

### THE UNIVERSITY SHOPPE

The University Shoppe is the Department of Human Ecology's student-operated business on the campus. The University Shoppe provides students with on-the-job experience and hands-on applications of buying, marketing, merchandising, and advertising concepts. The University Shoppe carries a variety of gift items, including UMES paraphernalia, jewelry, home furnishings, glassware, ceramic figurines, stationery, and miscellaneous craft items. Amenities for guests of and visitors to the Richard A. Henson Hotel and Conference Center are also available. **For additional information, please contact 410-651-6567 or 410-651-6056.**

### RESEARCH ENVIRONMENT

UMES conducts research and creative endeavors in agricultural, environmental, and marine sciences; mathematics and computer applications; allied health; and other fields. State-of-the-art chemistry and biology laboratories, computer facilities supported by the latest software, and library research capabilities are available. Faculty and students work collaboratively with such organizations as ICF Kaiser Engineering; Kellogg Foundation; the National Institutes of Health; the Agency for International Development; the U.S. Departments of Agriculture, Commerce, Defense, Education, Energy, Health and Human Services, and Interior, the National Science Foundation, the National Aeronautics and Space Administration (NASA), and over 50 other external funding sources. Because of its status as an 1890 Land-grant institution, the University receives annual federal appropriations to support research in the food and agricultural sciences.

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### ADMINISTRATIVE AFFAIRS

[www.umes.edu/](http://www.umes.edu/)

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The Division of Administrative Affairs provides services to enhance and support the University's learning, inquiry and engagement goals. The Division administers policies and procedures, plans and maintains facilities, manages the campus' financial affairs, insures the safety and welfare of students, faculty, staff, visitors and facilities, enhances campus efficiency and effectiveness through computer utilization, and improves and expands services offered to campus clientele to support the overall mission of the University. Incorporated in this component are the following functional divisions: (1)Auxiliary Enterprises; (2) Budget; (3) Comptroller's Office; (4) Human Resource Management; (5) Office of Sponsored Research Programs; (6) Plant Operation and Maintenance; (7) Procurement; (8) Public Safety; (9) Residence Life; (10) The Richard A. Henson Center and (11) University Dining Services. Administrative Affairs is committed to providing quality service its our customers.

### TUITION, FEES, AND EXPENSES

Fee charges are subject to change with approval by the Board of Regents. All charges are announced in advance. A schedule of charges is available from the Office of Administrative Affairs. Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such charges are deemed necessary by the University and the University System of Maryland Board of Regents. For the 2009-10 academic year, the fee structure will tentatively be as follows:

#### FULL-TIME TUITION AND FEES<sup>1</sup>

*Students enrolled for twelve (12) or more credit hours pay the full amount of fixed charges.*

##### **Maryland Residents**

	<b>Per Semester</b>	<b>Per Year</b>
Fixed Charges		
Tuition	\$2,056.00	\$4,112.00
Mandatory Fees		
Athletic	275.00	550.00
Student Activities	38.00	76.00
Recreational Activities	350.00	700.00
Student Union	250.00	500.00
Technology Fee	<u>72.00</u>	<u>144.00</u>
<b>Total MD Resident</b>	<b>\$3,041.00</b>	<b>\$6,082.00</b>

##### **Non-Maryland Resident<sup>1,2</sup>**

	<b>Per Semester</b>	<b>Per Year</b>
Tuition	5,668.00	11,336.00
Mandatory Fees	<u>985.00</u>	<u>1,970.00</u>
<b>Total Non-MD Resident</b>	<b>\$6,653.00</b>	<b>\$13,306.00</b>

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<sup>1</sup>Notwithstanding any other provision of this or any other University publication, UMES reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University System of Maryland Board of Regents.

<sup>2</sup>All Fees are subject to annual adjustments.

Room	ADDITIONAL CHARGES <sup>1,2</sup>	
	Per Semester	Per Year
Traditional Double	1,965.00	3,930.00
Single	2,300.00	4,600.00
Hawks Landing	2,250.00	4,500.00
Student Residential Complex	2,065.00	4,130.00
Board (Meal Plan) <sup>3</sup>		
19 Meal Plan w/\$100 annual food points	1,650.00	3,300.00
14 Meal Plan w/\$100 annual food points	1,550.00	3,100.00
*5 Meal Plan w/\$50 annual food points	630.00	1,260.00

#### PART-TIME TUITION AND FEES<sup>1</sup>

Part-time students are required to pay the undergraduate part-time rates per credit hour as listed below.

