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CAMPUS DIRECTORY

If calling from off-campus, prefix all extensions with (410) 651-

Academic Affairs, Vice President	6508	Physical Plant, Director	6650
Academic Computing Center, Assoc. Director	6012	Physical Therapy	6360
Administrative Affairs, Vice President	6229	Physician's Assistant Program	7584
Administrative Computing, Associate Director	6689	President	6102
Academic Support Services	6457	Procurement	6407
Admissions	6410	Public Safety	6590
Agriculture	6168	Recruitment	6178
Agricultural and Natural Sciences, Dean	6072	Regional Research (ARD)	6074
Alcohol, Tobacco and Other Drugs	6385	Rehabilitation Services Program	6262
Alumni Affairs	6664	Registrar/Registration	6414
Arts and Professions, Dean	6083	Residence Life	6144
Athletics, Director	6496	Retention	6215
Auxiliary Enterprises	7747	Richard A. Henson Center, Director	7565
Bookstore, University	6437	Rural Development	6183
Business, Management & Accounting	6523	Social Sciences	6086
Business and Technology, Dean	6067	Sponsored Programs and Research	6107
Career Services	6447	Student Accounts	6092/6093
Cooperative Education	6313	Student Activities	6434
Cooperative Extension, Administrator	6206	Student Affairs, Vice President	6687
Commercialization & Outreach, Assoc. Vice Pres.	8448	Student Government Association	6442
Community/University Relations	6669	Technology	6465
Comptroller	6088	Telecommunications, Associate Director	6304
Continuing Education	(410) 250-1088	Title III	6670
Counseling Services	6449	USDA Liaison Officer	6313
Criminal Justice	6585	University Advancement	7667
Development, Director	7686	University Post Office	6439
Dining Services	6675	University Print Shop	6485
Education	6217	Upward Bound	6458
1890 Research	6072	WESM 91.3 Radio Station	8001
Engineering and Aviation Sciences	6365	WWW Homepage	http://www.umes.edu
English and Modern Languages	6552		
Executive Vice President	8371		
Exercise Science	8141		
Financial Aid	6172		
Fine Arts	6571		
Graduate Studies, Dean	6507		
Health Center	6597		
Honors Program	6083		
Hotel and Restaurant Management	6563		
Human Ecology	6056		
Human Resources	6400		
Institutional Research, Evaluation & Assessment, Director	7531/7530		
International Programs	6543		
International Student Advising	6079		
Library, Reference	7937		
MD Coop Fish & Wildlife Research Unit	7663		
Mathematics and Computer Science	6422		
Media Specialist, Agriculture	6084		
Natural Sciences	6013/6015		
New Student Advising	7659		

MAILING ADDRESS:

30665 Student Services Center Lane
 University of Maryland Eastern Shore
 Princess Anne, Maryland 21853-1299



J. T. Williams Administration Building

THE UNIVERSITY

GENERAL Error! Bookmark not defined.INFORMATION

The Campus

Admissions

Freshman Admission Requirements
Categories for Undergraduate Admissions
Transfer Credit
Non-Traditional Learning

Registration

Late Registration
Adding and Dropping Classes
Registration at Other Institutions
Withdrawals
Readmission
Academic Dismissal and Reinstatement
Tuition, Fees, and Expenses
General Regulations Regarding Payment of Fees and Expenses
Withdrawal and Refund of Fees
In-State Status

Student Life

Student Activities
Student Services
Auxiliary Enterprises
University Housing and Residence Life
Student Activities
University Regulations
Public Safety
Athletics

Financial Aid

How to Apply
Grants
University Scholarships
University Endowed Scholarships
Loans
Student Employment Opportunities

Located in historic Princess Anne, the University of Maryland Eastern Shore (UMES) comprises a 745-acre expanse that is at once academic, international, and Arcadian. UMES is the only research and doctoral degree granting institution of the University System of Maryland on the Eastern Shore of Maryland. Its programs in Construction Management Technology, Aviation Sciences, and Hotel and Restaurant Management are unique to both the state and the region. Every graduate of its Physical Therapy and Dietetics programs has passed the licensure examinations since the programs were first offered. The campus location and facilities, the program offerings, and opportunities afforded by the University of Maryland

Eastern Shore provide a fitting atmosphere for study and growth for its students who represent all ages, professions and experiential training, (e.g., traditional young-adult students, graduate students, workforce professionals, senior-citizens, etc.).

OVERVIEW OF THE UNIVERSITY

The Past

Founded under the auspices of the Delaware Conference of the Methodist Episcopal Church, the University of Maryland Eastern Shore (UMES) opened on September 13, 1886 with nine students and one faculty members as the Delaware Conference Academy in Princess Anne.

Historical documents reveal that 37 students were enrolled by the end of the first year. Soon its title was changed to the Industrial Branch of Morgan State College, still under the influence of the Delaware Conference. Later it became known as Princess Anne Academy, but continued to be operated by Morgan State College under the control of the Methodist Church.

The State of Maryland, in operating its Land-Grant program at the Maryland Agricultural College at College Park, which did not admit African Americans students, sought to provide a Land-Grant program for African Americans. In 1919 the State of Maryland assumed control of the Princess Anne Academy and renamed it the Eastern Shore Branch of the Maryland Agricultural College.

In 1926, the College passed into complete control and ownership by the State of Maryland, and the University of Maryland was designated as the administrative agency. In 1948, the Eastern Shore Branch of the University of Maryland, popularly known as Princess Anne College, officially became Maryland State College, a Division of the University of Maryland. On July 1, 1970, Maryland State College became the University of Maryland Eastern Shore.

The Present

From its original campus building known as "Olney," which was constructed in 1798 during the era of President George Washington, the University has grown to over 745 acres with 32 major buildings and 41 other units. The student population has increased to 4,500. With the strong support of the University System of Maryland Board of Regents, Administration, and the faculty, UMES has developed an academic program perhaps more impressive than any other higher education institution of its size in the East. Within the last decade, UMES has added 20 degree-granting programs to its academic roster. Graduates of these programs secure positions throughout the global community. However, many graduates often choose to remain on the Delmarva Peninsula, procuring careers in their areas of professional study to benefit the region, particularly the Lower Eastern Shore.

Today, the University offers major programs leading to the B.A. and B.S. degrees in 26 disciplines in the arts and sciences, professional studies, and agricultural sciences. In addition, UMES presents 12 teaching degree programs and eight pre-professional programs, as well as an Honors Program designed in cooperation with the University of Maryland at Baltimore to prepare students for professional school study.

UMES offers graduate degrees in the following fields: Marine-Estuarine and Environmental Sciences and Toxicology are both offered at the M.S. and Ph.D. levels. The Ph.D. degree is offered in Food Science and Technology and in Organizational Leadership. The M.S. degree is offered in Agricultural and Extension Education, Applied Computer Science, Food and Agricultural Sciences, Criminal Justice and Criminology, and Rehabilitation Counseling. The M.Ed. degree is offered in Guidance and Counseling, Special Education, and Career and Technology Education. The M.A. degree is offered in Teaching. The DPT degree is offered in Physical Therapy.

Today the University offers a variety of well constructed and outstanding academic programs on a beautiful campus. It provides today's students, through versatile student life activities, with opportunities to develop into well-rounded individuals who are able to assume leadership in today's and tomorrow's global society.

Additional course offerings during evening and weekend hours have also been developed, allowing a greater segment of the local population to enhance themselves and their communities through post-secondary education.

The Future

As the University of Maryland Eastern Shore grows and evolves during its second century, it proceeds with even greater vigor; the apexes of progress and quality continue to expand. Long-term plans include expanding the curriculum for graduate study and continued improvement of the physical plant, including new construction and renovation projects for classroom and administrative buildings.

As the Eastern Shore continues to gain in productivity and recognition, UMES will continue to serve the needs of the industries and people around it. UMES is the only four-year institution on the Shore to offer undergraduate and graduate degrees in computer science. The University has long been known for providing professional training in the key regional and local industries of hospitality management and the management of commercial poultry and swine operations. The prediction is that this local enrichment will continue as more students enroll in the University's programs of business and economics, physical therapy, hotel and restaurant management, poultry technology and management, and computer science. Likewise, the outlook is good for the sciences, agriculture, liberal arts, and graduate programs.

