children in high school, you are in for a real experience while they are in college.
2. Be prepared for changes in your relationships with your students, especially during their first visit home.
3. Learn to let go. They are making their own way and will make mistakes.
4. Learn to listen to your children. Try to understand their point of view even if it changes back and forth right before your very eyes.
5. Talk to and with your children, not at them. Afford your children the same respect that you expect and require from them.

6. Keep your children informed of happenings on the home front. However, if there are problems at home, assure them that it is not their fault, or assure them that their being away did not contribute to the problems.
7. Try not to press your children about what they are going to do after college or with the rest of their life during their first year or two.
8. If your children decide to change their major program, be supportive and helpful. Recommend that they make the most informed decision, using all manner of resources at their disposal.
9. Please understand that college is not vocational/technical training. We have a strong commitment to the liberal arts and their educational value.
10. If your student wants to stop or change schools, talk to them, assure them, compliment them, and help them make the most informed decision.
11. Please do not compete with your student or have your student compete with their peers.
12. Keep in touch, write your children a letter or send them a funny card when they least expect it or for no reason at all. E-mail, if you have it, is wonderful.
13. If at all possible, visit your children for scheduled family days.
14. If you intend to visit campus, let them know you are coming. Surprises can work both ways, and usually not for the better.
15. Don't blame SMCM for your student's behavior, and we at the College will try not to blame you for your student's behavior.
16. If you have questions, need information, or are confused, call us and let us help you get the information you are seeking. Refer your student to the staff and resources at the College.
17. Working together, student, family, parents, faculty, and College staff, we can achieve and accomplish the most out of a college education for everyone involved.
18. Be aware of the Family Rights to Privacy Act (Buckley Amendment) and its impact. (See next section.)

Additional Resources

Don't Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years by Helen E. Johnson, et al. (Paperback)

Letting Go: A Parents' Guide to Understanding the College Years, Fourth Edition by Karen Levin Coburn (Author), Madge Lawrence Treeger (Author) (Paperback)

When Your Kid Goes to College; A Parent's Survival Guide by Carol Barkin (Author) (Paperback)

Almost Grown: Launching Your Child from High School to College by Patricia Pasick (Paperback)

Empty Nest, Full Heart: The Journey from Home to College by Andrea Van Steenhouse, Johanna Parker

Doors Open From Both Sides by Steffany Bane, Margo E. Bane Woodacre

The Launching Years: Strategies for Parenting from Senior to College Life by Laura Kastner, Jennifer Fugett Wyatt

WHAT YOU SHOULD KNOW ABOUT: THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, commonly called 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. Information on the Buckley Amendment can be found online: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

In accordance with FERPA, disclosure of student information, including financial and academic, is restricted. Release of information other than “directory information” to anyone other than the student requires a written consent from the student.

The College may release “directory information” without prior written consent from the student. St. Mary’s College considers the following to be directory information:

- name, phone number, e-mail address;

- photographs;
- date and place of birth;
- year in college;
- parents' names and addresses;
- prior educational institutions attended;
- dates of college attendance;
- degrees;
- scholarships and awards received;
- weight and height of members of athletic teams;
- participation in officially recognized activities and sports.

We understand that you are concerned with your student's academic progress. If your student is willing, he/she/they may sign a waiver giving specific permission for you to view confidential information, including grades. More information may be found at: <http://www.smcm.edu/registrar/academic-records/privacy-of-records>. Regardless of whether or not a waiver has been signed, however, it is not the College's policy to send grade reports or other forms of progress notification to parents. The best way to find out about your student's work in college is still to ask him/her/they.

If you have academic concerns for your student, please don't hesitate to contact the Office of Student Support Services at 240-895-4388. Please understand, however, that the amount of information we are able to discuss without written student consent is limited.

WHAT YOU SHOULD KNOW ABOUT: ACADEMICS

As an honors college, SMCM upholds rigorous academic standards. Our students are challenged to think critically and creatively in their major areas of study, their core curriculum classes, and their elective explorations throughout the college's curriculum. Even those students who excelled in high school may find that it takes some adjustment to be successful in an honors college setting. With this in mind, we provide various academic services to help students adjust and excel here at St. Mary's.

Dr. Christine Wooley, Interim Associate Dean of Curriculum, coordinates the First Year Seminar program, which introduces students to the Core Curriculum. The Core Curriculum emphasizes four fundamental liberal arts skills: critical thinking, information literacy, written expression, and oral expression. Students begin practicing these skills in their first semester and continue to hone them throughout their time at the College. The skills are first introduced in the First Year Seminar, an academically rigorous course with a variety of sections on a wide range of topics. Each year in April, the topics for the following fall are posted on the Core Curriculum website: <http://www.smcm.edu/corecurriculum>. First-year students are required to take a Seminar in their first Fall semester on campus (special seminars for transfer students are offered both Spring and Fall). Registration for the First Year Seminars takes place online in June each year.

In addition to the Seminar requirement, students are expected to fulfill an international language requirement and complete six courses in the Liberal Arts Approaches to Understanding the World (Arts, Cultural Perspectives, Humanistic Foundations, Mathematics, Natural Science with Laboratory, and Social Sciences). Finally, students must complete the Experiencing the Liberal Arts in the World requirement, which can be fulfilled in a number of ways including study abroad, internships, and service or experiential learning courses. While the Core Curriculum website provides a very complete overview of the curriculum and its requirements, any further questions about the First Year Seminars can be directed to Dr. Wooley (cawooley@smcm.edu). Questions about the Core Curriculum more broadly should go to the Registrar's Office (240-895-4336).

THE OFFICE OF STUDENT SUPPORT SERVICES

Joanne Goldwater, Associate Dean for Retention and Student Success
Glendening Hall 230, 240-895-4388

Joanne Goldwater supervises the Coordinator of Disability Support Services (Deirdre Bulger), the Coordinator of Academic Advising (Mary Dorsey), and the Office Associate, Anna Speck. The staff coordinate the Leave of Absence, return from Leave of Absence, and Withdrawal processes (in collaboration with the Registrar's Office and the Wellness Center), support the Beacon Early Alert/Student Success Network, provide academic support workshops and coaching, develop retention strategies (in collaboration with faculty and staff), advise students, and do case management for students of concern. Staff also tracks the academic progress of all students. Students can visit the Office of Student Support Services regarding academic problems and concerns and disability/accessibility support. Students who wish to receive assistance with an academic problem, or simply need someone from whom to get an additional point of view on an academic matter should also consult the Office of Student Support Services.

ACADEMIC SUPPORT AND ADVISING

Mary Dorsey, Coordinator of Advising Services
Glendening Hall, Suite 230, 240-895-3204

Advising:

Each student is assigned an academic adviser, most commonly a faculty member, who explains the College curriculum and requirements. The adviser also helps plan a course of study that suits the individual's goals. The adviser can do the following:

- Assist in selecting courses, deciding on a major, and undertaking an internship or a study-abroad program;
- Help monitor academic progress;
- Serve as a general source of academic information.

Many students form close relationships with their advisers, and seek their input on a range of concerns. Others may limit their conversations to once or twice a semester. The best student-adviser relationship is one that has regular and open communication and a good match of interests and values between the individuals. As students change, define, and refine their goals, and especially when they declare a major, it is customary for them to change advisers.

The St. Mary's academic advising program is committed to being a student-centered, integral part of the entire educational experience for our students at an honors college. The Office of Student Support Services provides students with the tools to identify those abilities, needs, and interests to achieve their optimal academic performance. The program is grounded in:

- An understanding of the developmental needs of the student throughout the college experience
- The importance of collaboration and active engagement on the part of all individuals involved in the student's education
- The value of the breadth and depth of a liberal arts education

Advising is an ongoing and multifaceted process that focuses on the developmental needs of the student. While the advisor serves as a facilitator for communication and planning related to academic progress, it is the student who bears ultimate responsibility for monitoring progress towards graduation.

Students are assigned an advisor several weeks before the beginning of their first semester on campus. The students can find the name of their advisor by logging into their SMC Portal account and then selecting "Academic Record".

Students should make an appointment to meet with their advisor during the first two weeks of classes. After the initial meeting, they are required to meet with their advisor at least once per semester for pre-registration advising. However, for best results, we strongly encourage more frequent contact; three times during the first semester of each student's career at St. Mary's. Students often see their advisors multiple times, either to ask questions or just to keep in touch. Any student is also welcome to meet with a member of the Student Support Services staff. We're here to help!

Academic Support:

There are myriad opportunities for student academic support on campus. Our office is committed to being a student-centered, integral part of the entire educational experience for our students as they progress successfully through the college. We believe that each student is a unique individual, with their own set of strengths and challenges, and that each one accepted to St. Mary's is capable of thriving at the College. Here are some examples of current options on campus:

Academic Coaching

Academic coaches typically help students with time management, organization, note taking and test taking strategies. Appointments are helpful to students who want or need a more individualized and ongoing plan of support.

Individual Consultations

These consultations are typically one-time or intermittent meetings students can arrange to discuss specific challenges with one of our staff.