Undergraduate rate per credit hour (eleven credits or less)

##### Maryland Residents

Graduate	\$243.00 per credit hr.
Undergraduate (11 cr. hrs. or less)	171.00 per credit hr.
Student Fee	33.00 per semester
Technology Fee	10.00 per semester

##### Non-Maryland Resident

Graduate	\$441.00 per credit hr.
Undergraduate	417.00 per credit hr.
Student Fee	33.00 per semester
Technology Fee	10.00 per semester

##### Supplementary Charges/Fees (all students applicable)

Commencement Fee	\$35.00
Credit-by-examination Fee	
Per Semester Hour Credit	30.00
Application Fee (Undergraduate)	25.00
Protested Check	25.00
Laboratory Fees (per course)	25.00
Library (varies)	
Lost Bar Code	0.50
Overdue Book (per day)	0.50
Overdue Laptop (per ½ hour)	10.00
Lock Replacement Charge	
Lost Keys	100.00
Total Lock Replacement	250.00
Lost HAWK EXPRESS Card	15.00
Damaged HAWK EXPRESS Card	5.00
Motor Vehicle Registration	20.00
Late Registration Fee	25.00
Transcript of Academic Record <sup>4</sup>	FREE

<sup>1</sup>Notwithstanding any other provision of this or any other University publication, UMES reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University System of Maryland Board of Regents.

<sup>2</sup>All Fees are subject to annual adjustments.

<sup>3</sup>Students residing in the traditional Residence Halls and the Student Apartments are required to be on the board plan.

<sup>4</sup>A transcript of a student's record will not be furnished to any student or alumni unless the student's financial obligations to the University have been satisfied.

## GENERAL REGULATIONS REGARDING PAYMENT OF FEES AND EXPENSES

### **Payment by Check or Money Order**

All checks and money orders should be made payable to UMES for the exact amount. In most cases, payment should be made at the Office of Student Accounts, unless otherwise instructed.

### **Returned Checks**

Any checks returned for any reason will result in a returned check fee of \$25.00. The student's account will thereafter be stamped "No Personal Checks" and all future payments must be paid by cash, money order, credit card (Visa, MasterCard), or cashier's check.

### **Payments from Scholarship Funds**

A student awarded a Legislative Scholarship and/or grant will have the amount of the award applied towards his/her account in the Office of Student Accounts. However, all fees not covered by the scholarship/grant must be paid by the scheduled dates of payment, or the student will be withdrawn from the University. This applies to veterans as well.

No student whose account is in arrears will be admitted to classes or to the Dining Hall. Any student indebted to the University is likewise prevented from having a degree conferred or a transcript released until the total debt is cleared.

### **Collection Procedures of Past Due Accounts**

In accordance with State of Maryland regulations, past due accounts are subject to a collection fee of 17% and are forwarded to the Maryland State Central Collection Unit for further action.

### **Refund of Fees for Change in Registration**

Students who officially change their enrollment status from full-time to part-time (eight hours or less) by dropping a course or courses will be eligible for a refund in accordance with the following:

1. If the change in enrollment status occurs during the first two weeks following the beginning of classes, fees will be assessed on the basis of the appropriate part-time fees plus 25% of the difference between the full-time and the appropriate part-time fees.
2. The effective date of the change in registration is the date the change is filed in the Office of the Registrar. No refund will be processed for changes in registration which occur after the first two weeks of classes.

### **Property Damage Fees**

Students will be charged for damage to property or equipment. Where the responsibility for the damage can be fixed, the student will be billed. Where responsibility cannot be fixed, the cost of repairing the damage or replacing equipment will be prorated among all individuals held responsible.

## IN-STATE STATUS

### **General Policy**

It is the policy of the University of Maryland Eastern Shore to grant in-state status for admission, tuition, and charge-differential purposes as defined by the University of Maryland Policy on Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes (see complete policy below).

### **Procedures for the Determination of In-State Status for Admissions, Tuition, and Charge-Differential Purposes**

An initial determination of in-state status for admission, tuition, and charge-differential purposes will be made at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each subsequent term unless the determination is successfully challenged in a timely manner.

A student may request a re-evaluation of residency status by filing an Application for Change in Residency Classification (hereinafter referred to as Application). A student must meet the requirements for in-state status and submit a completed Application (including all documents therein) by the last day of late registration for the term the student wishes to be classified as in-state. No change in status requested by the student shall be given retroactive effect prior to the term for which a timely Application was filed. A student may file only one Application per term.

A determination of in-state status is valid only if a student actually enrolls in the term in question. Determinations which are made in cases where the student does not actually enroll are not valid for a subsequent term, with respect to which, requirements must be independently satisfied and a new and timely Application submitted.

### **Change of In-State Status**

Students classified as in-state for admission tuition and charge-differential purposes are responsible for notifying the Office of Admissions in writing within 15 days of any change in their circumstances which might in any way affect their classification.

### **University of Maryland Policy on Student Residency Classification for Admission, Tuition and Charge-Differential Purposes.**

#### ***I. POLICY***

A. It is the policy of the Board of Regents of the University of Maryland System to recognize the categories of in-state and out-of-state students for purposes of admission, tuition, and charge differentials at those institutions where such differentiation has been established. The student is responsible for providing the information necessary to establish eligibility for in-state status.