ACCREDITATION AND PROFESSIONAL MEMBERSHIPS

The University of Maryland Eastern Shore is accredited by the Middle States Commission on Higher Education (MSCHE), the National Council for Accreditation of Teacher Education (NCATE), the Maryland State Department of Education (MSDE), the American Chemical Society Committee on Professional Training (ACSCPT), the American Council for Construction Education (ACCE), the Commission on Accreditation in Physical Therapy Education (CAPTE), the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), the Council on Rehabilitation Education (CORE), and the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association.

The University is recognized by the University Aviation Association (UAA) and the Federal Aviation Administration (FAA). Membership is held by the University with the Maryland Higher Education Commission (MHEC), the National Council of Educational Opportunity Association (NCEO), the National Association for Equal Opportunity in Higher Education (NAEOHE), the National Association of State Universities and Land-Grant Colleges (NASULGC), and the American Council on Education (ACE).

ADMINISTRATIVE ORGANIZATION

Under the administration of the President, The administrative organization of the campus is divided among five divisions: Office of the Executive Vice President, Division of Academic Affairs, Division of Administrative Affairs, Division of Student Affairs, and Division of University Advancement. Each division is headed by a Vice President who administers the policies, procedures, and directives of the President, the Chancellor, and the Board of Regents.

Division of the Executive Vice President

The Division of the Executive Vice President coordinates planning, policy-making, and management processes at the University. This division monitors matters of operational and strategic importance and develops protocols and technical reports to define procedures and summarize outcomes related to the achievement of the University's mission. The Division supervises the strategic planning process, development of the operational plan, and the implementation of goals and objectives of the University. The division prepares proposals for external support and routinely engages in review of all programs and services to ensure institutional accountability.

Division of Academic Affairs

The Division of Academic Affairs, administered by a Vice President and two Associate Vice Presidents, includes five Schools and the Frederick Douglass Library. The five Schools, each lead by an academic Dean, are the School of Agricultural and Natural Sciences, School of Arts and the Professions, School of Business and Technology, School of Health Professions, and the Schools of Graduate Studies. In concert with the overall mission of the University, each school achieves its specific mission and goals through its distinctive academic departments. The School of Graduate Studies coordinates graduate programs for the four degree-granting Schools. Students select major programs of study leading towards an academic degree from one or more of the seventeen academic departments housed within the four degree-granting Schools.

The Frederick Douglass Library, lead by the Dean of Library Services, provides a multiplicity of reference and technical resources onsite and via the Internet to support the University's programs. As a member of the University System of Maryland (USM) Libraries, the Frederick Douglass Library is electronically linked via an automated integrated internet system with USM's eleven campuses and thirteen libraries. Therefore, the Library's patrons have access to the USM's extensive library collections, electronic resources, and global access to collections, databases, and/or resources worldwide.

The Division of Academic Affairs also includes the following academic support units: Continuing and Distance Education, Cooperative Extension, 1890 Extension, 1890 Research, Elderhostel, The Honors Program, International Programs, Maryland Cooperative Fish & Wildlife Center, Poultry Research, Rural Development, Study Abroad, Teacher Education, Two-Plus-Two Programs, and Upward Bound, a pre-college educational program for local high school students.

Division of Administrative Affairs

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) Academic Computing; (2) Administrative Computing; (3) Auxiliary Enterprises; (4) Budget; (5) Comptroller's Office; (6) Human Resource Management; (7) Information Technology; (8) Office of Sponsored Research Program; (9) Plants Operation and Maintenance; (10) Procurement; (11) Public Safety; (12) Residence Life; (13) The Richard A. Henson Center and (14) University Dining Services. Administrative Affairs is committed to providing quality service to our customers.

Division of Student Affairs

The Division of Student Affairs 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 for Student Affairs, the division is comprised of Admissions and Recruitment, Office of the Registrar, Career Services and Cooperative Education, Counseling, Wellness Center, Access and Success, Student Support Services, Student Activities, WESM Radio and Student Health.

Division of University Advancement

The Division of University 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.

FACULTY

There are 168 full-time faculty members at UMES, and 89% of those with tenure hold a doctorate or terminal degree in their field of specialization. The student-to-faculty ratio is 15:1.

STUDENTS

The University serves a student population of 3,775 and constituencies that range from first generation college students to an international clientele. Students served by the instructional programs come from across the state of Maryland, around the nation, and from over 60 foreign countries. In keeping with the University's mission, other constituencies are served through inter-agency agreements and contracts with governmental agencies, business, and industry.

STAFF

There are more than 400 full-time employees who serve as members of the staff at UMES. These highly qualified, well-trained and experienced professionals include directors, coordinators, administrative assistants, secretaries, technicians, security specialists and technology experts.

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.

THE CAMPUS

Situated in the historic town of Princess Anne, the University of Maryland Eastern Shore is a 745 acre campus that is at once academic, international, and Arcadian, making it an inviting and fitting atmosphere for study and young adult growth. It offers students a tranquil retreat to pursue academic goals; yet it is only a two-hour drive from any one of several mid-Atlantic metropolitan areas-Norfolk/Virginia Beach, Washington, Baltimore, Philadelphia, and Wilmington- providing access to many urban amenities. In addition, the resort town of Ocean City, MD, is less than an hour's drive away.

The atmosphere of UMES has long been familiar. Almost 60 percent of the students live on campus. The oval shaped mall is the hub of campus academic and residential activity. There students, faculty, and staff walk together to and from their daily activities in the classrooms, administrative departments, student activities, and residential life facilities. The campus is decidedly close-knit.

Behind the campus oval are 500 acres of farmland that complete the multifaceted research institution. Innovative agricultural research, serving both local and global economies, is conducted through the Small Farms Institute, noted for its aquaculture facility; the Swine Research Center -- the hub of all University of Maryland swine research; a poultry management operation; and crop and animal production programs.

The international elements of the UMES campus are evidenced by the flags of over 50 nations that wave at the campus entrance around the federal, state, and University flagpoles. These flags symbolize the various nationalities of students enrolled at UMES.

A recent ongoing capital improvement project reflects the University's emphasis on academic development. Combining the future with tradition, newer structures blend well with the Georgian-style architecture that defines

the neighboring Ella Fitzgerald Center for the Performing Arts, the J.T. Williams administrative building, and the recently renovated Kiah Hall.

CAMPUS BUILDINGS

Access and Success Building. The Access and Success Building houses the Office of Retention. The building was constructed in 1999.

Alumni House. Initially the site of the Home Management Residence, this building was converted in 1992 to serve the alumni association. It was constructed in 1969.

Benjamin Banneker Hall. Banneker Hall was named for the noted Revolutionary Era surveyor, mathematician, and inventor. This building houses offices for faculty and teaching staff. It was constructed in 1959.

Benjamin Oliver Bird Hall. Built in the early 1940's and named for the first head of the institution, Bird Hall was renovated for the offices of Admissions, Recruiting, and Financial Aid.

Central Receiving. The Central Receiving Building houses the Office of Public Safety. The building was constructed in 1970.

Central Steam Plant. The building was constructed in 1950.

Charles Clinton Spaulding Hall. This building bears the name of the noted black business leader from North Carolina. This one-story structure houses the Department of Education and Organizational Leadership. It was constructed in 1963.

Charles R. Drew Student Health Center. This building houses the medical center where students receive medical treatment, counseling, and educational services. It was constructed in 1964.

Community Center/Office of Residential Life. A cluster of student residences complements this 480-bed apartment complex. The complex was constructed in 1964. It was first constructed to house administration and staff.

Crab Research Trailers. The trailers were constructed in 1978.

Crop and Aquaculture Swine Reproduction Facility. The Crop and Aquaculture Swine Reproduction facility houses the Plant and Soil Science, GIS, Poultry, and Aquaculture laboratories. The building was constructed in 1991.

Early Childhood Research Center. The Early Childhood Research Center houses the Deans of Business and Technology and Graduate Studies; Sponsored Research Programs, Regional Research Director, and Child and Family Development. The building was constructed in 1979.

Ella Fitzgerald Center for the Performing Arts. The PAC (Performing Arts Center) is home for the Department of Fine Arts. This stately building, constructed in 1973 is named for the internationally acclaimed vocalist and contains a 1200-seat auditorium with a thrust stage, classrooms, and a conference room.

Farm Shop Houses. The building was constructed in 1966.

Food Science and Technology Building. The Food Science and Technology Building houses Food Science and Technology. This building was constructed in 2003.