Online resources

Links to widely-respected academic sources (Purdue Owl, etc.) and self-assessments.

Workshops

Workshops are held on a regular basis, throughout the year, on subjects that benefit students' areas of academic concern, and are continually updated and expanded. The complete list is available on the Student Support Services Student Success webpage. Workshop subjects include:

- Goal Setting
- How to Speak with Your Professors
- Learning Styles
- Motivation
- Note Taking
- Organization
- Overcoming Procrastination
- Perfectionism
- Prioritizing
- Stress Management & Relaxation Techniques
- Test Preparation (essay exams, multiple choice exams)
- Test Taking
- Textbook Reading
- Time Management and Self-Assessment

In addition to the support in our office, there is tutoring, which is arranged through academic departments and support through the Writing and Speaking Center in the Library (see appropriate section.)

Students are strongly encouraged to utilize the expertise of the professor they have in each class, as they face challenges in any particular course. That person is always the best resource when a student is struggling to understand the material or unsure of their understanding. Upperclass students in a student's major are another excellent resource, and there are many who tutor or help other students out with academic comprehension.

STUDENTS WITH DISABILITIES

St. Mary's College of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. St. Mary's College of Maryland is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College, or be subjected to discrimination.

Students are admitted to St. Mary's because of their potential for academic success, irrespective of disabilities. St. Mary's College of Maryland provides reasonable accommodations to qualified individuals. Reasonable accommodations are adjustments in the academic and/or residential setting that permit a student to perform academically, where in the absence of such an adjustment, the student would not be able to perform. Adjustments must address the particular disability and shall not fundamentally alter the academic objectives of an individual course, curriculum, program, or degree.

In order for students to receive academic and/or residential accommodations they must register by making a formal request with the Coordinator of Disability Support Services (CDSS).

Students will be asked to provide supporting documentation that demonstrates how their disability limits participation in courses, programs, services, jobs, activities, and/or access to facilities of the College. Documentation of the disability should be current and from appropriate professionals who are credentialed to diagnose the student's particular disability. It should include a statement of the current status of the disability, its relevance to the college setting, and recommendations for academic, housing, or other accommodations. In addition to the statement; required documentation will vary depending on the nature of the disability and accommodations requested. All documentation related to a student's disability shall be kept confidential and retained by the CDSS separately from other student records maintained by the College.

The CDSS will work with students individually to develop the most reasonable accommodations based off of documentation, recommendations, and conversations with students and/or relevant parties. Students and parents should be aware that the legal and practical framework for delivering support services is very different at the postsecondary level. The law changes from IDEA to ADA and it is important to educate yourselves about the transition. New students who are accustomed to receiving academic accommodations in high school should contact the CDSS the summer before their first semester begins.

TUTORING SERVICES

The College's Writing Center provides free tutoring to all students. Peer tutors are trained to work with students on writing assignments in any discipline. Visit www.smcm.edu/writingcenter for center hours and more information.

Students in need of tutoring services for a specific course are encouraged to talk to the professor of that course and the department chair of that area of study. Tutoring is arranged by each discipline individually.

STUDY ABROAD

Katherine Sumner, Director of International Education
 Glendening Hall Annex, 240-895-4202
<http://smcm.studioabroad.com>

There are many opportunities for spending academic time abroad. The following are among the options available for SMCM students:

<u>Semester and Year-long Programs:</u>	<u>Study Tour and Summer Programs:</u>
Akita Exchange Program	Andean Culture Study Tour
Centre for Medieval and Renaissance Studies - Oxford	Greece Summer Study Tour
Fudan University Exchange Program - Shanghai, China	Northern India Himalayan Study Tour
Heidelberg University Exchange Program	St. Croix Plantation Heritage Study Tour
Institute for Central American Development Studies - San Jose, Costa Rica	Theatre in London
James Cook University - Townsville or Cairns, Australia	Thailand Study Tour
Lingnan University Exchange Program in Hong Kong	Tropical Marine Biology Course and Study Tour to Belize
SMCM-CISabroad in Bangkok, Thailand	
University College Dublin - Ireland	

**New programs are developed on an ongoing basis and some programs are offered in rotating years.*

Scholarships for participation in study-abroad programs are awarded each semester. To be considered, students need to complete an application form with recommendations and submit it to the Office of International Education by March 1 for summer or fall study abroad and October 1st for spring study abroad.

Students may gain approval for a credit transfer to SMCM from many non-SMCM study-abroad programs sponsored by other colleges and universities in the United States. These study programs include academic and language classes, as well as tours of the surrounding areas, including archaeological zones and cultural attractions. For more information on the approval process for Non-SMCM programs please visit:

<http://www.smcm.edu/ie/programs/non-smcm-programs/>

WHAT YOU SHOULD KNOW ABOUT: CAMPUS RESOURCES AND SERVICES

BUSINESS OFFICE

Glendening Hall 140, 240-895-4302, 240-895-4303, 240-895-4315

Cashier's Window: Monday – Friday, 9:00 a.m. – 4:00 p.m.

All billing information is available through the Portal to students. A monthly e-mail will be sent to all students reminding them to check their account. Students may grant payment access for parents by setting up a parent pin. To do so, students should click “make a payment” and then select “Parent Pins.” Balances are due by the 15th of each month.

Any questions about your student's account or billing statement can be referred to the Business Office by calling 240-895-4315, 240-895-4303. Other services provided by the Business Office include the following:

- Issuing student motor vehicle parking permits
- Processing refunds
- Processing meal plan changes (during the first two weeks of a semester)

CAMPUS STORE

Richard Wagner, Director

Campus Center, 240-895-4420

The Campus Store, located on the first floor of the Campus Center, sells textbooks, general books, school and art supplies, greeting cards, computer hardware, software and supplies, electronics, apparel, and specialty goods. The Campus Store also operates the Daily Grind which is a café and convenience store located adjacent to the Campus Store. The Daily Grind sells

coffee and coffee specialty drinks, Freshens smoothies, snacks, grocery items, and health & beauty items.

Textbooks are expensive and the Campus Store has consistently pursued a strategy to procure as many used books as possible to help reduce textbook costs for our students. Used books are typically priced approximately 25% less than the comparable new book and the Campus Store has consistently offered twice the number of used books as other college bookstores over the last five years (per the National Association of College Stores Annual Financial Survey). Textbook rentals and ebooks are also available on select titles. In addition, many faculty members have also taken a proactive approach to minimize textbook costs. Many professors have adopted older editions of required textbooks. These old editions are typically priced 50-90% less than the equivalent new edition.

The Campus Store is owned and operated by St. Mary's College and all net proceeds are returned to the College. You can also visit the Campus Store online at <http://www.smcmbooks.com>

CAREER DEVELOPMENT CENTER

Kate Shirey, Director

Glendening Hall 210, 240-895-4203, careercenter@smcm.edu

The Career Development Center prepares students for success beyond the college campus and provides programs to connect students with alumni, employers and the community. This is accomplished through professional development clinics, on campus recruiting events and highly interactive programs. Students should plan to participate in career development programs beginning in their first year. Programs include:

- MicroInternships (job shadowing)
- St. Mary's Professional Network
- Career Immersion Trips
- Signature Internships
- Bookbag to Briefcase Series

FINANCIAL AID

Ray Ceo, Interim Director

Glendening Hall, Room 130, 240-895-3000

St. Mary's College Office of Financial Aid believes that no qualified student should be denied the right to pursue an education because of inadequate financial resources. In recognition of students' and families' financial concerns, our financial aid program is designed to make St. Mary's affordable to all students who are admitted. Although we believe it is primarily the responsibility of the parents and student to finance a college education, we are available to help bridge the gap between family resources and need. The College offers a variety of federal, state,

and campus-based programs, including a tuition payment plan to help you cover the cost of a St. Mary's education.

To apply for need-based aid, students should follow these steps:

1. Apply for admission to St. Mary's College of Maryland.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA)
3. For those who qualify for special program benefits (VA, disabilities, etc.), the appropriate agency should be contacted.

Need-Based Aid - All students who are accepted to the College and complete the Free Application for Federal Student Aid (FAFSA) are automatically considered for federal, state, and College financial assistance programs. To be eligible for need-based aid, students must file the FAFSA **prior to March 1**. Filing after March 1 removes you from consideration for all Maryland aid programs. Students applying for admission to the spring term must file by November 15. Be sure to designate St. Mary's College to receive the FAFSA information by using our Title IV code: 002095.

Merit Awards (Scholarships) Merit Awards recognize academic achievement and significant co-curricular accomplishments outside of the classroom and are given on a competitive basis without regard to financial need. All applicants are reviewed for scholarship by the Scholarship Review Committee with consideration in the areas of academic record, standardized test scores, strength of curriculum, essay, recommendations, and co-curricular activities. Each student applicant is considered as an individual by the Scholarship Review Committee. The examples of academic excellence in the descriptions are general guidelines used by the committee. So that St. Mary's can recognize the accomplishments of as many students as possible, scholarship offers from St. Mary's will not exceed the value of in-state tuition. Tuition waivers are scholarships and count towards this limit. Scholarships from outside sources do not count, nor do need-based grants from St. Mary's or other sources. Recipients of merit awards have challenged themselves with a rigorous course of study that often includes Advanced Placement, International Baccalaureate, or honors courses. Awards are based primarily on academic achievement. A few awards are designated for students from certain geographical areas or for those pursuing a particular major. Awards are renewed for up to four consecutive years of full-time study at St. Mary's (two years for transfer students) as long as the student remains in good standing and maintains at least a 3.0 grade point average (GPA) in at least 12 graded credits each semester.