1. Students who are financially independent or financially dependent, as hereinafter defined, shall have their residency classification determined based on permanent residency. For purpose of this policy, a permanent residence is a person's permanent place of abode as determined by the following criteria. Such students will be assigned in-state status for admission, tuition, and charge differential purposes only if the student (if financially independent) or the student's parent, guardian or spouse (in the case of a financially dependent student):
2. Owns or rents and occupies living quarters in Maryland. There must exist a genuine deed or lease in the individual's name reflecting payments/rents and terms typical of those in the community at the time executed. Persons not having such a lease may submit an affidavit reflecting payments/rents and terms as well as the name and address of the person to whom payments are made which may be considered as meeting this condition. As an alternative to ownership or rental of living quarters in Maryland, a students may share living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian, or spouse;
3. Maintains within Maryland substantially all personal property;
4. Pays Maryland income tax on all earned taxable income including all taxable income earned outside the State;
5. Registers all owned motor vehicles in Maryland in accordance with Maryland law;
6. Possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law;
7. Is registered in Maryland, if registered to vote;
8. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland; and,
9. Has a legal ability under federal and Maryland law to reside permanently without interruption in Maryland.
10. Is not residing in the State of Maryland to primarily attend an educational institution.

B. In addition to meeting all of the criteria set forth in the preceding section, to qualify for in-state status on the basis of permanent residence, a student or, if the student is financially dependent, the parent, legal guardian, or spouse, must have resided in Maryland for at least twelve (12) consecutive months immediately prior to and including the last date available for late registration or the forthcoming semester or session and must have continuously resided in Maryland during the period.

C. If a student is financially dependent as hereinafter defined, the permanent residence of the parent, guardian, or spouse on whom he/she is dependent shall determine in -state status. If a student is financially independent, the permanent residence of the student shall determine in-state status.

D. In-state status based on permanent residence is lost at any time a financially independent student establishes a permanent residence outside the State of Maryland. If the parent, guardian, or spouse through whom a financially dependent student has attained in-state status establishes a permanent residence outside the State of Maryland, the in-state status is lost. In each instance, the student will then be assessed out-of-state tuition and charges beginning the next semester or session.

E. In addition, the following categories of students shall have in-state status:

- 1) A full-time or part-time (at least 50 percent time) permanent employee of the University of Maryland System;
- 2) The spouse or dependent child of a full-time or part-time (at least 50 percent time) permanent employee of the University of Maryland System;

- 3) A full-time active member of the Armed Forces of the United States whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person; and
- 4) A Graduate Assistant.

Students not entitled to in-state status under the preceding paragraphs shall be assigned out-of-state status for admission, tuition, and charge-differential purposes.

## **II. PROCEDURES**

A. The date on which conditions for in-state classification must be met is the last published date to register for the forthcoming semester or session. In those instances where an entering class size is established and where an application deadline is stated, institutions may require that conditions for in-state classification must be satisfied as of the announced closing application date.

B. A change in status must be requested in writing by a student prior to the last published date of registration in order to be effective for the semester or session. A student applying for a change of in-state status must furnish appropriate documentation as required by the institution.

C. The student shall notify the institution in writing within fifteen (15) days of any change of circumstances which may alter in-state status.

D. In the event incomplete, false, or misleading information is presented, the institution may, at its discretion, revoke an assignment of in-state status, in addition to other disciplinary actions provided for by the institution's policy.

E. Each institution of the University of Maryland System shall develop and publish additional procedures to implement this policy. Procedures shall provide that on request the President or designee has the authority to waive any residency requirement as set forth in IA and IB, if it is determined that the student is indeed a permanent resident and application of the criteria creates an unjust result. Such procedures must provide for appeal to the President or designee of any residency determination using a system-wide petition form. These procedures shall be filed with the office of the Chancellor.

## **III. DEFINITIONS**

A. Financially Dependent: For purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes, or who receives more than one-half of his or her support from a parent, legal guardian, or spouse during the twelve (12) month period immediately prior to the last published date for registration for the semester or session. If a student receives more than one-half of his or her support in the aggregate from a parent and/or legal guardian and/or spouse, the student shall be considered financially dependent on the person providing the greater amount of support.

B. Financially Independent: A financially independent student is one who (1) declares himself or herself to be financially independent as defined herein; (2) does not appear as a dependent on the Federal or State income tax return of any other person; (3) receives less than one-half of his or her support from any other person or persons; and (4) demonstrates that he or she provides through self-support one-half or more of his or her total expenses.

C. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.

D. Guardian: A guardian is a person so appointed by a court order recognized under the law of the State of Maryland.

E. Spouse: A spouse is a partner in a legally contract marriage.

F. Support: Except as set forth in (2) of this section, support shall mean financial or material support, including gifts, services, and trusts, including income or benefits derived from one's family. Support shall not include grants, stipends, awards, and benefits (including Federal and State student aid, grants, and loans) received for the purpose of education or by virtue of an individual's status or prospective status as a student. Such resource shall not be considered in calculating a student's financial dependence or independence.

## **AUXILIARY ENTERPRISES**

Auxiliary Enterprises is composed of five units – Auxiliary Services, Student Security, University Dining Services, Richard A. Henson Center and the UMES Post Office.