Frank Trigg Hall. Trigg Hall is named for the fourth head of the institution. This four-story Colonial Revival structure houses the Department of Agriculture. It was constructed in 1954.

Frederick Douglass Library. Named for the self-educated abolitionist, orator, and author who was born on the Eastern Shore, the library boasts a computerized card catalog with links to the collection of other University of Maryland System libraries and a noted African American history collection. The three-story library structure has recently been doubled in size and has undergone renovation. It was constructed in 1969.

George Washington Carver Hall. Renovations in 1990 doubled this space for the Department of Natural Sciences. It was constructed in 1972.

Greenhouse Academic Building. The Greenhouse Academic The building was constructed in 1975.

Greenhouse Research Building. The building was constructed in 1977.

Harford Hall. Harford Hall is a female student dormitory. The building was constructed in 1950.

Hawk's Landing Apartment. The building was constructed in 2001.

Hawk's Landing House. The building was constructed in 1900.

Hawk's Landing Shop. The building was constructed in 2001.

Hazel Hall. This structure was completed in 2004 and contains classrooms as well as classrooms, seminar rooms, exam rooms, and laboratories designed for special needs within the Departments of Criminal Justice, Education, Natural Science, Physician Assistant, Physical Therapy, Rehabilitation Services, and Social Science. This structure also houses the Dean, School of Agricultural and Natural Sciences, Dean, School of the Arts and Professions, and the Dean for the newly established School of the Health Professions. The building is named after Eastern Shore philanthropist Richard Hazel. The building opened Spring 2005.

Henry O. Tanner Hall. The Engineering and Aviation Science programs are located in this structure, which is named for the accomplished black artist from Pittsburgh. The building was constructed in 1963.

Housing Services Building. The building was constructed in 1980.

Hydroponics Facility. The Hydroponics Facility is used to grow horticultural plants. The building was constructed in 1998.

J. Milliard Tawes Gymnasium. The building, constructed in 1996, was named for a former Maryland Governor, Milliard Tawes, who was born and raised in the nearby town of Crisfield. Millard Tawes was governor of Maryland 1959-1967. The adjoining Clifford "Cappy" Anderson track, named for a former coach, was renovated in 1992.

John T. Williams Hall. This building was renamed for one of the former chief executives of the University. It houses administrative offices to include the offices of the President, the Vice Presidents, the Comptroller's Office and Human Resources. Constructed in 1940, it was originally named Maryland Hall.

Learning Resource Center. The building was constructed in 1964.

Lida M. Brown. This building was named for a former Dean of Women at the institution. The building currently houses the Health and Wellness component at UMES. It was constructed in 1966.

Marksman – East. The building was constructed in 1978.

Marksman – West. The building was constructed in 1978

MAS Poultry Environmental Research Laboratory. The MAS Poultry Environmental Research laboratory houses. The building was constructed in 1985.

Modulars 1-6. These modulars were constructed in 2000.

Murphy Hall. Murphy Hall and Murphy Annex are traditional residence halls that house female freshmen. They are named for John Murphy, a former publisher of the Afro-American Newspaper, which was the first national African-American newspaper. Murphy Hall was constructed in 1943 and Murphy Annex was constructed in 1964.

Nuttle Hall. Nuttle Hall is named for a former member of the board of regents. Female freshmen are housed in this traditional residence hall. It was constructed in 1973.

Office of Residence Life Community Center. This center was constructed in 1990.

Office of Residence Life Apartment Administration. This building was constructed in 1964.

Office of Residence Life Staff Housing Building. This building was constructed in 1964.

Plaza Residence Hall. The Court Plaza Residence Hall houses male student dormitory and the Art Shell Plaza Residence Hall houses female students. These buildings were constructed in 1996.

Poultry Technology Management. This building was constructed in 1985.

Richard A. Henson Center. This structure was completed in 1993 and contains classrooms as well as 24 guestrooms. The center also contains conference and dining facilities for the hotel/restaurant management program. It honors the Eastern Shore philanthropist and prominent aviation chairman, Richard A. Henson.

Somerset Hall. Somerset Hall is currently under renovation. This building was constructed in 1949.

Student Apartments. These apartments house sophomore, junior, senior and transfer students. There are six apartment buildings in the complex, each containing four six-person apartment suites. The complex was constructed in 1980.

Student Development, Cultural, and Recreation Center. Formerly called the SDC, is currently under renovation. The SDC was constructed in 1976.

Student Residential Complex. This building was constructed in 1990.

Student Services Center. This building reflects the University's commitment to a student-centered campus. It houses the Hawk's Nest, a student dining room; a six-lane bowling alley; a five-hundred-seat movie theatre/auditorium; a grand ballroom; game rooms; lounge areas; and a host of student, staff, and administrative offices. The building houses the offices of the Student Government Association, the Counseling Center, Career

Planning and Placement, Cooperative Education, and Basic Skills, as well as the chapel, the post office, and the campus bookstore. It opened July 2001.

Swine Reproductive Facility. This building was constructed in 1991.

Swine Research Facility. This building was constructed in 1994.

Temporary Classrooms 1 & 2. These classrooms were constructed in 1999.

Theodore Briggs and Richard Thomas Arts and Technology Center. The Arts Technology Center was named for two former department heads of industrial education. The departments of Technology and Art and Industrial Education are housed in the building. The building was constructed in 1984.

Thomas R. Kiah Hall. Formerly the Somerset Junior High and High School, a 1990 renovation converted this two-story building for the use by the Business, Management and Accounting and the Mathematics and Computer Science Departments. It is named for a former chief executive officer of the University.

University Terrace. University Terrace is a student dormitory.

Waters Hall. Waters Hall houses 24 hour computer laboratories and Administrative Computing offices. The building was constructed in 1950.

WESM/93.1 FM Radio Station. The university's 50,000-watt station has been broadcasting since 1986 and brings a welcomed jazz and contemporary music format to listeners within a 75-mile radius of the campus. This building was constructed in 1964.

Wicomico Hall. Wicomico Hall is a student dormitory. This building was constructed in 1966.

William P. Hytche Athletic Center. The Athletic Center was named for a former president of the University. It is a 115,000 square foot facility that houses two departments, Physical Education and Intercollegiate Athletics. Among its many amenities are an indoor 200 meter track, a National Collegiate Athletics Association basketball court, a six-lane - 25 meter swimming pool, a weight room, racquetball and volleyball courts, men's and women's locker rooms, and concession facilities - - all fitted with state-of-the-art equipment. This building was constructed in 1998.

Wilson Hall. This two-story Greek revival building is the home for the Department of English and Modern Languages. Named for one of the founders of the institution, the building is also the site of the new telecourse production studios. This building was constructed in 1949.

OFFICE OF ADMISSIONS

The Office of Admissions, which also houses the Recruitment Office, 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.

FRESHMAN ADMISSIONS REQUIREMENTS

General Policies

As a condition of admission, prospective freshmen will be expected to have graduated from an accredited high school and have successfully completed an academic program of study which includes the following minimum course requirements:

- Four Years of English;
- Three years of social science/history;
- Two years of laboratory-based science.
- Three years of mathematics, including Algebra I, II and Geometry;
- Two years of a foreign language.

Applicable courses pertinent to the above may include the following:

Mathematics

Advanced Topics, Algebra I, Algebra II, Analysis (or Elementary Analysis), Analytic Geometry, Calculus, Computer Math, Functions, Geometry, Mathematics II, Mathematics III, Mathematics IV, Matrices, Probabilities, Modern Geometry, Probability and Statistics, S.M.S.G., Modern Math, Trigonometry, Computer Science (only with a prerequisite of at least two years of Algebra/Geometry).

Science

Anatomy, Physiology, Biology, Chemistry, Earth Science, Physical Science, General Science, Genetics, Geology, Laboratory Science, Physics, Zoology, Botany, Environmental Science, and Astronomy.

Social Studies

Afro-American Studies, American History, Ancient History, Anthropology, Civics-Citizens, Contemporary Issues (C.I.S.S.), Cultural Areas, Cultural Heritage, Economics, Ethics (if considered to be Religion, not counted), European History, European History and Survey, Far East, Pan American, Geography, Government, Humanities, International Affairs, Medieval History, Modern History, Modern Problems, National Government, Philosophy, Political Science, Problems of Democracy, Problems of 20th Century, Psychology, Sociology, State History, U.S. History, World Civilization, World Cultures.