St. Mary's Academic Achievement Scholarship: These scholarships are awarded to students with outstanding academic achievement in both coursework and standardized exams.

St. Mary's Transfer Scholarship: Scholarships are made on a competitive basis to transfer students with outstanding academic records at another college.

Phi Theta Kappa or Honors Program Scholarship: Transfer students who enter St. Mary's with an A.A. or A.S. degree, a GPA of 3.5 or better, and who are members in good standing of Phi Theta Kappa or Honors Program are eligible.

First-Year Excellence Scholarship: Students who complete their first year of study at St. Mary's College with excellent grades will be considered on a competitive basis for this

scholarship. First-Year Excellence scholarships are limited to students who did not receive a scholarship upon entrance.

CollegeBound Foundation Partnership Awards are matching awards to students from Baltimore public high schools who receive a grant from the CollegeBound Foundation. .

Financial aid comes in three basic forms. Many students' total financial aid package is a combination of two or more of the following types of aid:

1. Scholarships and grants that are not to be repaid;
2. Employment in the Federal Work Study Program;
3. Low-interest-rate federal loans which must be repaid.

Financial aid funds come from several sources:

1. Federal funds such as Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and Federal Work Study Program.
2. State funds such as state scholarships and legislative scholarships.
3. College funds such as merit scholarships.
4. Private sources such as churches, community organizations, businesses, employers, historical societies, and other outside groups.
5. Special benefit programs such as Veterans Affairs (VA) educational assistance. (For more information about VA assistance, contact Anthony Guzman in the Registrar's Office, Glendening Hall, Room 120, 240-895-4336.)

STUDENT LIFE

ATHLETICS AND RECREATION

Scott Devine, Director

Athletics and Recreation Center, 240-895-HAWK (4295)



Competitive and recreational sport is an essential component of a liberal arts education, and development of the total person through a broad range of experiences is one of the goals at SMCM. Students have found that they can succeed in their primary academic pursuits while also participating actively in intercollegiate sports and recreational activities. Athletics and intellectual training are known to significantly complement and support one another in a small college community, and the College promotes these efforts. St. Mary's supports activities on various levels: 19 varsity athletic teams, 14 club sports, 17 intramural activities, physical education skill courses, group fitness classes, and open recreation.

The state-of-the-art Athletics and Recreation Center, exercise and weight rooms, sports fields, eight-lane all-weather track, lighted tennis courts, and waterfront provide ample opportunity for individual and informal group recreation. The facilities are generally available on demand except during physical education classes, athletic events, or other special activities. Students need their student ID in order to check out athletic or waterfront equipment.

Vice President of Student Affairs/Dean of Students

Leonard Brown, Vice President of Student Affairs/Dean of Students

Calvert Hall, 240-895-4208

The Vice President of Student Affairs/Dean of Students is the administrative official responsible for all non-academic student-related matters. The dean oversees the following offices and services: Counseling and Psychological Services, Health Services, Student Conduct, Residence Life, and Student Activities. For a problem that cannot be resolved by these offices, contact the dean of students for assistance.

WELLNESS CENTER

Kyle Bishop, Ed.D., Executive Director

Stephenie Gutridge-Snode, Interim Assistant Director of Health Services

Laurie Scherer, Assistant Director of Counseling and Psychological Services

Ethel Chance Hall, 240-895-4289



The Wellness Center is staffed by a team of medical and mental health professionals to assist with addressing physical and mental health concerns. In order to provide students with the highest quality of care, the Wellness Center utilizes an integrated treatment approach. Our multidisciplinary team of clinicians works collaboratively to optimize student wellness through seamless prevention and intervention. The Wellness Center values the privacy of students and the confidentiality of the personal and health information entrusted to us. Information is shared only with the explicit written consent of the student.

Services offered by the Wellness Center are unlimited and free of charge. The mental health services offered include individual counseling sessions for concerns such as depression, stress, interpersonal relationships, sexuality, alcohol/drug use, and anxiety, psychiatric evaluation and medication management, group counseling, special topics workshops and programming, consultation, peer counseling, and crisis intervention.

The physical health services offered include evaluation and treatment for acute injuries and illnesses, prescription and over-the-counter medications, lab testing, allergy shots, emergency contraception, referral assistance, and educational resources.

Sexual assault advocacy services offered include a 24-7 hotline (301-904-2015) staffed by student members of the Sexual Misconduct Advocacy and Resource Team (SMART), awareness and prevention programming led by the sexual assault advocate, 24-7 on-call professional advocacy services, which can include accompaniment for formal reporting, SAFE exams, and other forms of support.

Students are encouraged to schedule appointments for medical and mental health concerns, but daily walk-in hours are also available. If a student is in crisis they are encouraged to come to the Center any time during business hours and will be seen as quickly as possible.

After-hours emergency care is provided through local urgent-care clinics and area hospitals. Students are advised to carry an individual health insurance policy for laboratory, x-ray, emergency services, and hospitalization, none of which are covered by student fees.

PUBLIC SAFETY

Tressa Setlak, Director of Public Safety



Public Safety Office, 240-895-4911

The Public Safety Office has the traditional role of providing protection to persons and property of the College. The staff provides law enforcement services to the campus community 24 hours a day, every day of the year. Additionally, Public Safety offers educational workshops to increase the community's awareness of personal safety. As the College's visitor center, Public Safety is also a prime source of information about the campus and surrounding area. The office distributes local maps and brochures with campus information, local events, facilities, etc.

Student motor vehicle registrations are obtained from the Business Office. Public Safety is responsible for all other motor vehicle registrations, including temporary parking permits. Parking spaces on campus are limited; therefore, Public Safety must ticket motor vehicles that violate parking regulations. The fines for specific violations vary, and some may include additional expenses for towing and storage.

When parents come to visit during the academic year, they should first go to the Office of Public Safety, located on Old State House Road to obtain a "Visitor's Parking Permit." This permit will allow the visitor to park in any designated visitor parking area on campus for up to three days. Visitor parking areas are located in the following lots:

LOT D -- Trinity Episcopal Church: Faculty/Staff, Church Parishioners, & Visitors —Row parking in front of hedgerow, and also the row facing the church. Note posted times.

LOT E -- Kent Hall and Alumni Lodge: Faculty/Staff & Visitors —North side of Kent Hall (2 posted spaces)

LOT H -- Margaret Brent: Faculty/Staff & Visitors —Front of building

LOT I -- Lucille Clifton House: Faculty/Staff & Visitors —Side of building

LOT J -- James P Muldoon River Center: Faculty/Staff & Visitors —Marked parking area only.

LOT K -- Campus Center: Faculty/Staff, Commuter Students & Visitors —Front Parking Lot and driveway shoulders

LOT L -- Baltimore Hall: Handicap & Service vehicles

LOT N -- Cobb House: Faculty/Staff & Visitors —Parking in driveway and West Fisher Road to MD Rte. 5

LOT V -- Behind Glendening Hall: Faculty/Staff & Visitors—Parking Lot Between Somerset and Maintenance

LOT V1 -- Tennis Court: Faculty/Staff & Visitors to field house and courts—parking area adjacent to tennis courts

LOT X -- Behind Prince George Hall: Resident students (assigned only)

LOT Z -- Behind Caroline Hall and Glending Hall: Student residents (assigned only)

RESIDENCE LIFE

Derek Young, Director of Residence Life
Glending Hall 150, 240-895-4207

The Office of Residence Life supports 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 the residents and mentor students to become leaders and good citizens. The staff in the Office of Residence Life manages the day-to-day operations of student housing. The department works to improve the quality of life in campus residence halls, suites, apartments, and townhouses and to promote personal development through community living experiences. The office, through its student staff of residence hall coordinators and resident assistants, can address a variety of concerns, ranging from roommate difficulties to the physical condition of the room. The staff also provides residents with a wide range of recreational, educational, and cultural programs to enrich their residential experience. Administrative functions, such as housing assignments, coordinating the after-hours “On-Call Professional” (OCP) system, and managing openings and closings, are also handled by Residence Life.

STUDENT ACTIVITIES

Kelly Schroeder, Director of Student Activities
Campus Center 143, 240-895-4209

The Office of Student Activities provides opportunities for students’ personal growth through exposure to multicultural experiences and engagement in leadership development and active citizenship. These out-of-classroom experiences complement the academic program and enhance the educational experience, through leadership, service, social, intellectual, cultural, recreational, and governance programs. Students who become involved on campus are able to develop life skills through active participation in clubs and co-curricular activities. Opportunities exist for making significant contributions to student life at SMCM through the more than 100 recognized clubs and organizations. The Office of Student Activities advises the student governing bodies, programming committees, and media of the Student Government Association (SGA). It also serves as a resource for the College’s clubs and organizations.