### **Mission**

Consistent with the University's mission, Auxiliary Enterprises exists to enhance and support the institution's learning, inquiry, and engagement goals. The unit further seeks to provide these services to the campus community in the most effective and efficient manner. Services include: Student Dining, Catering, Snack Bar, Faculty & Staff Dining, Concessions, Mail Service, Hotel Accommodations, Conferencing, Laundry, Bookstore, Greyhound Bus Service, Student ID Cards, Phone Services, Vending, and Student Security.

### **Hawk Center**

The HAWK CENTER is the pulse of Auxiliary Enterprises. It serves as the service center for the UMES Community and special programs. The HAWK CENTER is located on the 2<sup>nd</sup> floor of the Student Services Center. Hours of operations for payments are 8:30 a.m. to 3:30 p.m., Monday through Friday. All other services are available Monday through Friday from 8:30 a.m. to 4:30 p.m.

### **Services Available**

**Student Account Payments** - Students are able to conduct student accounts business at the HAWK CENTER. Hours of operations are 8:30 a.m. – 3:30 p.m., Monday through Friday. Payments are accepted and placed directly onto a student account. Individuals can pay using cash, money order, cashier check, bank check or credit card.

**Check Cashing** - The HAWK CENTER functions as an agent for the Office of Student Accounts and administers check cashing services for registered UMES students. Students may cash one personal check per week not to exceed \$50.00. Money Orders and Cashier Checks will be cashed up to \$150.00 as long as funds are available. There is a \$1.00 service fee for cashing of checks and/or money orders. No starter checks or post dated checks will be accepted. If a check is returned to the University for any reason, that individual will lose his/her check cashing privileges. Services are provided throughout the academic year at the HAWK CENTER. This service is available during regular business hours: Monday through Friday 8:30 a.m. - 3:30 p.m.

**Credit Card Payments** - Credit Card payments are accepted by calling the HAWK CENTER (410-651-7747) during regular business hours. Visa, MasterCard and Discover cards are accepted. Transactions must be \$10.00 or more. Credit cards are accepted only from the authorized card holder. A Credit Card Transaction Form is maintained on transactions done over the telephone. Credit card transactions are processed while the individual is on the phone and an authorization number is given at the time of the transaction. The telephone number from which the person is calling is recorded along with an additional telephone number.

**Hawk Express Card** - The HAWK EXPRESS Card is the official UMES ID card. Faculty, staff and students are issued their first card at no cost. Replacement cost is \$15.00 for lost and stolen cards. A fee of \$5.00 is charged for the replacement of damaged cards. Cards which malfunction with no apparent damage are replaced at no charge to the individuals. A new card is issued and account balances transferred. However, value stored on the Vend Stripe may be lost. Lost or stolen cards should be reported immediately to the HAWK CENTER during regular business hours. Individuals who loses their cards after hours, must contact any area that has a card reader. The person receiving the report will place a hold on the card until it can be reported to the HAWK CENTER. Individuals who have obtained a password can visit the HAWK CAMPUS Center at [www.umes.edu/auxiliary](http://www.umes.edu/auxiliary) to suspend the use of their card.

The HAWK EXPRESS Card is a permanent card, non-transferable and is the property of the University of Maryland Eastern Shore. It must be surrendered upon request. Students must carry their HAWK EXPRESS Card at all times for prompt identification. A penalty fee of \$25.00 is charged to individuals who allow another person to use their card.

**Hawk Campus Center** - The HAWK CAMPUS CENTER is an Internet browser-based 24-hours a day, 7 days a weeks on-line interactive gateway to many Auxiliary Services. Individuals are able to view accounts, transfer funds from one account to another account, add a meal plan, use the Box Office, Vote on line, established a Who's Who and access many other available services. The HAWK CAMPUS CENTER can be reached through the University of Maryland Eastern Shore web page, which can be found at [www.umes.edu](http://www.umes.edu). Click on the Auxiliary icon located on the center of the page. The HAWK CAMPUS CENTER is only available to University of Maryland Eastern Shore students and staff. Students may request a parent's password by filling out a "Request for Parents Password". All users will have to log onto the system with their login name and a password initially assigned by Auxiliary Enterprises. Users can then change their password to anything they want.

**Vend-Stripe Account** - Each HAWK EXPRESS Card has two stripes located on the back on the card. The large stripe is used for the access and the HAWK EXPRESS Account. The small stripe is called the Vend Stripe. It is encoded with a unique number which allows it to be used only on the University of Maryland Eastern Shore campus. Value can be added either with cash or by transferring funds from one's HAWK EXPRESS Account to one's Vend-Stripe. The maximum deposit is \$50.00; however it is highly recommended that individuals keep only a small amount on this stripe at any given time. If a card is lost, stolen or malfunctions, value stored on the Vend-Stripe will be lost.

**Fund Locations** - Funds may be added at the following locations: University Terrace; ORL HMAT; University Police Department; Student Services Center; or any snack machine located throughout the campus.