High School General Equivalency Diploma (GED)

Applicants for admission, who have earned a GED, are accepted for admission provided they obtain an average standard score of 50 with no score under 40, or if all standard scores are above 45 on the exam.

Graduates of Non-Accredited Maryland High Schools

Applicants are required to have competitive SAT/ACT test scores and commendable grades. Students who meet entrance requirements are admitted on condition. The conditional status is removed upon the completion of 24 semester hours and a GPA of 2.00 or higher.

Admissions Procedures

Prospective students are required to complete an Application for Admission and pay a \$25.00 non-refundable application fee. Applicants must also have submitted official secondary and/or college transcripts and official SAT or ACT test scores.

When to Apply

Applications must be received in sufficient time to be properly evaluated. The application priority date for the fall semester is July 15th. For the spring semester, December 1 is the application priority deadline. Applications can be processed over the web at www.umes.edu. Applications received beyond these dates will be considered on a space available basis. Decisions for admission are made on a rolling basis throughout the year.

Senior High School Grades

Normally, cumulative grade point averages are based on grades earned through the eleventh grade. When it appears that mid-year grades for the senior year of high school may affect a student's admission status, the grades will be requested and considered before a final admission decision is made. Once admitted, all students must submit final transcripts verifying graduation.

CATEGORIES OF UNDERGRADUATE ADMISSIONS

Freshmen

Regular Admission:

Applicants must have scored competitively on the SAT or ACT test and must have earned commendable grades in high school academic subjects. Exception: Students with these qualifications admitted from non-accredited Maryland high schools will be granted conditional admission.

Early Admission:

Although UMES generally requires applicants to earn a high school diploma prior to their first registration, UMES will admit well-qualified students without this documentation provided the student

- has a minimum "B"/(3.0) average in academic subjects;
- is within four semester courses (two Carnegie Units) of high school graduation, and
- has the endorsement of parents, the high school, and superintendent of schools, when appropriate.

Concurrent Enrollment Admission:

Local high school students who satisfy the requirements for an early admission, but wish to attend UMES while continuing to be enrolled at their high schools, may do so provided they have the approval of their parents and the high school principal. Fees are charged at the same rate as for undergraduate students.

Special Students

Applicants who qualify for admission but do not desire to work towards a baccalaureate degree may be admitted as non-degree seeking, or special, students. These post-baccalaureate students may enroll in undergraduate courses for which they possess the necessary prerequisites, but may not enroll in courses restricted to degree seeking students only. Non-degree seeking (special) students who do not have a baccalaureate degree must submit transcripts and meet regular admission standards. Applicants who do not qualify for admissions, but desire to take some skills courses may be allowed to enroll in such courses if prior permission from the chairperson of the department in which the courses are located is obtained.

Veterans

UMES is fully accredited for accepting veteran students and assists them in their certification. Credit is given for any work done during the period of service which is related to the major field of study.

A Certificate of Eligibility must be submitted to the Office of Admissions and Registration when the veteran reports for registration. Benefits to which veterans are entitled will be sent each month directly to them by the Veterans

Administration after proper certification has been obtained. Veterans are responsible for the payment of all fees and expenses at the same time as all other students. The Admissions Office coordinates veteran services, and veterans are advised to contact the office for further information on admissions, tutorials, and special programs.

Transfer Students

A student who has attended any accredited institution of higher education and has earned twelve (12) or more credit hours will be considered as a transfer student.

An official high school transcript is required of students who have earned less than 28 semester hours. SAT or ACT scores are required unless students have been out of high school two years or more.

A student must be in good judicial standing in order to be considered for admission to the University.

International Students

UMES is certified by the Immigration and Naturalization Service for acceptance and certification of international students, through the Student and Exchange Visitor Information System (SEVIS).

International students should apply well in advance (a six-month period is recommended) of the beginning of the fall or spring semester in the prescribed manner. The application must be completed in all respects and must be accompanied by proof of financial self-sufficiency and knowledge of English. Students from non-English speaking countries should forward the results of the Test of English as a Foreign Language (TOEFL). This test is administered by Educational Testing Service, Princeton, New Jersey 08450.

International students must request their high school, secondary school, and/or other institutions of higher education to forward copies of transcripts, mark sheets, diplomas, or degrees directly to the Office of Admissions. Documents attached to the application will not normally be accepted unless certified by United States Officials abroad. International students must receive permission from the Immigration and Naturalization Service in order to accept off-campus part-time employment in the United States.

An international student will receive an I-20 Form only after acceptance to the University which will enable the securing of the proper visa from the Office of the American Consulates abroad. The twenty-five dollar (\$25.00) processing fee should be submitted with the application and should be in American check or currency.

Enrollment 101 and New Student Orientation

Enrollment 101 is a two-day activity for students and parents offered during the summer to enable students to complete the registration process prior to the start of the semester. New Student Orientation (NSO) is a two-day summer program designed to familiarize new students with campus life at UMES. NSO is generally offered two days prior to the start of classes and is sponsored by the New Student Orientation Committee. Students accepted into the University receive detailed information about the program and registration materials from the Committee for Enrollment 101 and NSO. There is a minimal fee for the program that is separate from the semester charges. All new and transfer students with fewer than 24 credit hours are required to participate in the University-wide Enrollment 101 and New Student Orientation. Other students, such as transfer students with more than twenty-four (24) credits and Special Students, are encouraged to attend, but are not required to do so.

Direct Transfer and Articulation Agreements*

UMES fully ascribes to the Maryland Higher Education Commission (MHEC) Articulation Agreement. UMES has direct transfer agreements with all Maryland community colleges, many out-of-state community colleges, and all University of Maryland System institutions. Direct transfer allows automatic admission and transfer of all college level credits of a "C" or better. *See Appendix for full text of applicable MHEC regulations.

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 2005-06 academic year, the fee structure will tentatively be as follows:

FULL-TIME TUITION AND FEES

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

Maryland Residents

	Per Semester	Per Year
Fixed Charges		
Tuition	\$2,056.00	\$4,112.00
Mandatory Fees		
Athletic	215.00	430.00
Student Activities	36.00	72.00
Recreational Activities	325.00	650.00
Student Union	200.00	400.00
Technology Fee	<u>72.00</u>	<u>144.00</u>
Total MD Resident	\$2,904.00	\$5,808.00

Non-Maryland Resident

	Per Semester	Per Year
Tuition	5,134.00	10,268.00
Mandatory Fees	<u>848.00</u>	<u>1,696.00</u>
Total Non-MD Resident	\$5,982.00	\$11,964.00

***All Fees are subject to annual adjustments.**

ADDITIONAL CHARGES

Board (Meal Plan)		
19 Meal Plan	1,300.00	2,600.00
14 Meal Plan	1,225.00	2,450.00
5 Meal Plan	475.00	950.00
Lodging		
Wicomico Hall Double	1,605.00	3,210.00
Traditional Double	1,225.00	3,280.00
Single	1,715.00	3,430.00
Hawks Landing	1,800.00	3,600.00
SRC	1,790.00	3,580.00

***All Fees are subject to annual adjustments.**

NOTE: *Students residing in the traditional Residence Halls and the Student Apartments are required to be on the board plan.*

PART-TIME TUITION AND FEES

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	\$216.00 per credit hr.
Undergraduate (11 cr. Hrs. or less)	171.00 per credit hr.
Student Fee	30.00 per semester
Technology Fee	10.00 per semester

Non-Maryland Resident (Part-time)

Graduate	\$392.00 per credit hr.
Undergraduate	371.00 per credit hr.
Student Fee	30.00 per semester
Technology Fee	10.00 per semester

Note: 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.

Supplementary Charges/Fees (all students applicable)

Commencement Fee	\$35.00
Credit-by-examination Fee	
Per Semester Hour Credit	30.00
Application Fee	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*	FREE

*No transcript of a student's record will 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 can not 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

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.

- a. 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):
- b. 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;
- c. Maintains within Maryland substantially all personal property;

- d. Pays Maryland income tax on all earned taxable income including all taxable income earned outside the State;
- e. Registers all owned motor vehicles in Maryland in accordance with Maryland law;
- f. Possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law;
- g. Is registered in Maryland, if registered to vote;
- h. 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,
- i. Has a legal ability under federal and Maryland law to reside permanently without interruption in Maryland.
- j. 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 or 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.