Students who live off-campus and commute to classes may feel isolated from the daily activities and social interactions that resident students enjoy. Involvement in SGA, participation in campus events, and taking advantage of services for commuters help make St. Mary’s College a home away from home. In the Campus Center, lockers are available for storing books and valuables, and bulletin boards provide up-to-date information about on-campus events. Students choosing to bring their own food can use the microwave in the café. A commuter meal plan can Page 21 be purchased from the Business Office in Margaret Brent Hall. Additional services include the off-campus housing list, coordinated by the Office of Residence Life. This service works closely with area realtors and landlords to find reasonable housing for commuter students.

The Service and Social Change Program - St. Mary’s College Cares - in the Office of Student Activities was formed in response to student interest in volunteerism, service, and social and

environmental activism. While the foundation of the Service and Social Change Program is in student clubs and projects, service-learning courses are offered in the curriculum, and faculty members advise and mentor students interested in the five areas of specialization within the program – education and youth development; environmental awareness and advocacy; human and health services; poverty and economic justice; and equality and social justice.

TITLE IX


Michael Dunn, Director of Title IX Compliance and Training/Title IX Coordinator
Lucille Clifton House, 240-895-4105

The Title IX Coordinator is the campus official responsible for oversight of the College's overall compliance with Title IX of the Education Amendments of 1972. This includes coordinating the receipt, investigation, and resolution of reports of sexually discriminatory behavior in violation of Title IX, other federal or state law, or College policies. These duties include the notification, prevention, and education of the campus community regarding: (1) Title IX rights and responsibilities, including prohibitions against sexual harassment, sexual violence, stalking, and relationship violence; (2) relevant College policies, including the procedures for filing reports of sexual misconduct; (3) reporting options available both on and off campus, including law enforcement; and (4) the availability of confidential support resources including Counseling and Psychological Services and Health Services at the Wellness Center.

WHAT YOU SHOULD KNOW ABOUT: SELECTED COLLEGE POLICIES AND REGULATIONS

I. College Policies

Alcohol Policy

Maryland law states that: (1) It is unlawful for any minor (a person under age 21) to possess or consume alcoholic beverages; (2) It is unlawful for any minor to misrepresent or lie about his/her/their age in order to obtain alcoholic beverages; (3) It is unlawful for any person to obtain alcoholic beverages on behalf of a minor; and (4) It is unlawful for any person to consume alcoholic beverages on public property unless authorized to do so by proper officials. Students are prohibited from having kegs and multi-liter containers. 

It is the responsibility of all faculty, staff, and students at St. Mary's College to uphold the conditions of this state law. The College also promotes an active, healthy, social life on campus and accommodates groups that request College facilities for events where alcohol is appropriate.

Continuous Housing

Students who live on-campus have priority for available spaces (including townhouses, apartments, and single rooms) during room selection over commuting students including those who lived on-campus and then moved off-campus.

Drugs

Possession, cultivation, sale, distribution, and use of illegal drugs are all prohibited, in accordance with federal, state, and local statutes. The possession of drug paraphernalia is illegal in the state of Maryland. Violation of this policy is a sufficient cause for removal from College housing.

Housing Deposits

A \$200.00 non-refundable deposit for housing is due before students are assigned to campus housing. The deposit is due by the last Friday in February for returning students. Cash, checks, money orders, and credit cards will be accepted. The deposit is credited toward the next year's housing fee.

Leave of Absence (Also see "Withdrawal from the College")

Any degree student may be granted leaves of absence up to a total of three semesters during his or her College career. In cases of unusual need, degree students may be granted additional leaves of absence by the Associate Dean for Retention and Student Success. If a student is academically dismissed or expelled from the College during the semester preceding the semester for which a leave of absence is conditionally granted, the approval of the leave is canceled automatically. When a student on leave of absence returns to the College, he/she/they is/are

reinstated as a degree student and retains the rights to the provision of his or her prior catalog. Applications for leaves of absence are available on-line at http://www.smcm.edu/academicservices/academicsupport/academicsupport_LOA.html, and must be filed by the student no later than the last day of classes in the semester in which the leave of absence is to begin.

Credit earned at another institution during a leave of absence will be transferable to SMCM under the same provisions as other transfer credit. However,

- If a student pays a deposit and subsequently is granted a leave of absence before the deposit deadline, the deposit, at the student's discretion, may be held until such time as the leave of absence is terminated.
- A student who requests a leave of absence after the deadline forfeits the deposit.
- A student who does not return at the conclusion of the leave of absence will forfeit the deposit.

Pets

One of the areas of concern noted by the employees is the continuing presence of unauthorized pets on campus. **College policy states that pets and other animals are not permitted in any College building because of sanitation, noise, and potential health and safety concerns for students, faculty, staff, and visitors.** The exceptions are dogs for the visually/hearing impaired, certain pets for live-in professional staff, and non-meat-eating fish and non-venomous reptiles in closed aquariums.



Animals that are temporarily on the grounds must be under the control of the owner (leashed) at all times. Pets should not be left in cars (due to the potential of problems from heat or cold), and are not permitted to be “tied up” outside of buildings. Pets found tied up or running loose on campus may be taken by Animal Control. Faculty, students, and staff must also ensure that their visitors abide by the College's pet policy. If you plan to visit your student, please leave your pet(s) at home.

It has become necessary to stridently enforce this policy for all students, faculty, staff, and visitors. Effective immediately, please note the following action that may be taken if students disregard this policy.

Commuting Students: Students may not bring their pets to campus while attending classes, except as noted above. Pet owners may face a \$250 cleaning/extermination charge, hours of community service, and/or an educational project. Repeat offenders face disciplinary probation and restriction from all residences or suspension.

Resident Students: The owner of the pet faces a \$250 cleaning/extermination charge, hours of community service, and/or an educational project. Repeat offenders will face loss of housing, disciplinary probation, and/or suspension. Residents who permit unauthorized pets in their room, suite, townhouse, or apartment face community service after their first offense and repeat offenders face disciplinary probation.

Your cooperation in following this policy is appreciated and will help to create better working conditions for our employees and reduce concerns about personal safety and problems and inconveniences associated with allergies, fleas, odors, and damages.

An exception to this policy is made for an emotional support animal (also known as a Therapy Animal, Comfort Animal, or Companion Animal). Any resident student requesting to have an emotional support in on-campus housing is responsible for knowing and adhering to the policy and procedures. The student must submit the Emotional Support Animal Registration Form and the Roommate/Housemate/Suitemate Agreement Form to the Office of Residence Life (ORL) along with any other required documentation for final approval. (Typically, the ADA Coordinator or the Executive Director of the Wellness Center will require confirmation of a diagnosis from a medical doctor or therapist/counselor/psychiatrist/psychologist.) For more information, the student should contact the Coordinator for Disability Support Services.

Refunds

For students officially withdrawing from the College (through the Office of Student Support Services), a refund schedule for tuition, room, and board is listed below. There is no room refund for students who are removed from housing due to a housing contract violation or judicial sanction. The board plan charges will be refunded on a prorated weekly basis.

Tuition refunds for full-time and part-time students who withdraw from the College shall be as follows:

- Before classes officially begin, 100% of tuition and mandatory fees will be refunded. As of the first day of classes, mandatory fees are non-refundable.
- 80% of tuition will be refunded only prior to the end of the second week after the official beginning of classes.
- 60% of tuition will be refunded only during the third week after the official beginning of classes.
- 40% of tuition will be refunded only during the fourth week after the official beginning of classes.
- 20% of tuition will be refunded only during the fifth week after the official beginning of classes.
- After the fifth week of classes, no tuition or fees shall be refunded.

For students withdrawing from the College, the room refund schedule is as follows:

- 100% less penalty fee as noted on the Housing Contract before classes begin.
- 80% prior to the end of the second week after the official beginning of classes.
- 60% during the third week after the official beginning of classes.
- 40% during the fourth week after the official beginning of classes.
- 20% during the fifth week after the official beginning of classes.
- No refund after the fifth week following the official beginning of classes, regardless of room occupancy.

Response to Psychological Crises

This procedure refers to the St. Mary's College Catalog section on Student Life Regulations, in which "the College reserves the right to suspend... or try to separate from the College any student whose... personal conduct, on or off the campus, is... unsatisfactory or detrimental to the best interests of the College."

SHORT-TERM INCIDENT – College students sometimes experience psychological crises that

might affect their functioning and behavior. When this occurs, the student is strongly urged to seek assistance at the Wellness Center. However, occasionally these crises might escalate to the point that the community is being disrupted. At these times, the student might be hospitalized and/or return home to be under the care of a mental health professional.