**Hawk Express Account** - The HAWK EXPRESS Account is a flexible account, which allows an individual to make purchases on a debit basis. An individual can open an account by simply placing funds into his/her account. There is no minimum amount required. Funds can be added by one of the following means: Cash; Check - (Payable to: University of Maryland Eastern Shore) Money Order - (Payable to: University of Maryland Eastern Shore); Credit Card (Visa, MasterCard or Discover); HAWK CASH CENTER located in the Student Services Center. Cash, check, money order and credit card payments can be done at the HAWK CENTER during regular business hours. Payments are posted immediately and are available to the individuals immediately. **Funds can be sent by mail to: HAWK CENTER, 30665 Student Services Center Lane, University of Maryland Eastern Shore, Princess Anne, MD, 21853.**

Funds can be added via telephone by calling the HAWK CENTER at 410-651-7747. Information that will be requested and kept on file will be: Student's Name, Campus ID Number or SSN, person to whom the credit card belongs, home address, city, state and zip code, home phone number, amount to be posted, credit card type, account number of credit card, expiration date of credit card.

The University has designated areas in which individuals can use the HAWK EXPRESS Card, which are The Plateau; HAWKS Nest; OASIS; UMES Bookstore; HAWK CENTER; Student Services Center; UMES Health Center; ORL Resource Center; and Greyhound-Trailways--(campus only). **Auxiliary Enterprises reserves the right to correct all transaction errors regardless of source.** Auxiliary Enterprises is not responsible for any funds transferred to this section of the card.

**Hawk Express Phone System (HEPS)** - The HAWK EXPRESS Phone System (HEPS) allows students to make local or long distance calls from any location on campus on a debit-basis. A \$10.00 fee is required to open an account and individuals must maintain at least \$5.00 in their accounts in order to place a call. Local calls are \$0.15 for unlimited time. Calls made within the continental United States, Puerto Rico, and the U.S. Virgin Islands are \$0.12 per minute.

To open an account, an individual must report in person to the HAWK CENTER during regular business hours (8:30 a.m. to 3:30 p.m., Monday through Friday). Once the account is open, the individual will be issued a pin number to be used each time a call is made. Once the balance falls below \$5.00, the individual will not be able to make any more calls until such time as more funds are added. Funds can be added at the HAWK CENTER or one of the HAWK CASH CENTERS located at: University Terrace; ORL HMAT or the University Police Department. Problems associated with HEPS should be reported to the HAWK CENTER during service hours.

**Hawk Copier Service** - Card operated copiers are in the Frederick Douglas Library. The HAWK EXPRESS Vend-Stripe Account can be used for this service. Funds can be added either at one of the HAWK CASH CENTERS or any snack machines located throughout the campus. Individuals who have funds in their HAWK EXPRESS Account can also transfer funds to their Vend-Stripe at any HAWK CASH CENTER. For small number of copies, individuals can have that service done at the HAWK CENTER during regular service hours. The cost is \$0.10 per copy.

**University Printing and Document Services** - Individuals wishing to have copies made or binding completed can do so for a nominal fee at the HAWK COPY CENTER. Only the HAWK EXPRESS Card is accepted. At no time is CASH OR CHECK ACCEPTED. To add funds to use at the COPY CENTER, an individual must report to the HAWK CENTER. Funds will either be placed in one's HAWK EXPRESS ACCOUNT or a receipt will be generated to take to the HAWK COPY CENTER. Departments that wish to create a copy account should submit a University of Maryland Eastern Shore Auxiliary Enterprises BOOKSTORE 2000/HAWK COPY CENTER fund transfer form to have funds posted to their copy account for use at the HAWK COPY CENTER.

**Hawkmat** - Within each residential facility is a card operated laundry facility. Individuals are able to use their Vend – Stripe account, if funds are available, to utilize the washers and dryers. Each washer and dryer has a number assigned to it. This number is used when attempting to start a washer or dryer. Individuals should report any washer or dryer not working to the HAWK CENTER during service hours or email [hawkcenter@umes.edu](mailto:hawkcenter@umes.edu). Every attempt will be made to have washers or dryers back in service within a 24 hour period. When reporting malfunctioning washer or dryer, the following information will be needed: the location of the washer or dryer, the number assigned to the washer or dryer, the nature of the problem as complete as possible. If there was a loss of funds, it should be indicated at that time. For refunds, an individual must report in person to the HAWK CENTER during service hours.

**Hawk Vending** - Vending machines are located throughout the campus. Upkeep of machines is done through the Office of Auxiliary Enterprises. Individuals who lose money should report in person to the HAWK CENTER during regular business hours to receive a refund. Student refunds are placed directly on their Vend-Stripe. Faculty, staff and visitors can receive cash refunds. Individuals must complete a Vending Refund Form prior to receiving their refund. Problems associated with vending machines should be reported to the HAWK CENTER by calling extension 7747 during regular business hours or email [hawkcenter@umes.edu](mailto:hawkcenter@umes.edu).