STUDENT LIFE

OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities manages and implements a number of student activities based on student interest and input, both on and off campus. These activities include dances, intramural sports and recreation, plays, movies, lectures, bus trips, leadership training, homecoming, ethnic festival, and Spring Fest.

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 Students 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.

Facilities and Services in the Student Services Center

Automatic Teller Machine (ATM)
Ballroom
Bookstore
Career Services and Cooperative Education
Center for International Student Advisement
Conference and Meeting Rooms
Counseling Center
Food Vending Services
Game room
Bowling Center
Student Government Suite
Student Organization Office Suite
Theatre
Student Lounges
University Chapel
Dining Hall
Snack Bar
Auxiliary Enterprises

Student Organizations

All official extra-curricular organizations, activities, and enterprises of students on the UMES campus operate under the broad guidance of the Director of Student Activities. The following are many of the organizations currently functioning on the UMES campus:

Beta Kappa Chi
Campus Pals Organization
Caribbean International Club
Criminal Justice Society
Drama Society
Education Club
Eta Rho Mu
Engineering Technology Society
Groove Phi Groove Social Fellowship
Human Ecology Club

Industrial Arts Club
International Students Organization
Math and Computer Science Club
Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS)
NAACP
National Association of Black Accountants
National Student Business League
Pan-Hellenic Council
Physical Therapy Association
Physical Therapy Club
Pom-Pom Squad
Poultry Science Club
Recruitment Club
Rehabilitation Services Student Association
Social Work Student Association
Student Activity Advisory Board
Wesley Foundation

Government Association (SGA)

Made up of elected student officers and advised by the Office of Student Activities, the SGA is the official undergraduate student governing body on the UMES campus. The SGA promotes the interests and welfare of the university community and encourages student participation in the solution of student concerns, while cooperating with the faculty and staff in the regulation and promotion of student activities and development.

Student Publications

The Student Newspaper, *The HAWK'S Message*, and the Yearbook are generated through student fees, appropriated by the SGA. The *HAWK'S Message* is published monthly, while the Yearbook is an annual publication. Students volunteer as editors, photographers, and writers on both publications. For information on how to volunteer for either publication, contact the SGA or the Office of Student Activities.

The Pan-Hellenic Council

The Pan-Hellenic Council is made up of representatives of the National Greek Letter Organizations of UMES. The Council makes recommendations to the administrative bodies of the UMES campus regarding the activities of the National Greek Letter Organizations on the campus. One of its chief functions is to stimulate and guide each individual Greek Letter Organization so that the best interests of the University community will be served.

Fraternities and Sororities

National Greek Letter fraternities and sororities are represented by chapters of the following organizations on the UMES campus:

Alpha Kappa Alpha
Alpha Phi Alpha
Delta Sigma Theta
Omega Psi Phi
Phi Beta Sigma
Sigma Gamma Rho
Zeta Phi Beta

Any sorority or fraternity which permits any type of activity incidental to the initiation of pledges during the stated period will be suspended.

SERVICES

UNIVERSITY COUNSELING SERVICES

The University Counseling Services offers a broad range of services designed to assist students in personal growth, academic success, emotional health and well-being, and psychological development. The Center's holistic and student-centered approach to counseling allows the staff to help students learn to make reasoned decisions in the multiple areas of their academic and personal lives.

It is the policy of Counseling Services to provide comprehensive counseling to all students. Counseling Services subscribes to principles outlined by the International Association of Counseling Services (ISACS) and the code of ethics of the American Psychological Association (APA). These services are offered at no cost to enrolled students.

It is the philosophy of Counseling Services that one of the basic rights of clients in treatment is the right of confidentiality, as counseling is most effective when a student can be direct and honest with the Counselor without fear that personal information will be divulged.

Confidentiality is an ethic that prevents unauthorized disclosure about clients, including their names and their care, without the client's written permission, except under conditions where such disclosure is necessary to protect the student or someone else from imminent danger. While information will not be released outside of Counseling Services without the student's written permission, by state law Counseling Services staff may confer with each other in order to improve the quality of its services.

Referrals from the campus community are encouraged as faculty and staff often are the first to identify that a problem exists and can provide support by referring students to Counseling Services.

To make an appointment, the student may walk in or call (410-651-6449) to schedule the initial session.

CAREER SERVICES/COOPERATIVE EDUCATION

The Office of Career Services/Cooperative Education assists undergraduate and graduate students, as well as alumni, with all aspects of career development. The staff provides individualized career counseling, career assessment, gathering of occupational information, utilization of computerized career guidance programs,

preparation of resumes, interviewing techniques, and other job search strategies.

Within the Career Services Office are maintained computerized job listings of current employment, employment directories, lists of prospective employers, and many other career related resources. Referrals and on-campus interview services are also available to students and alumni registered with this office. The Office also supplies information about internships, summer jobs, and graduate/professional assistance. In addition, the Office provides information about and administers for the University the following tests: Graduate Record Examination (GRE), Law School Admission Test (LSAT), (MAT) Miller Analogy Test, Professional Assessments for Beginning Teachers (PRAXIS), (MCAT) Medical College Association Test, and the College Level Examination Program (CLEP). All students are strongly encouraged to register with the Office prior to graduation in order to establish a Credential Portfolio file and become eligible for the services provided by the Office of Career Services and Cooperative Education. **For further information please call 410-651-6447.**

SERVICES FOR STUDENTS WITH DISABILITIES

The Office of Disabled Student Services (DSS) assures the commitment of the University of Maryland Eastern Shore to providing access and equal opportunity to students with disabilities. Integration into the mainstream of campus life and empowerment are top priorities of DSS. Although there is no special curriculum for students with disabilities, DSS is designed to assist students in maximizing their academic potential. DSS focuses on supporting the positive development of students with disabilities. **For further information please call 410-651-6461**

THE STUDENT HEALTH CENTER

The Student Health Center provides basic health care for all students, residents and commuters, currently enrolled at UMES. The Health Center staff includes a physician, nurse practitioners, and nursing staff that provide diagnosis, treatment, counseling, and referral for all health needs.

There is no charge for office visits or for tests and treatment done at the Health Center. Students who are referred off campus to other medical facilities (for x-rays, more extensive testing, etc.) are responsible for any expenses incurred. Likewise, costs for prescriptions are the responsibility of the student.

The University does not provide health insurance for UMES students. The Student Health Center provides information about special student-rate insurance plans for those needing health insurance coverage. It is highly recommended that all students have health coverage.

Hours for the Health Center during the fall and spring semesters are 8:00 AM to 5:00 PM Monday through Friday. For medical emergencies after these hours, students may seek assistance through Public Safety or Residence Life staff members.

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 2nd 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
HAWK EXPRESS Account
HAWK EXPRESS Card
VEND Stripe Account
HAWK EXPRESS Phone System (HEPS)
Check Cashing
Credit Card Payments (Visa, Master Charge, Discover)
FAX/COPY Service
Board Plan
Room Deposit Payments
Greyhound-Trailways Bus Agent

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 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.

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.

Areas in which funds can be added are:

- University Terrace
- ORL HMAT
- University Police Department
- Student Services Center
- Any snack machine located throughout the campus

General Statement: *Auxiliary Enterprises is not responsible for any funds transferred to this section of the card.*

Error! Bookmark not defined.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, Maryland 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

Areas in which individuals can use the HAWK EXPRESS Card are:

- The Plateau
- HAWKS Nest
- OASIS
- UMES Bookstore
- HAWK CENTER
- HAWK CENTER
- Student Services Center
- UMES Health Center
- ORL Resource Center
- Greyhound-Trailways (Campus Only)

Auxiliary Enterprises reserves the right to correct all transaction errors regardless of source.

Error! Bookmark not defined.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
- 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.

Hawk Copy Center

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. Every attempt will be made to have washers or dryers back in service within a 24 hour period. When reporting a malfunction 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.

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 or visit the

HAWK CENTER located second floor of the Student Services Center.

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 type to apartments with single bedrooms. Also available as a unique option are 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 and social habits. All residential facilities have policies which incorporate quiet hours for the purpose of study and rest and hours when non-disruptive group activities may take place.

In order for students to acquire on-campus lodging, a completed application, room deposit, and housing contract must be filed with Residence Life preceding the upcoming semester in which housing is sought. 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 about University housing and how to reserve an accommodation may also be obtained from the UMES website at 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 from 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, day 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 management office which serves the specific housing area being visited.