If the student's treatment is short-term and he/she/they would like to return to the campus, it is important that the College immediately be informed of the situation and professional interventions. The student must immediately grant a Release of Information so that vital information can be quickly and continuously shared between the College and the treating professionals. The treatment information will be reviewed by the Executive Director of the Wellness center who will relay it to the Vice President of Student Affairs/Dean of Students along with a recommendation. If the Dean decides that the information from all sectors merits the student's return to campus, then permission will be granted with appropriate safeguards. If not, then the student will need to take a leave of absence for a longer time period.

LONGER-TERM SITUATION - If a student takes a leave of absence from the College due to a mental health concern or emergency, then the request for readmission will be evaluated by the dean to determine whether or not it is appropriate that the student is ready to return to school at this time. The dean's judgment is based upon documentation of the health and readiness of the student to return and the possible effect on the community. It is in no way a punitive process. Rather, it is an essential educative deliberation at the end of a usually difficult and disturbing experience for those involved. It is intended to be beneficial for all and deserves wisdom and compassion. As such, the process cannot be rushed. To assure adequate review and contact of all those needing to be involved, **the necessary information must reach the College at least a month before re-admission is planned** to allow for full consideration of the request. This would also give the student enough time to make plans for course registration and housing for the semester.

The re-admission request includes the following:

- A letter addressed to the Vice President of Student Affairs/Dean of Students from the student describing his/her/their readiness to return to the campus, including his/her/their view of the problem's origin, treatment and resolution.
- Written report(s) from treating mental health professional(s) sent to Executive Director of the Wellness Center, fax: 240-895-4937. The report(s) should address the following:
 1. Presenting complaint(s), symptoms and diagnoses
 2. Treatment course, including response to treatment
 3. Recommendations for continued treatment, including medications if applicable. The Wellness Center does provide follow-up treatment and medication monitoring. However, it should be noted that these are short-term services and not a long-term resource.
 4. The potential for harm, to self or others, needs to be addressed in the report.

It is very important that the student share this requirement with his/her/their treatment professional(s) during their initial meeting and go over the components of the report before the evaluation is sent to the Executive Director of the Wellness center, fax: 240-895-4937. If this information is not comprehensive and thorough, then there may not be time for the director to make a responsible recommendation to the dean to permit the student's return for the requested

semester.

The Executive Director of the Wellness Center will review these reports and consultations as well as the letter requesting readmission. He/she/they may call for a personal interview (face to face, or by telephone) with the student to further assess the situation, and, in some cases, may discuss the issues with parents or family. The director will then make a recommendation to the dean.

The Executive Director of the Wellness Center will review the information provided and may seek further input (for example, from Residence Life, Public Safety, Office of the Provost, etc.), depending upon each particular situation. When the dean is assured that the student is reasonably emotionally healthy and fully ready and able to handle the psychological, academic, and social pressures of college life, he/she/they will readmit the student under conditions deemed supportive. If the Dean/Vice President does not judge that readmission is appropriate at this time, then he/she/they will specify reasons for the decision and what is needed for future consideration.

Smoking Policy

St. Mary's College of Maryland established the following policy regarding the smoking of tobacco products. The Governor's Executive Order (01.01.1992.20) established guidelines upon which the St. Mary's policy is based.

A. Buildings

Smoking or carrying any lighted tobacco product is prohibited in all State buildings and facilities.

B. Residence Halls

Effective July 1, 2001, smoking in all residence halls and townhouses is prohibited.

Withdrawal from the College (Also see "Leave of Absence")

It is assumed that a student who withdraws from the College does not intend to return. A student may withdraw from the College at any time during the semester on or before the last day of classes, provided the student is not under temporary suspension. To withdraw from the College the student must apply in writing, and conduct an exit interview with a designated college official. More information and a link to the withdrawal form may be found at:

http://www.smcm.edu/academicsservices/academicssupport/academicssupport_withdrawals.html.

A student suspended on an interim basis or facing a suspension or expulsion may not withdraw from the College before the conclusion of his/her/their conduct case. If a student decides to return to the College, he/she/they will have to be re-admitted through the Admissions Office.

A student who withdraws from the College or is suspended or expelled before the end of the tenth week of the semester will be assigned a grade of W in each course for which he/she/they is currently registered.

Residence Hall Regulations

Damages

Students will be held financially responsible for any damage caused by them or their guests. Any existing damages must be listed on the "Room Condition Report" or "Townhouse Condition Report" and should be reported to the Residence Life Staff. Students are held responsible for

damages to their rooms and their contents and for damages to public areas in the residences. The College will not raise room rent for all students in order to pay for damages in common areas (stairwells, hallways, bathrooms, lobby, rec. room). Rather, it will assess those members of a living area (wing, floor, building) when the responsible individual(s) is not identified.

It is the responsibility of all residents to exercise their influence in the student community to prevent damage or require responsible individuals to pay. Excessive damages to rooms or areas may result in disciplinary action and possible non-renewal of the housing contract. Page 27 If students have incurred a damage charge, they will receive a statement from the Business Office. Bills must be paid within 30 days. The one-hour minimum labor charge on any damage call is \$26.00. Student costs for damage repair equal the cost of materials plus the cost of labor (\$26.00/hour). If damages are discovered during checkout at the end of the semester, the student's account will be billed.

Expanded Housing

To accommodate all students who are guaranteed housing, there are times when the College will use "expanded housing." When necessary, study rooms will be converted to accommodate up to four students, and larger double rooms will be converted into temporary triples. Students assigned to these spaces will be provided with the usual furniture: bed, dresser, desk, and chair. In study rooms, wardrobes will also be provided. Students will be reassigned to standard residence hall spaces as soon as space becomes available. Priority for reassignments goes to students in expanded triples, then to students in the study rooms.

Guests (Also see "Visitation")

A resident's guest may stay no more than four days in a given month and at no time should a roommate be displaced. Residents are responsible for informing their guests of College policies and are also responsible for the behavior of guests while on campus. Guests who are in violation of College policies may be asked to leave the campus, and hosts may face disciplinary action.

Housing Contract Release Requests

Students requesting to be released from the Housing Contract due to participation in a College approved program (for example, internship site outside of St. Mary's County, study abroad, NSE), or who are graduating, are automatically approved with no financial penalties. Housing deposits will be transferred to the semester in which the student returns to the College. Students who transfer or withdraw from the College are released from the contract and must pay a housing contract release fee as noted below. A committee has been established (made up of faculty, staff, and a student representative) to review requests from students who want to be released from the Housing Contract in order to live off campus, based on medical or financial need.

To be released from the contract, a resident must submit a timely written request to the Office of Residence Life. (See the Housing Contract.) The deadline for such request for release for the fall semester is May 1. The deadline for such request release for the spring semester is November 1. If a resident files a late request that is after the deadline but by July 1 (fall) or December 1 (spring), the student will be charged ten percent (10%) of the assigned housing rate for the type of housing assigned for that semester. If the request is filed after July 1 (fall) or December 1 (spring) but before classes begin, the student will be charged twenty percent (20%) of the assigned housing rate for the type of housing assigned for that semester. If a student is academically dismissed prior to the start of the fall semester, the housing deposit will be refunded. If a student is dismissed at any other time, cancels his or her registration and housing,

or decides to transfer, withdraw, or take a leave of absence, the charges and deadlines noted above will be enforced. Students who elect to move off-campus without prior written approval from the Office of Residence Life or who notify the College after classes begin that they will not be living on campus will be financially liable for the full amount of the semester's housing fee.

Students and parents must remember that it is the College's goal to be at 100% occupancy. The College budget is built, in part, on having a certain number of students living on-campus throughout the academic year. The College has financial obligations that must be met (for example, payment to contractors, salaries, equipment purchases), and must therefore hold students liable for their financial responsibilities. At the same time, there are occasional extenuating circumstances, beyond a student's control, that may have an impact on his/her ability to live on campus.

Personal Property

The College exercises all reasonable effort to protect the personal property of students. However, the College is not responsible for loss or damage to personal property. Students should record descriptions and serial numbers of valuable possessions and have personal property insurance.

Prohibited Items

The following items are prohibited in and around the residence halls, suites, apartments, and townhouses. This list is not all-inclusive. The Office of Residence Life reserves the right to prohibit items and practices which may not appear on the list but which are deemed hazardous or unsanitary.

- Firearms or weapons of any kind—including guns, bows and arrows, and knives with a blade of 3" or longer except for kitchen use in the townhouses and apartments
- Explosives or fireworks of any kind
- Volatile liquids including, but not limited to, propane gas fuel, paint, paint thinner, and turpentine
- Non-UL-approved multi-outlet plugs
- Beer kegs and "party balls"
- Gasoline motors, including motorcycles and mopeds
- Open burning elements, including cigarettes, pipes, candles, and incense
- Waterbeds, hot tubs (including homemade tubs), and saunas
- Electric heaters
- Gas grills
- Air conditioner (without prior written permission from Health Services and Residence Life)
- Flammable or non-UL-approved decorations, including live Christmas trees
- Unsanitary items, including dead animals
- Major weight-lifting equipment
- Illegal drugs and drug paraphernalia
- Objects placed on window ledges or dangerously hung from windows
- Appliances which exceed the rated outlet capacity of 110V, 15 amp, or are considered fire hazards including, but not limited to, the following: crock pots, hot plates, toaster ovens, electric frying pans, toasters, immersible heating coils, microwave ovens, and halogen lamps

Quiet Hours (Noise in and around the living areas)

Quiet hours are 11:00 p.m. to 8:00 a.m., Sunday through Thursday and on weekends (Friday and Saturday), from 1:00 a.m. to 10:00 a.m. During these hours, noise must be kept to a minimum in and around the living areas (including DPC). However, residents should respect the rights of others who wish to sleep or study whenever a request is made (known as “courtesy hours”). Quiet hours are in effect for 23 hours during final exams, (the one-hour “study break” is 9:30 p.m. to 10:30 p.m. nightly).