**Room Deposits** - Room deposits are accepted and placed directly on an individual's student account. The deposit fee is set by the Office of Residence Life. Payments are accepted in the form of check, money order, cash, HAWK EXPRESS CARD and credit card. Return students who paid their room deposit in person are required to take their receipt to the Office of Residence Life to complete the room deposit process. Deposits received via the mail receipts are forwarded to the Office of Residence Life. This process is by hand delivery only and never via the mail.

**Greyhound** - Greyhound ticket sales are available to UMES Community and surrounding area during regular business hours. The HAWK CENTER serves as a ticket agent for Greyhound. Tickets can be purchased using cash and the HAWK EXPRESS CARD. Greyhound offers a price adjustment when tickets are purchased 7 days in advance. Bus schedules can be viewed [www.greyhound.com](http://www.greyhound.com) or visit the HAWK CENTER located second floor of the Student Services Center.

### FINANCIAL AID

The University is particularly sensitive to the financial needs of its student body. Operating on the premise that no student should be denied an education solely because of a lack of financial resources, the University's Office of Student Financial Aid renders assistance to as many students as possible in the form of employment, scholarships, grants, and student loans. Qualifying students may receive funds from one or more of the programs administered by the University and funded from federal, state, and institutional sources. Since student financial aid *is not* automatically renewed, *students must re-apply each year* in order to be considered for assistance.

Since it is the students who gain the benefits of a higher education, it is reasonable to expect students to contribute to the cost of their education to the fullest extent possible. **For additional information, please contact the Office of Financial Aid at (410) 651-6172.**

### HOW TO APPLY FOR FINANCIAL ASSISTANCE

There are essentially two types of financial assistance: *need-based*, which is determined by personal and/or family income levels, and *merit scholarships*, which are based on special achievements of the student rather than income.

Students applying for need-based financial assistance from federal, state, or institutional sources must submit the Free Application for Federal Student Aid (FAFSA) in order to qualify for the widest range of financial assistance. The Free Application for Federal Student Aid (FAFSA) should include the **UMES school code (002106)**. The priority deadline is March 1<sup>st</sup> of each year for the upcoming fall semester. It is very important that all students seeking financial assistance contact the Office of Student Financial Aid and submit all necessary forms. Missing the priority deadline can seriously impact eligibility for financial assistance. Other information may be required on a case by case basis. If the Office of Student Financial Aid does not electronically receive information from the federal government, a hard copy of the Student Aid Report (SAR) must be submitted to the Office of Student Financial Aid.

### FOLLETT BOOKSTORE

The UMES Bookstore provides course materials (both new & used), general reading books and references, school and office supplies, computer products, and official UMES sportswear and paraphernalia to the university family. Custom Greek apparel and accessories can be special ordered in the store or purchased online at [www.efollettgreek.com](http://www.efollettgreek.com). The bookstore, which is located in the Student Services Center, accepts the Hawk Express, cash, checks, and all major credit cards. Items can be purchased online at [www.umes.bkstr.com](http://www.umes.bkstr.com).

#### Cash for Books

No matter where students bought them, Follett will buy them back. Prime book buyback time is during finals. That's when the bookstore knows the most about needs for the next semester, and when the bookstore has the least inventory. This means that students are likely to get the best price on what they sell back.

#### Where to Find Us

The bookstore is located on the first floor of the Student Services Center, or visit the bookstore on the web at [www.umes.bkstr.com](http://www.umes.bkstr.com).



## **UNIVERSITY HOUSING/RESIDENCE LIFE**

There are eight (8) residential communities in the University's array of housing options. Combined, these facilities accommodate 2100 residents. Housing options range from traditional double-loaded corridor types to apartments with single bedrooms. Included are unique options such as apartments with full kitchens. Students who reside in the efficiency apartment communities are not required to purchase a meal contract. The Office of Residence Life (ORL) oversees the operation of all University housing and strives to promote a living environment which respects the privacy and security of on-campus residents and, perhaps more importantly, encourages the creation of good academic habits, non-traditional learning and managed social opportunities. All residential facilities have policies which incorporate quiet hours for the purpose of study and rest and restricted hours for disruptive group activities.

In order for students to acquire on-campus lodging, a completed application, room deposit, and housing contract must be filed with Residence Life in advance of the upcoming semester for which housing is desired. The deposit is applied towards the student's account to assist in covering future charges. It is refundable by notifying the ORL in writing by August 1 for the fall semester and January 1 for the spring semester. Failure to notify the ORL prior to these dates will result in a forfeiture of the deposit. Information regarding housing policies, descriptions and how to reserve an accommodation may also be obtained from the UMES website at [www.umes.edu/reslife](http://www.umes.edu/reslife).

The Housing Contract obligates students to the conditions set forth in the Residence Life Contract Booklet. This agreement basically states that as campus residents, students are responsible for the room, furnishings, and good citizenship policies while residing in a University housing facility. A complete copy of the Residence Hall Agreement is available in the ORL or on-line. Failure to follow these terms may result in fines, University Judicial sanctions, or eviction from the residence halls.