Housing Options

There are three 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. An apartment suite has five single rooms, a common living room and a bath facility. An

efficiency unit has two or three double bedrooms, a common living room, kitchen and bath facilities.

Housing Communities

Traditional:

Murphy Hall - freshman females.

Murphy Annex – upperclass 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 - upperclass, males/females.

Efficiency Units:

Student Residential Complex - upperclass, males/females.

Hawks Landing - upperclass, 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 computer 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 connections in each room.

End of Semester Check-out

Students must move out of the residence halls 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 with bachelor's and/or master's degrees manage University housing and facilitate educational and social programming to strengthen the on-campus experience. The Director and Assistant Director are housed in the central housing office and are responsible for effectively administering all aspects of the campus housing operation.

Residential Resource Centers

The Residential Resource Centers program is the academic component of the Office of Residence Life. The centers concentrate on providing the space, tools, equipment, and personal assistance needed for students to become academically successful. Statistically, students spend the majority of their on-campus time in residence halls.

Therefore, the need exists for academic support areas in each residential complex. The location of each center lends itself well to convenient service and liberal hours of operation. The idea of Resource Centers in residence halls enables all housing facilities to become places for living and learning.

Services such as computers, printers, typewriters, media equipment, desktop publishing, tutorials, educational seminars, keyboard training, software application workshops, and document editing are provided for the student population. These services play a major role in the academic and personal development of our students.

Conferencing

Residence Life also assumes the leadership role of marketing University facilities to outside groups for workshops, conferences, reunions, sports, and other enrichment camps. These ventures require close coordination of services provided by other campus units, i.e. recreational, health, food, and multi-purpose meeting spaces. Income derived from these off-season ventures significantly assists Residence Life with its operational expenditures.

Judicial System

A secondary activity facilitated by Residence Life is the administration of the University's Judicial System. Enforcement of good behavior policies and the laws of "Due Process" are the primary focus of this student service function.

The UMES Judicial System is designed to assure due process, with the speedy and constructive resolution of cases and controversies. A humanistic approach to discipline is employed whenever possible. It is intended that this judicial system will operate on the principle that justice will best be served by promoting the development of self-knowledge and self-discipline, expressed in socially desirable ways rather than harmful, destructive or immature attitudes or behaviors.

The Student Code of Conduct outlines rules and regulations relative to student conduct and housing, and is applicable to all students, as well as to recognized and registered student and Greek-letter organizations.

The authority to administer the Student Code of Conduct and its judicial system is delegated to the Chief Student Affairs Officer (CSAO), the Vice President for Student Affairs.

The campus Judicial Board adjudicates disputes over complaints of violations of these rules and regulations.

UMES Code of Student Values

The University of Maryland Eastern Shore claims certain foundational principles of values upon which its entire existence stands. All students at the University of Maryland Eastern Shore have the duty to observe, uphold and accept

these values as standards of conduct. These include honor, personal and academic integrity, respect for the personal and property rights of others, justice, freedom, diversity, leadership, civility, spirituality, and loyalty to the University. We have established this Code of Student Values, which forms the model of conduct for student members of our academic community.

Error! Bookmark not defined. IMPORTANT UNIVERSITY Error! Bookmark not defined. REGULATIONS WHICH APPLY TO ALL STUDENTS

The following behavior may result in referral to the UMES campus Judicial System for appropriate action. Typically, disciplinary sanctions will be imposed not only for individual misconduct that demonstrates a disregard for institutional behavior standards, but also for conduct that indicates disregard for the rights and welfare of others as members of an academic community. Such conduct may ultimately call into question the student's membership in the University community, either because he/she has violated elementary standards of behavior necessary for the maintenance of an educational milieu or because his/her continued presence at the University adversely affects the ability of others to pursue their educational goals.

- ***Violation of Fire Regulations*** - This includes failure to comply with evacuation procedures, tampering with fire-protection apparatus, use or possession of fireworks or firearms, use of open-flame devices or combustible materials which endanger the safety or well-being of the University community, or unauthorized use of electrical equipment.
- ***Behavior Which Jeopardizes the Safety or Well-Being of Other Members of the University Community or Persons Coming onto University Property*** - This includes physical harassment of, or interference with, fire fighters, police officers, or other persons engaged in the performance of their official duties; physical abuse or threatening physical abuse of any person on University property; and/or forcible detention of any person on University property.
- ***Unauthorized Possession, Use, or Distribution of Alcoholic Beverages on or in University Property*** - University policy, consistent with State and County Laws, restricts on-campus use of alcoholic beverages in specified areas.
- ***Possession, Use, Sale or Distribution of Illegal Drugs or of Drugs for Which the Required Prescription Has Not Been Obtained*** - This includes possession, use, distribution, sale, manufacture of, or processing of, illegal or un-prescribed narcotics, drugs, and/or hallucinogenic substances.
- ***Destruction, Theft, Attempted Theft or Impairment of Personal or University Property*** - Disciplinary action may include a requirement of restitution.

- ***Unauthorized Possession or Use of University Keys*** - Keys to rooms or buildings on the university campus may be obtained only through official channels.

- ***Unauthorized Entry into or Presence in a University Building or Facility*** - Except for properly scheduled use, classroom, administration, and recreation buildings are closed to general student use on holidays, Saturday afternoons, Sundays, and after 12:00 midnight during the week. Students may use a building or facility for a specified purpose upon written permission from a member of the faculty, with approval of the academic or administrative officer normally having control over such building or facility. Such permission may also be revoked or withdrawn.

- ***Plagiarism, Cheating and Other Academic Irregularities*** - A student who violates accepted academic procedure may be referred to the Department Chairman or to an Ad Hoc Committee on Academic Dishonesty.

- ***Falsification, Forgery or Modification of Any Official University Record*** - Identification card, absence excuses, parking stickers, transcripts, examinations, grade cards, admission applications, etc. are all Official University records. Tampering with any of these records may invoke judicial actions.

- ***Actions on the Part of Students Which Substantially Obstruct, Disrupt, or Interfere with Non-Academic Activities on University Premises by Members or Authorized Non-Members of the University Community.***

- ***Obstruction of, Disruption of, or Interference with Any University Activity of an Academic Nature*** - Discipline in the classroom is the responsibility of the faculty member in charge of the class. Misbehavior of a type that interferes with the educational efficiency of a class will be considered sufficient cause for suspending a student from the class. If a student is suspended from class for disciplinary reasons, he/she should report immediately to the Department Chair.

The Department Chair will investigate the incident and will report it to the Academic Dean, who will in turn report it to the Vice President for Academic Affairs to determine whether or not past disciplinary action has been taken against the student. The Department Chair will then write a letter to the student indicating the disposition of the case. The student will be required to present this letter to the instructor who suspended him/her before he/she can be readmitted to class. A copy of this letter will be sent to the Chair of the Student Judiciary Council.

- ***Failure to Meet Financial Obligations to the University*** - This includes refusal to pay delinquent accounts and use of worthless checks or money orders as payment to the University for tuition board, fees, library fines, traffic penalties, etc.

- ***Violations of University Housing Regulations.***

- ***Violations of University Campus Traffic Rules and Regulations.***

Suspension of Students and Organizations from University Activities and/or Facilities

Suspension from University activities and facilities occurs when a student breaks the University's Code of Student Conduct. The person in charge of a unit of the University directly related to the code violation (the person in charge of a department, division, organization building, facility, or unit such as the Dining Hall, Student Union etc.) may recommend suspension of any student or organization from a facility, pending action by the Student Judicial Board, which adjudicates all such incidents and notifies the student(s) of the disposition of the case. A file of such actions is kept in the office of the judicial administrator.

PUBLIC SAFETY

The Department of Public Safety is responsible for the safety and security of the university community, buildings, vehicles, and equipment on campus. 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, and staff must be registered with 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. Everyone with a registered vehicle is responsible for knowing the policies for operating motor vehicles on campus and is expected to park in designated areas only. Failure to do so can result in ticketing 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.

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

The University of Maryland Eastern Shore is a Division I member of the National Collegiate Athletic Association (NCAA) and a member of the Mid-Eastern Athletic Conference (MEAC). The University sponsors the following sports:

	<u>Men</u>	
Baseball		Basketball
Cross Country		Tennis
Track & Field		
	<u>Women</u>	
Basketball		Bowling
Cross Country		Softball
Tennis		Track & Field
Volleyball		

Athletic scholarships are available to qualified student-athletes. All full-time students and prospective full-time students are eligible to try out for teams. Freshmen interested in participating must be cleared by the NCAA Clearinghouse prior to competition. Students can secure the proper forms at their high school counselor's office or by contacting the Compliance Coordinator on campus. Continuing students must meet university progress requirements before being allowed to participate.