Residence Hall Opening and Closing Times

Opening and closing dates and times for room occupancy are specified on the College calendar and must be observed. Therefore, students may not check into their residence hall rooms early nor will they be allowed to deliver personal property to their rooms before the residence halls and townhouses officially open. Residence halls are closed during vacations. All students must leave by the appointed time. If transportation problems arise, students must make other arrangements. Students who remain in their residence without prior permission to stay after closing will be fined \$25 for the first 15 minutes, and \$15 for every 15 minutes thereafter.

Students must check out of their residence hall or townhouse in the presence of a staff member following established check-out guidelines. Failure to do so will result in a \$50 improper checkout fine and loss of the right to appeal damage charges. Additional fines will be assessed for students not complying with dates and times for closings.

Storage

Due to limited space, the College cannot provide storage facilities for residents. However, several self-storage facilities are available in Lexington Park. In the townhouses, HVAC closets and attic crawl spaces may not be used for storage.

Vacation Periods

Students may not stay in any residence hall during the period of winter break. Residence Halls, suite, apartment, and townhouse residents may remain in their units during Thanksgiving vacation and Spring Break. When necessary, residence hall students may stay in a suite, apartment or townhouse space, provided all residents of a unit are in agreement. If this option is necessary, students are responsible for identifying and making the appropriate arrangements and following posted procedures concerning campus living during a break. Only those students who are approved through the Office of Residence Life to remain on campus during a break may do so. The registration and approval process during the past few years has decreased undesirable activity on campus, thus reducing incidents such as break-ins and theft. Residents will be billed for electricity during break periods.

The residence facilities will close and reopen during the 2017 – 2018 academic year as listed below:

- Close Tuesday, November 21 at 10:00 p.m.
- Reopen Sunday, November 26 at 2:00 p.m.
- Close Friday, December 15 at noon.
- Reopen Sunday, January 13 & Monday, 14 at 10:00 a.m.
- Close Friday, March 9 at 5:00 p.m.
- Reopen Sunday, March 18 at 2:00 p.m.
- End-of-year closing schedule for spring 2018:

- Tuesday, May 8 at 5:00 p.m. for non-graduating students
- Saturday, May 12 at 3:00 p.m. for graduating residence hall and suite residents
- Saturday, May 12 at 5:00 p.m. for graduating townhouse and apartment residents

Visitation (Also see “Guests”)

St. Mary’s has developed a visitation policy that provides for a degree of flexibility to accommodate varying lifestyles. Because some students prefer a restricted visitation policy and others desire a greater degree of choice in entertaining guests in their rooms, roommates must determine their own limitations.

Our visitation policy is based on our confidence in the ability and inclination of SMCM students to make mature decisions about their social behavior. We also believe that no individual has the right to infringe upon another’s freedom, privacy, happiness, and safety, and that students are willing to accept both the rights and responsibilities of such a policy.

Open visitation hours are not to be construed as permission for students or guests to sleep overnight in another person’s room or to conduct themselves in such a way as to invade a roommate’s privacy and full use of the room.

Should such behavior come to the attention of Residence Life staff, disciplinary action may be taken. Should visitation arrangements lead to problems between roommates, they should feel free, after trying to resolve the problem privately, to ask the Residence Life staff to assist. The staff in turn will participate in the resolution of the problem, which might include, among other things, a change in housing assignments.

Residents are responsible for escorting guests within the building. The College recommends that male guests use the bathrooms on a male wing and female guests use the bathrooms on a female wing. Some buildings have gender neutral bathrooms for guest use in the lobby.

WHAT YOU SHOULD KNOW ABOUT: THE CONDUCT PROCESS

CONDUCT OFFICE

Kelly Smolinsky, Assistant to the Vice President/Director of Conduct
Calvert Hall, 240-895-4208

The mission of Student Conduct is to ensure the timely, fair, and consistent adjudication of alleged violations of the College's Student Conduct Code while adhering to the tenets of due process and confidentiality. The conduct system strives to provide learning opportunities and experiences for students found responsible for conduct detrimental to themselves, their peers, and the College community, as well as protect each student's relevant rights.

The campus conduct process is educational, with an emphasis on personal responsibility and commitment to community standards. It is the philosophy of this College, as reflected in the conduct process, that inappropriate behavior be redirected rather than punished. Serious and ongoing violations of the College's student code of conduct, however, may result in suspension or expulsion from the College.

Each SMCM student is entrusted with the responsibility of upholding community standards, as set forth in the Code, as well as county, state, and federal laws.

In compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, St. Mary's College of Maryland will make available, upon request, a report on graduation rates and a campus security report. Please contact the Office of Institutional Research or Public Safety. In addition, in compliance with the Federal Education Rights to Privacy Act of 1994 (FERPA), staff members cannot discuss conduct cases with parents unless the student submits prior written consent.

Students, as members of the College community, have certain rights. These rights shall include the freedom to pursue educational goals, the freedom of expression and inquiry, the right to privacy and confidentiality of records, and the right to due process as established in the Code of Student Conduct. These rights are subject to the limitations of the Code.

We expect our students to uphold certain responsibilities:

- The responsibility for acting in such a manner as to ensure that other students enjoy the rights mentioned above.
- The responsibility for respecting and complying with College rules and regulations.
- The responsibility for respecting and complying with local, state, and federal law.
- The responsibility for acting in a manner which promotes an atmosphere of learning and free expression.
- The responsibility to respect the human rights, dignity, and worth of every individual in the College community.

Academic Misconduct

St. Mary's College of Maryland is committed to the ideals of honesty, personal integrity, and mutual trust as being necessary to the function of the College. It is recognized that the maintenance of academic integrity is a shared responsibility of the individual students, members of the faculty, appropriate faculty committees, and academic administrative officers of the College. It is in this spirit that the following procedure is designed to function.

Each student member of the College community is responsible for presenting his or her own thoughts, as they are stimulated by lectures, books, or conversations with others at the College. To present the thoughts of others without proper attribution, or to receive assistance from friends, or to receive aids in accomplishing assignments and examinations makes a mockery of the learning process and contributes to the destruction of collegiality in the learning community. Such actions by individuals are a form of academic dishonesty that is not condoned by the students, faculty, or administration at St. Mary's College of Maryland.

If an instructor believes that a student violated the academic honesty code, the instructor will discuss the charge, evidence, and procedures for handling the case with the department head. The instructor may decide to meet informally with the student and assign in-course penalties,

limited to repeating assignments, performing additional assignments, receiving an F for the dishonest work, and being graded an F for the course.

If the student disputes the charges with the instructor or if the instructor feels that extra-course penalties are warranted, formal charges may follow, which could result in a hearing before the Academic Judicial Board. If convened, the Academic Judicial Board, made up of four faculty members and three student members, shall make a finding regarding the factual basis of the case (that is, whether academic dishonesty did or did not take place.) Normally, these hearings are conducted in private. The accused student is presumed not responsible of the charges until the contrary is established by a preponderance of evidence. The Academic Judicial Board makes recommendations regarding verdicts and penalties to the Provost. Appropriate penalties are limited to the following: non-removal of the grade of F in the course in which the academic dishonesty occurred, temporary suspension during which any credit earned elsewhere shall not be transferred to SMCM (academic dishonesty suspension shall appear on the student's transcript), dismissal for a specified period of time at the end of which the student shall have to reapply for readmission, or permanent expulsion (which shall appear on the student's transcript).

Students found responsible for academic misconduct may appeal, in writing, any decision of the provost concerning the case to the President of the College.

Conduct Violations

Students are encouraged to read the Student Handbook each year. They are required to abide by the policies and procedures outlined in the handbook, on the Housing Contract, Resident Student Handbook, and as noted on the College's Web site. If a student is alleged to have violated a College policy, an incident report may be submitted to the student conduct officer. The student conduct officer determines whether to assign the case to the Student Conduct Board (made up of carefully selected and trained students and a professional staff member who serves as the advisor), the College Conduct Board (made up of carefully selected and trained students, faculty, and staff), or to one of the administrative hearing officers (selected professional staff). Board members and administrative hearing officers strive to make fair and impartial decisions. In all cases, the student will be sent a charge letter, outlining the alleged code violation(s) and date of the alleged violation(s). If the student is assigned to a Conduct Board hearing, the letter will indicate the date, time, and location of the hearing. If the student is assigned to an administrative hearing officer, the letter will indicate the name and location of the hearing officer, and the date and time for the hearing.