Residence Hall visitation policy varies according to class status, residence halls, days of the week and time. Freshmen may only have inter-room visitation by the opposite sex on weekends during specified hours; weekday visitation is allowed in common areas of each residence hall. For upperclassmen (sophomores, juniors and seniors), room visitation is allowed every day from noon to midnight, with extended hours on weekends. Overnight guests of the same sex are permitted in each hall. Overnight guests of the opposite sex are not permitted. All overnight guests must be registered with the residence hall staff office which serves the specific housing area being visited.

### **Housing Options**

There are three (3) types of University housing available: traditional halls, apartment suites, and efficiency units. The residents of traditional halls are all same sex and have a similar class standing. Within the Honors Hall, genders and classifications are mixed. Genders are separated according to floors. An apartment suite has five single rooms, a common living room and its own bathroom. An efficiency unit has two or three double bedrooms, a common living room, a kitchen and 2-3 bathrooms.

### **Housing Communities**

**Traditional Halls:** Murphy Hall - Freshman Females; Murphy Annex – Upper Class & Co-ed Honors; Nuttle Hall - Freshman Males or Females (placement changes upon need); Wicomico Hall - Freshman Males; Court Plaza Hall – Freshman Males; Plaza Hall – Freshman Females; University Terrace – Freshman Females; Harford Hall – Freshman Females.

**Apartment Suites:** Student Apartments – Upper Class, Males/Females.

**Efficiency Units:** Student Residential Complex – Upper Class, Males/Females; Hawks Landing – Upper Class, Males/Females.

**Rooms:** Rooms in each residence hall are equipped with basic furnishings: beds, dressers, desks, chairs, and closets. Cable TV, plus HBO, telephone and internet connections are in each room. Telephone service connects students to all campus extensions at no cost. Long-distance service (including international dialing) is available from residence hall room phones by Hawk Express phone service. Students must maintain money in their Hawk accounts to use the service and must supply their own telephone. UMES supplies active telephone and internet (free) connections in each room.

**End of Semester Check-out:** Students must move out of the residence halls, if required, at the end of each semester. There are many established local storage companies which offer reasonable rates for short and long-term storage in the surrounding community. While students are permitted to leave personal property in the residence hall between fall and spring semester, it is not advised to do so.

**Area Directors:** Professional staff possessing Bachelor's and/or Master's degrees manage University housing and facilitate educational and social programming to strengthen the on-campus experience. The Director, Assistant Director, Administrative Assistant and a Clerk Typist are housed in the Central Housing Office and are responsible for effectively administering all aspects of the campus housing operation.

**Non-Traditional Learning Center:** The Non-Traditional Learning program is an academic component of the Office of Residence Life. The Center focuses on providing space, tools, equipment, tutorial assistance and teaching staff towards improving academic performance in Math, Science, English and Reading skills. Statistically, students spend the majority of their on-campus time in residence halls. Therefore, the need for academic support is more readily recognized by and delivered at hours well beyond the traditional class day. The Center's location is convenient and service hours are liberal including weekends. In support of this component, each residence hall is equipped with computer labs and student support staff.

**Conferencing:** Residence Life also assumes the leadership role of marketing University housing facilities and other major campus amenities to outside groups for workshops, conferences, reunions, sports and other enrichment camps. These ventures receive close coordination of services provided by other campus units, i.e., Recreational Facilities, Health and Wellness Center, Food/Catering needs, Multi-Purpose Meeting Rooms in addition to many other amenities offered by the University. UMES's outstanding image is only enhanced by its successful practice of good public relations.

### **PUBLIC SAFETY**

The Department of Public Safety is responsible for the safety and security of all students, faculty and staff, as well as, the university's facilities, grounds and property. It is the goal of Public Safety to provide a safe and wholesome environment to facilitate the educational mission of the University. The Department is operational 24 hours a day, seven days a week.

#### **Prevention Education**

The Department of Public Safety distributes materials recommended by the National Crime Prevention Council and by Maryland Crime Watch on various topics. Additional information is provided to the University community through lectures, videos, bulletins, and workshops.

#### **Emergency Telephones**

There are thirteen "blue light" emergency telephones strategically located throughout the university, directly connected to the Department of Public Safety for immediate police response. Elevators have similar emergency phones that are also connected to the Department.

#### **Motor Vehicle Registration**

All motor vehicles operated on campus by UMES students, faculty, staff and visitors must be registered and display a parking permit or obtain a temporary parking permit from the Department of Public Safety, regardless of ownership. Motorcycles and motor scooters are included in the policy. Each registered vehicle is issued a parking permit that is valid for one academic year. A small fee is charged for each permit. The 1992 Maryland General Assembly passed legislation requiring all out-of-state students attending the University to secure a Non-Resident permit for the vehicle which is to be operated in the State of Maryland for more than 30 days. There is a fee associated with the permit. Contact the Maryland State Motor Vehicle Administration for details.