Mission Statement

The Department of Intercollegiate Athletics has a long history of excellence in promoting athletic competition, academic achievement, and personal development in a supportive environment. The Department strives to maintain this legacy by producing championship caliber teams while providing student-athletes the opportunity and resources to reach their highest potential in all areas of their lives. The University and the Department of Intercollegiate Athletics are committed to the equitable and fair treatment of all student-athletes without regard to race or gender. Emphasis is placed on opportunities for full participation of women in the athletics program.

Through team sports, the faculty and staff seek to develop the student-athlete's interpersonal skills and self-esteem. It is the philosophy of the Athletics Department that self-esteem is the key to success in any endeavor and should be fostered in all Departmental activities. Pride in one's self, respect for teammates, and pride in the Institution are actively promoted.

The University of Maryland Eastern Shore's Department of Intercollegiate Athletics emphasizes academics as the primary focus in any student-athlete's life, and assists student-athletes in developing a balance in their social, athletic, and academic pursuits. It is the goal of the Department to produce graduates who are personally and professionally prepared to meet the challenges of the future.

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 further information call (410) 651-

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 1st 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.

LOANS

Scholarships, Grants, and Loan Opportunities

There are several types of scholarships, grants, loans, and other awards available to students at the University of Maryland Eastern Shore. Currently, more than 80 percent of all UMES students receive some degree of financial aid. Each type of aid has its own criteria, and award amounts vary from partial to complete financial aid. Scholarship and grant awards are funding sources that do not require repayment. Loans require repayment, usually at a reduced interest rate, and payments are usually deferred until six (6) months after graduation.

The following is a listing of current scholarships, grants, loans, and other awards that are available to students:

GRANTS

Federal Pell Grant

Source: Federally funded

Award: variable (\$400-\$4,050 annually)

Criteria: Award amount is based on a federal formula according to need and enrollment status (full-time: 12 or more credits, three quarter time: 9-11 credits, half time: 6-8 credits). Open to U.S. citizens, residents, and permanent residents. Must reapply each year.

Contact: UMES Office of Student Financial Aid

Federal Supplemental Educational Opportunity Grant (FSEOG)

Source: Federally funded

Award: variable (\$200-\$2,000)

Criteria: Available to undergraduates enrolled in degree-seeking programs. Award amounts are based on enrollment status, need, and availability of funds. Students must reapply each year.

Contact: UMES Office of Student Financial Aid

University Grant

Source: Institutionally funded

Award: variable (\$50- \$1,400)

Criteria: Available to degree-seeking undergraduates. Amount varies according to enrollment status, need, and availability of funds. Students must reapply each year.

Contact: UMES Office of Student Financial Aid

Diversity Grant

Source: Institutionally funded

Award: Variable (\$200 - \$1,400)

Criteria: Available to Maryland residents enrolled in an undergraduate degree-seeking program. Award amounts are based on need and other criteria. Students must re-apply each year.

Contact: UMES Office of Student Financial Aid

Perkins Loan Program

Open to both undergraduates and graduates who are United States citizens or permanent residents who demonstrate a need. The interest amount is deferred until six months after the student ceases to be enrolled at least half time. The minimum monthly payments are determined by the amount borrowed. Award amounts are contingent upon student need (as determined by federal formula) and the availability of funds. Deferments and cancellations are available to those students who meet established criteria. Contact: UMES Office of Student Financial Aid

William D. Ford Direct Loan Program

Open to both undergraduates and graduates who are United States citizens or permanent residents. Funds for this loan program are made available through the U.S. Department of Education. The federal government guarantees these loans. Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for these loans. Eligibility is determined by information submitted on the FAFSA. These loans must be repaid and the interest rate is variable with the maximum rate being 8.25%. Both the principal and interest are deferred until six months after the student ceases to be enrolled at least half-time or graduates.

Subsidized loans are awarded on the bases of financial need. Interest is not charged on these loans while the student is enrolled at least half-time or during periods of deferment. Award amounts vary based on need and classification levels. Annual maximum amounts are as follows: freshman - \$2,625; sophomore - \$3,500; junior/senior - \$5,500.

Unsubsidized loans are not need-based. Interest is charged on this loan while the student is attending school and also during grace periods and deferments. Annual maximum loan amounts are as follows: **Dependent undergraduate:** freshman - \$2625; sophomore - \$3500; junior/senior - \$5500. **Independent undergraduate:** freshman - \$6625 (only \$2625 of this amount may be subsidized loans); sophomore - \$7500 (only \$3500 of this amount may be in subsidized loans); junior/senior - \$10,500 (only \$5500 of this amount may be in subsidized loans). **Graduate:** \$18,500 (only \$8,500 of this amount may be in subsidized loans). **All first time borrowers at UMES must attend loan counseling.** Loan funds will not be credited to first time loan borrowers' student accounts until 30 days after the semester begins. **An origination fee of 3% of the loan is deducted from all William D. Ford Direct Student Loans.**

Contact: UMES Office of Student Financial Aid

Parent Loan for Undergraduate Students (PLUS)

This loan is for parents of dependent students who wish to borrow to help pay for their child's education. Applicants must be United States Citizens or permanent residents and the student must be in a degree program. Parents may borrow up to budget (as determined by the UMES Office of Student Financial Aid) for each student who is enrolled at least half time. The parent must not be in default of any student loan, and the student must maintain satisfactory academic progress according to the policies of the Office of Student Financial Aid. An insurance premium of up to 4% of the loan principal is charged and deducted for each disbursement. Repayment for both the loan and interest begins sixty (60) days after disbursement. The lender may defer the principal, if requested.
 Contact: UMES Office of Student Financial

University of Maryland Eastern Shore Scholars Program

Source: University funded
 Award: Varies
 Criteria: 3.5 GPA and competitive SAT scores. Must maintain 3.30 GPA per semester
 Contact: Director, The Honors Program
 (410) 651-6083

USDA Achievement Scholarships

Source: United States Department of Agriculture
 Award: Tuition and fees
 Criteria: Competitive GPA and SAT scores; entering freshman; priority given to students pursuing a major in an agriculture science
 Contact: Campus USDA Liaison Officer
 (410) 651-6168

UNIVERSITY SCHOLARSHIPS**Alliance for Minority Participation Scholarship**

Source: National Science Foundation
 Award: Room, board, and tuition
 Criteria: Freshman minority student majoring in biology, chemistry, nutrition, animal science, plant science, mathematics, or computer science; competitive SAT and high school GPA
 Contact: Coordinator, AMP Program
 (410) 651-6072

Honors Program Scholarships

Source: University funded
 Award: Variable; renewable for three years provided student maintains 3.3 minimum GPA each semester
 Criteria: Admission to The Honors Program. Priority given to students pursuing a major in a health/science area.
 Contact: Director, The Honors Program
 (410) 651-6083

Thurgood Marshall Scholarship Award

Source: Thurgood Marshall Foundation
 Award: \$4,000 per year
 Criteria: Entering freshman with competitive SAT and GPA; must maintain 3.0 to be eligible for scholarship renewal
 Contact: Director, The Honors Program
 (410) 651-6083

Maryland State Scholarship Programs

Source: State funded
 Award: Varies
 Criteria: need-based
 Contact: A complete listing and information on current grants is available from the Maryland State Scholarship Administration (410) 979-5370 or online (www.mhec.state.md.us).

UNIVERSITY ENDOWED SCHOLARSHIPS

UMES has many partial scholarships from endowments established by alumni, faculty and distinguished individuals associated with the University. Scholarship amounts vary each year according to the interest generated by the endowment. Specific information can be provided by the contacts for each scholarship.