In all hearings, the student may bring witnesses and an advisor of his or her choice. The student, the community members who filed the charges (for example, Public Safety officers, RAs, etc.), and witnesses will be asked for their versions of the incident. The Conduct Board or the administrative hearing officer will determine whether or not the student is responsible for violating the conduct regulations as charged. If the decision is "yes," the Board or the hearing officer will then determine sanction(s) appropriate for the violation(s).

Sanctions may be imposed upon a student who has been found in violation of campus regulations as follows:

1. Warning: Written or verbal notice that the student has been found in violation of a specific regulation, and that repetition or continuation of this violation may result in further disciplinary action.

2. Restitution: Reimbursement by the student to the College or a member of the College community to cover the cost of damage to or misappropriation of property.
3. Restriction: Withdrawal or restriction of certain privileges for a specified period of time.
4. Work Sanctions: The assignment of tasks or work appropriate to the violation, which will benefit all or part of the College community.
6. Disciplinary Probation: An official and final warning directing the student to exhibit good conduct during a specified probation period. Further violations during this period will require that the student automatically return to the conduct system and, if found in violation once more, face a more severe sanction.
7. Housing Contract Revocation: Temporary or indefinite separation from living in on-campus housing. Normally, housing contract revocation also involves restriction from all housing facilities.
8. Disciplinary Suspension: Temporary separation from the College with the right to apply for readmission to the Vice President of Student Affairs/Dean of Students. The terms of the suspension may be set or indefinite, and special conditions upon re-admission may be designated.
9. Expulsion: Permanent separation from the College.

Students have the right to appeal decisions of the student judicial board, college judicial board, or administrative hearing officers. Students found responsible may submit a written appeal. All appeals must be given to the coordinator of judicial affairs, who will give the appeal and the judicial file to the Vice President of Student Affairs/Dean of Students.

Interim Suspension

- A. The Vice President of Student Affairs/Dean of Students or a designee may suspend a student for an interim period, pending a judicial hearing or psychiatric evaluation.
- B. The interim suspension may become immediately effective without prior notice whenever there is evidence that the continued presence of the respondent student on the College campus poses a substantial threat to others, or to the stability and continuance of normal College functions.
- C. A student suspended on an interim basis shall be given an opportunity to have a hearing within an expedited time frame.
- D. In cases where there is an appeal following a hearing concerning interim suspension, the appeal shall be directed to the president or designee.
- E. A student suspended on an interim basis may not withdraw from the College before the conclusion of his/her/their conduct case.

FEE INFORMATION

Room fees are based on the each student's room assignment. If a student moves during the semester (for example, from a residence hall double to a residence hall single or from a suite to a townhouse), the housing fee will be prorated accordingly. If a first-year student is assigned to a space that is not in a traditional residence hall (for example, to a suite or other type of housing) even if the student wanted to live in a traditional residence hall, or if the student is assigned to a single but wanted a double, the student will be charged the fee for the assigned space. The room fees are noted below. The Housing Contract does not guarantee a specific space (room, building) on campus; it guarantees that the student will receive a housing assignment.

First year resident students are required to be on one of the A meal plans. Sophomore, junior, and senior resident students living in a traditional residence hall or suite can choose one of the A or B meal plans. Students living in a townhouse or apartment may choose any of the A, B, or C meal plans or may elect to be off the meal plan altogether. Students are released from the mandatory meal plan only for documented and approved medical reasons that cannot be accommodated by our food service contractor. These requests must be submitted to the Health Center by June 9. The meal plan rates are listed below.

Room Fees (per year):

Meal Plans (per year):

Dorm double:	\$7,400	Silver (24 guest passes/\$400 flex):	\$5,416
Dorm triple/quad:	\$7,400	Gold (40 guest passes/\$600 flex):	\$5,638
Dorm single:	\$8,370	Platinum (64 guest passes/\$800 flex):	\$5,860
Suite double:	\$8,370	250 meal credit (\$600 flex):	\$3,728
Apartment single:	\$8,880	150 meal credit (\$600 flex):	\$2,525
Apartment double:	\$8,746	20 meal credit (\$800 flex):	\$1,070
Townhouse (excl. utilities):	\$9,066		

Mandatory Fees:

Full-time fee: \$2,629/year

Other Fees:

Parking decal: \$100/year
 ID replacement: \$25/ID card

WHOM TO CONTACT TO GET QUESTIONS ANSWERED

ADA Information:	Student Support Services	240-895-4388
Disabilities accommodations		
Absences (class, exams):	Course instructor	
Academic honesty violations:	Course instructor Associate Dean of Faculty	240-895-4358
Academics:		
Progress	Course instructor Student Support Services	240-895-4388
Advising	Faculty adviser Student Support Services	240-895-4388
Requirements	Faculty adviser Student Support Services	240-895-4388
Activities:		
Clubs, organizations	Office of Student Activities Campus Center Information Desk	240-895-4209 240-895-4279

Athletics:		
Team information	Office of Athletics	240-895-HAWK
Intramural Sports	Intramurals Coordinator	240-895-4324
Club sports	Office of Student Activities	240-895-4209
Alcohol, drug abuse:		
	Wellness Center	240-895-4289
	Walden-Sierra, Inc.	301-863-6661
	Al-Anon	301-274-3014
	Alcoholics Anonymous	301-645-3499
	Relapse Prevention Education Center	1-800-726-5741
Michael P. O'Brien		
Athletics and Recreation Center (MPOARC)	Fitness Center	240-895-2136
	Aquatics Center	240-895-4798
Banking Services:		
	Old Line Bank	301-863-7061
	Bank of America	301-862-2166
	Community Bank of The Chesapeake	301-862-1900
	PNC	1-888-762-2265
	County First Bank	301-863-2265
	BB&T (campus ATMs)	301-737-0505
Bills:		
Payments	Business Office/Cashier	240-895-4303
		240-895-4315
		240-895-4302
Housing, meal costs	Office of Residence Life	240-895-4207
Damages	Office of Residence Life	240-895-4207
Campus Store:		
		240-895-4420
Career Advising:		
	Career Development Center	240-895-4203
Change of:		
Address	Registrar's Office	240-895-4336
Course (drop/add)	Registrar's Office	240-895-4336
Faculty adviser	Student Support Services	240-895-4388
Final exam	Student Support Services	240-895-4388
	Major faculty adviser	
Major	Student Support Services	240-895-4388
Computer information:		
Software, user accounts,	Office of Information Technology	240-895-2357
E-mail	Office of Information Technology	240-895-2357
Web Services	Web Administration	240-895-3352

Conduct matters:	Conduct Officer	240-895-4208
	Vice President/Dean of Students	240-895-4208
Crime (to report)	Public Safety	240-895-4911
	Sheriff	301-475-8008
	State Police	301-475-8955
DeSousa-Brent Program	Director	240-895-2185
Drug abuse:	Wellness Center	240-895-4289
	Walden-Sierra, Inc.	301-863-6661
	Relapse Prevention Education Center	1-800-726-5741
Employment:		
Work-study	Office of Financial Aid	240-895-3000
On-campus jobs	Career Development Center	240-895-4203
Financial Aid:	Office of Financial Aid	240-895-4300
Food Service:	Bon Appétit Management Co.	240-895-4220
	Food Services Contract Compliance	240-895-4307
	Residence Life	240-895-4207
Graduate school:		
Information	Career Development Center	240-895-4203
Entrance Exams	Career Development Center	240-895-4203
Health Services:		
Health history form	Wellness Center	240-895-4289
Emergency contraception	Wellness Center	240-895-4289
Emergencies	Emergency Communications	9-911
	Public Safety	240-895-4911
	St. Mary's Hospital	301-475-8981
Housing:	Office of Residence Life	240-895-4207
ID, meal cards:	One-Card Administrator	240-895-4357
Internships:	Career Development Center	240-895-4203
Key replacement:		
Residences	Office of Residence Life	240-895-4207
Mailbox	Office of Student Activities	240-895-4209
Leave of Absence:	Associate Dean Retention & Student Success	240-895-4388
Lost & Found:	Public Safety	240-895-4911
Mail:	Office of Student Activities	240-895-4209