#### **Campus Parking**

There is ample parking at UMES. All students living on campus may have their own vehicle and are expected to park only in the designated areas for their parking permit. All Students, regardless of whether they have a University registered vehicle, are responsible for knowing the policies for operating motor vehicles on campus and are expected to park only in designated areas. Failure to do so can result in ticketing and/or towing, depending on the violation. Fines must be paid within 15 days of occurrence, or a late fee will be incurred. Violators who do not pay parking fines will have their tickets forwarded to the State's Motor Vehicle Administration for flagging of registration renewal and fines added to the student's UMES fiscal account.

### **STUDENT EMPLOYMENT OPPORTUNITIES**

There are many opportunities available for students to work part-time on the UMES campus. Work schedules are centered around the student's class schedule for the semester, with a maximum of twenty (20) hours per workweek. Like scholarships, funding is generated from many sources; therefore, pay rates and procedures may vary.

**College Workshop Program:** - This is a state-funded program that employs students in various departments of the University. Student job opportunities depend on the availability of state funds. Hourly wage rates vary according to job duties and department, but are at or above minimum wage. **For additional information, please contact the Office of Human Resources at (410) 651-6400 or [www.umes.edu](http://www.umes.edu).**

**College Work-Study Program:** - This is a federally funded, need-based, program open to U.S. citizens or permanent residents who meet financial need guidelines and the priority deadline. Awards are based on need and availability of funds. Students are placed both on and off campus. (Off-campus sites are at a public or private non-profit agency with which the University has entered into an agreement). The rate of pay is at or above minimum wage. An award amount is granted, and students earn payment for work up to twenty (20) hours per week; however, most awards average seven (7) to ten (10) hours per week. **For additional information, please contact the Office of Student Financial Aid at (410) 651-6172.**

**Resident Assistant Program:** - The Office of Residence Life regularly hires student assistants for the residence halls. This employment offers stipends that are deposited into the student's account with the University. Entry-level payment equals approximately the housing cost each semester (this does not include meal costs). To qualify, a student must live in a residence hall for at least one semester and file a FAFSA. Selections are made by the Office of Residence Life. **For additional information, please contact the Office of Residence Life at (410) 651-6144.**

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### INSTITUTIONAL ADVANCEMENT

[www.umes.edu/](http://www.umes.edu/)

The Division of Institutional Advancement combines the three traditional Advancement disciplines—Development (or Philanthropy), Public Relations (or Communications) and Alumni Relations—to advance the mission of the University consistent with the leadership's vision. Through private fund-raising campaigns the Division provides scholarships for students, research grants to faculty, international study opportunities for both students and faculty, and an assortment of other “margin of difference” resources not supported by public funding and tuition and fees. Communications strategies raise awareness, appreciation and recognition of the remarkable accomplishments of our students, faculty, staff and alumni. Through Alumni outreach programs and events, the division maintains and nurtures the lifetime relationship graduates enjoy with their Alma Mater.

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### STUDENT LIFE AND ENROLLMENT MANAGEMENT

[www.umes.edu/Student](http://www.umes.edu/Student)

The Division of Student Life and Enrollment Management at the University of Maryland Eastern Shore exists for the purpose of providing programs, services and educational experiences that promote the academic success of students and enhance the quality of campus life. Headed by a Vice President, the division is comprised of Admissions and Recruitment, Office of the Registrar, Career Services and Cooperative Education, Counseling, Wellness Center, Student Activities, WESM Radio and Student Health. This Division is housed in the Student Services Center.

#### Mission

The mission of the Division of Student Life and Enrollment Management is to contribute to the teaching, research, and public service functions of the University of Maryland Eastern Shore by providing programs, services and educational experiences which promote the academic success of UMES students and enhance the quality of campus life.

### STUDENT SERVICES CENTER

The Student Services Center, or SSC, is the hub of campus life on the UMES campus. The Center offers a variety of recreational and educational activities and employment opportunities for UMES students and student organizations. Standing 147,000 square feet, the length of two football fields, the two-story building is the home of the Student Government Association, twenty-five registered student organizations, bookstore, game room, bowling center, dining hall, snack bar, lounges, ballroom, theatre, and campus post office. In addition, several administrative and support offices are located in the facility, including offices for the Vice President for Student Affairs, Assistant Vice President for Administrative Affairs, Student Activities, International Student Services, Career Services, and Auxiliary Enterprises. The SSC is filled with activity during a typical day and is the site for a number of student organization meetings, lectures, plays, and movies. The Center is also equipped with an Automatic Teller Machine (ATM), sponsored by the State Employees Credit Union of Maryland.

### ADMISSIONS AND RECRUITMENT

The Office of Admissions and Recruitment, serves prospective students, currently enrolled students, faculty, and staff relative to matriculation, document processing and the maintenance of students' records. The Recruitment Office engages in prescribed activities designed to identify, attract, enroll and retain through graduation prospective students.

#### Campus Tours

Prospective students and their parents are encouraged to visit the campus for an orientation tour and to discuss enrollment with University staff. Campus tours can be arranged by contacting the Recruitment Office at (410) 651-6178.