	Mailroom	240-895-4287
	St. Mary's City Post Office	301-862-2665
Maintenance problems:	Maintenance	240-895-4287
Meal cards:	One-Card Administrator	240-895-4357
Meal plan, add or change:	Residence Life Residence Life	Through Portal 240-895-4207
Mental Health Counseling:		
Personal	Wellness Center	240-895-4289
Rape, sexual assault	Wellness Center	240-895-4289
Eating Disorders	Wellness Center	240-895-4289
Notary Public:	Human Resources	240-895-4309
Orientation program:	Office of Student Activities	240-895-4209
Parking:		
Decals	Business Office	Through Portal
Regulations	Public Safety	240-895-4911
Tickets	Public Safety	240-895-4911
Appeals	Vice President/Dean of Students	240-895-4208
Racial harassment:	EEO/AA Officer (Human Resources)	240-895-4309
Room assignment or changes:	Office of Residence Life	240-895-4207
Roommate conflicts:	Office of Residence Life Wellness Center	240-895-4207 240-895-4289
Sexual assault (to report)	Title IX Coordinator S.M.A.R.T. Public Safety Sheriff State Police Wellness Center	240-895-4105 301-904-2015 240-895-4911 301-475-8008 301-475-8955 240-895-4289
Sexual harassment:	Title IX Coordinator Public Safety EEO/AA Officer (Human Resources) Wellness Center	240-895-4105 240-895-4911 240-895-4309 240-895-4289
Study Abroad	Office of International Education	240-895-4202
Telecommunications Voicemail, dial tone	Office of Information Technology	240-895-4357
Thefts:	Public Safety	240-895-4911

Transcripts:	Registrar's Office	240-895-4336
Tutoring:	Course instructor Department chair Writing Center	240-895-4493
Withdrawal		
From College	Associate Dean Retention & Student Success	240-895-4270
Leave of absence	Associate Dean Retention & Student Success	240-895-4270
From housing	Office of Residence Life	240-895-4207

Important Dates for Students: Fall 2017

Green = Business Office important dates Purple = Residence Life important dates
 Blue = Academic important dates Black = General important dates

AUGUST

Aug 4:	Classes cancelled for non-payment	
Aug 5:	2nd payment due on My Payment Plan	
Aug 10:	LAST DAY to change meal plans	
Aug 11:	Housing cancelled for non-payment	
Aug 24:	Residences open for new students	8 am
- 3 pm		
Aug 24-27:	Orientation for new students	
Aug 26-27:	Residences open for returning students	10 am
Aug 28:	CLASSES BEGIN	8 am
Aug 28-Sept. 8:	Schedule-adjustment period and late registration	

SEPTEMBER

Sep 4:	Labor Day Holiday: NO CLASSES	
Sep 5:	3rd payment due on My Payment Plan	
Sep 11:	Room change begins	
Sep 11-22:	Add and/or drop a course with a \$25 fee per add and/or drop	
Sep 22:	LAST DAY for students to submit course work to faculty	
	to remove an Incomplete, to change grading option to Credit/No-credit, and to declare an Audit grading option	5 pm
Sept. 28:	LAST DAY to withdraw, with a grade of "W", from half-semester course	5 pm

OCTOBER

Oct 5:	4th payment due on My Payment Plan	
Oct 6:	LAST DAY for instructors to remove an Incomplete	5 pm
Oct 9-10:	Fall Reading Days: NO CLASSES (residences remain open)	
Oct 16-20:	Half-semester courses begin	
Oct 20-22:	Family Weekend & Hawktoberfest	
Oct 20:	LAST DAY to register for a half-semester course beginning at mid-semester	5 pm
Oct 30- Nov 3:	Academic advising for all degree students currently enrolled	
Oct 31:	All day advising. NO CLASSES	

NOVEMBER

Nov 1:	LAST DAY to submit housing contract release request for Spring 2018 with no financial penalties. Request submitted and approved from November 2 – December 1 will be assessed a fee of 10% of the semester cost of housing. Requests submitted and approved from December 2 – January 14 will be assessed a fee of 20% of the semester cost of housing.	11:59 pm
Nov 1-10:	Registration for degree students	
Nov 3:	LAST DAY to withdraw with a grade of “W” from a full-semester course	5 pm
Nov 5:	5th and final payment due on My Payment Plan for fall semester	
Nov 15:	Thanksgiving Break extension requests due	5 pm
Nov 16:	Last day to withdraw with a grade of “W” from a half-semester course which began at mid-semester	5 pm
Nov 17:	Spring 2018 tuition bills available on Portal.	
Nov 17:	St. Mary's Projects due to mentor	5 pm
Nov 21:	Thanksgiving recess begins Residences close for Thanksgiving recess. Health and Safety Inspections occur.	10 pm
Nov 26:	Residences reopen	2 pm
Nov 27:	CLASSES RESUME	8 am

DECEMBER

Dec 1:	Last day to submit housing contract release request for Spring 2018 with 10% fee assessment. Requests submitted and approved from December 2 - January 14 will be assessed a fee of 20% of the semester cost of housing	
Dec 5:	1st payment due for spring 2018 My Payment Plan	
Dec 6:	Winter Break extension requests due	4 pm
Dec 8:	Last day of regularly scheduled classes. St. Mary's Projects due	5 pm
Dec 10-14:	23-hour quiet hours in and around the residences.	
Dec 11-14:	Final Class meetings/exams. Last class meeting scheduled during exams.	
Dec 15:	Spring 2018 tuition bills due	
Dec 15:	Residences close for Winter Break. Health and Safety Inspections occur.	Noon

Dec 18:

Grades due

Noon

Important Dates for Students: Spring 2018

Green = Business Office important dates

Purple = Residence Life important dates

Blue = Academic important dates

Black = General important dates

JANUARY

Jan 5:	Parking registration available on Portal for spring semester	
Jan 5:	2nd payment due on My Payment Plan	
Jan 5:	Classes cancelled for non-payment	
Jan 12:	Housing cancelled for non-payment	
January 14:	Residence halls open and orientation, advising, and continued registration for new students	
January 14-15:	Residences open for returning students	
Jan 14-15:	New Student Orientation	
Jan 15:	Martin Luther King Holiday: NO CLASSES	
Jan 16:	CLASSES BEGIN	8 am
Jan 16-26:	Schedule-adjustment period and late registration	
January 29:	Room change begins	
Jan 29- Feb 9:	Add and/or drop a course with a fee of \$25 per add and/or drop	

FEBRUARY

Feb 2:	First day to submit \$200 housing deposit and housing contract on Portal	
Feb 5:	3rd payment due on My Payment Plan	
Feb 9:	LAST DAY for students to submit course work to faculty to remove an Incomplete, to change grading option to Credit/No-credit, and to declare an Audit grading option	5 pm
Feb 9-Mar 2:	Spring Break closing/room selection process meetings	
Feb 12-23:	Withdraw with a grade of "W" with a \$25 fee	
Feb 15:	Last day to withdraw with a grade of "W" from a	

	half-semester course	5 pm
Feb 23:	\$200 housing deposit & housing contract due	5 pm
Feb 23:	Last day for instructors to remove an Incomplete	5 pm
Feb 26:	Special medical housing applications due to ORL	5 pm
Feb 28:	WC Apartment applications & convenience single housing applications due	5 pm

MARCH

Mar 2:	Spring Break extension requests due	5 pm
Mar 5- 9:	Half-semester courses begin	
Mar 5:	4th payment due on My Payment Plan	
Mar 5:	Townhouse housing applications due	5 pm
Mar 8:	Six-person suite applications due	5 pm
Mar 9:	LAST DAY to register for a half-semester course beginning at mid-semester	5 pm
Mar 9:	Residences close for Spring Break. Health & Safety Inspections occur	5 pm
Mar 12:	Spring recess begins	
Mar 12:	Mid-semester report deadline	
Mar 18:	Residences re-open	2 pm
Mar 19:	CLASSES RESUME	8 am
Mar 19:	Ten-person suite applications due	5 pm
Mar 21:	PG1L Open Housing applications due	5 pm
Mar 23:	LAST DAY to withdraw, with a grade of “W”, from full-semester courses	5 pm
Mar 23:	Residence hall double, triple, and quad applications due	5 pm
Mar 26-30:	Academic advising for all degree students currently enrolled	
Mar 27:	All day advising: NO CLASSES	
Mar 28- Apr 6:	Registration for degree students	

APRIL

Apr 5:	5th and final payment due on My Payment Plan	
Apr 9:	St. Mary's Projects due to mentor	5 pm
Apr 12:	LAST DAY to withdraw, with a grade of “W”, from a half-semester course which begins mid-semester	5 pm
Apr 16-27:	End of Year closing meetings	
Apr 27:	AWARDS CONVOCATION	3 pm
Apr 27:	Last day of regularly scheduled classes. St. Mary's Projects due in the registrar's office	5 pm
Apr 30- May 1:	St. Mary's Project presentations	

MAY

May 1:	Last day to submit housing contract release request for Fall 2014 with no penalty. Requests submitted and approved between May 1 –July 1 will be assessed a fee of 10% of the semester cost of housing. Requests submitted and approved between July 2-August 26 will be assessed a fee of 20% of the semester cost of	
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	housing.	11:59 pm
May 2:	Reading day	
May 3-8:	Final class meetings/exams. Last class meeting scheduled during exams	
May 4:	Spring Closing extension requests due	5 pm
May 8:	Residences close for all students except graduating seniors	5 pm
May 9:	Senior grades due in registrar's office	Noon
May 12:	Commencement	10 am
May 12:	Traditional residence halls and suites close	3 pm
	Townhouses and apartments close	5 pm
May 13:	Summer housing opens	Noon
May 14:	Grades due in registrar's office	Noon