Agricultural Centennial Scholarship

Award: Varies
 Criteria: Major in Agriculture
 Contact: Department of Agriculture
 (410) 651-6313

Agribusiness Advisory Council Scholarship

Award: Varies
 Criteria: Major in Agri-Business; 900 SAT and 3.0 GPA.
 Contact: Department of Agriculture
 (410) 651-6168

The Dr. and Mrs. Imtiaz Ahmad Business Scholarship

Established by business and economics professor Dr. Imtiaz Ahmad and his wife to assist business students at UMES.
 Award: Varies
 Criteria: Open to all UMES business students. Candidates are selected by a committee appointed by the Dean of the School of Business and Technology and the Department Chair of Business, Management and Accounting, and Dr. and Mrs. Imtiaz Ahmad. Selection is made on the basis of need, character, scholarship and potential services in some area of business
 Contact: Department of Business, Management and Accounting.
 (410) 651-6523

American Hotel Foundation Scholarships

Award: Varies; many scholarships available
Criteria: Must be full-time student enrolled in the HRM Program. Student notification of eligibility and forms providing guidelines for application are available from a departmental committee. Awards are usually for the following academic year. Complete scholarship information is available from the Department of Hotel and Restaurant Management.
Contact: Department of Hotel/Restaurant Management
(410) 651-6563

American Hotel and Motel Association Maryland Chapter Award

Award: \$250/semester (2 semester limit)
Criteria: Must be a junior/senior HRM major with a 3.0 or higher GPA who has graduated from a Maryland high school. (Many state chapters have similar AH&MA awards.)
Contact: Department of Hotel/Restaurant Management
(410) 651-6563

American Hotel and Motel Association Statler Award

Award: \$275 - \$350
Criteria: Must be a full-time student enrolled in the HRM program. Candidates are selected by a department committee that then submits five names to Statler headquarters for final approval.
Contact: Department of Hotel/Restaurant Management
(410) 651-6563

Associated Builders and Contractors (ABC) Scholarships Funds

Baltimore Chapter Associated Builders and Contractors Fund
Michael G. Calla Endowed Scholarship Fund
(established by the Cumberland Valley ABC Chapter)
Contact: Department of Technology
(410) 651-6465

Theodore Briggs Student Support Grant

Established in memory of the late Mr. Theodore Briggs, who started UMES' building construction program and served as its coordinator until 1975.
Award: \$500 annually
Criteria: Sophomore or junior level Construction Management Technology major in good academic standing who demonstrates a strong sense of dedication to construction education.
Contact: Department of Technology
(410) 651-6465

Alethia Elps Scholarship Fund

Established in the memory of former Human Ecology faculty member, Alethia Elps.
Award: \$500 (awarded in two installments of \$250 dollars)
Criteria: Student must be an incoming freshman Fashion Merchandising major with a 3.0 GPA. Student must maintain a semester average of 3.0 to receive the second semester installment.
Contact: Department of Human Ecology
(410) 651-6056

Charles Milton Epenshade Scholarship Fund

Established by the Eastern Shore ABC Chapter
Award: \$600-\$700 annually for all ABC scholarships. Contingent upon endowment interest.
Criteria: Awarded to junior or senior level Construction Management/Technology student based on academic standing and need. Students must reapply each year.
Contact: Department of Technology
(410) 651-6465

Dr. Claude Marion Scholarship Fund

Established by Agriculture Alumni in memory of Dr. Claude Marion, former Director of the 1890 Extension Program.
Award: Partial scholarship, variable according to endowment interest.
Criteria: Open to agriculture majors. Award based on scholarship and need.
Contact: Department of Agriculture
(410) 651-6168

Charlotte Newcombe Scholarships

Award: \$50-\$600
Criteria: Scholarships given to career women returning to school to pursue a second career who have completed one-half of the credits toward their undergraduate degree.
Contact: Office of Student Financial Aid or the Counseling Center
(410) 651-6172 or (410) 651-6449

The Daniel J. Pinkett Award in Mathematics

Established by Mrs. Alice P. MacLeod.
Award: Cash prize given at commencement exercises
Criteria: Recipient must be a graduating Mathematics or Computer Science major who has excelled in the field, as selected by the Mathematics/Computer Science faculty.
Contact: Department of Mathematics and Computer Science (410) 651-6420

The Ella Fitzgerald Scholarship Fund

Established by the renowned jazz vocalist, this scholarship is given annually to Music Education majors.
Award: Variable, dependent upon endowment interest
Criteria: Available to upper level music education majors who demonstrate potential for advancement in the field, as selected by the Music Education faculty.
Contact: Department of Fine Arts
(410) 651-6487 or (410) 651-6571

Henson Leaders Scholarship

Award: One-half the cost of room, board and tuition; laptop computer and software.

Criteria: Incoming freshmen with a minimum GPA of 2.5; commitment to community service, demonstrated ability to act as a positive role model, commitment to positive values, interest in developing leadership skills, willingness to devote time and effort outside the classroom to activities that enrich learning experiences. Financial need is also considered.

Contact: Director, The Honors Program
(410) 651-6083

Honors Scholarships

Students accepted into the Honors Program are automatically eligible for Honors Merit Scholarships. Maryland Distinguished Scholars, National Merit Finalists and National Achievement Finalists receive Merit-Plus Scholarship Awards. No separate application is required. Awards to entering freshmen are based strictly on merit and academic promise. Financial need is not considered. Scholarships vary in amount, but may include the full cost of room, board and tuition. Awards are renewable for three additional years provided good academic standing in the program is maintained. Applications should be submitted early for scholarship consideration.

CONTACT: Director, The Honors Program
(410) 651-6083

Hotel Restaurant Management Academic Scholarships

Award: \$250/semester (2 semester limit)

Criteria: Open to incoming freshmen and transfer students. A minimum 3.0 GPA, or 1000 or better SAT score. The HRM department notifies qualifying students of their eligibility.

Contact: Department of Hotel/Restaurant Management
(410) 651-6563

Richard A. Henson Scholarship

Award: Four-year full scholarship (tuition, fees, room and board, including books and educational fees).

Criteria: Open to students who have demonstrated exceptional academic achievements and leadership potential. Complete criteria are available from The Honors Program Office.

Contact: Director, The Honors Program
(410) 651-6083

Thomas H. Kiah Scholarship Award

Established in memory of Thomas H. Kiah, fifth Headmaster of the institution.

Award: Partial scholarship, variable with endowment interest

Criteria: Good academic standing and judged to have been most effective in the improvement of interpersonal and human relationships during the year.

Contact: Office of the Vice President for University Advancement
(410) 651-7773

The J. Vinton Schaefer Endowed Scholarship Fund

Established in memory of Baltimore area contractor, J. Vinton Schaefer.

Award:\$300-\$500 annually (variable)

Criteria: Must be upper level Construction Management and Technology student who demonstrates outstanding potential. Recipients selected by Construction Management and Technology staff.

Contact: Department of Technology.
(410) 651-6465

The Seidel Award

Established by prominent Salisbury, Maryland businessman, Samuel W. Seidel

Award: Variable, dependent upon endowment interest.

Criteria: Open to academically talented upper-level Computer Science (and selected other) majors. Nomination made by the Computer Science, Mathematics, Technology, and Business faculty.

Contact: Department of Mathematics and Computer Science
(410) 651-6420

Otis and Dorothy B. Strozier Scholarship Fund

Award: Partial scholarship, amount varies

Criteria: Need-based, student must submit a letter of application.

Contact: Office of Student Financial Aid
(410) 651-7773

The Frank J. Trigg Scholarship Fund

To honor the memory of Mr. Frank J. Trigg, who was principal of the Princess Anne Academy (now the University of Maryland Eastern Shore) from 1902-1910, by awarding an annual scholarship to a student pursuing a degree within the Department of Education, in good academic standing (3.0 GPA).

The Samuel S. Trott Scholarship Fund

Established by UMES alumnus and noted educator, Samuel Trott of Henry County, Virginia. The UMES Scholarship Committee, in consultation with the Samuel S. Trott Scholarship Committee, determines selection of recipient.

The recipient must be a resident of Martinsville, Virginia.
Contact: Office of Student Financial Aid

H. DeWayne and Louise Whittington Scholarship

To provide funds to support scholarships based on financial need to students at the University of Maryland Eastern Shore (the University), with priority given to students who are majoring in Teacher Education.

Winslow Foundation Scholarship

Award: variable

Criteria: Awards based on academic performance, personal dedication to the field of Poultry Technology and Management General Agriculture, or Nutrition, and/or financial need. Provided only to Maryland, District of Columbia, Virginia, and North Carolina residents. Applications should be filed by March 1 to receive full consideration.

Contact: Department of Agriculture
(410) 651-6168

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 Workship 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.

Contact: UMES Office of Human Resources
(410) 651-6400

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.

Contact: UMES Office of Student Financial Aid
(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 more information, contact the Office of Residence Life at (410) 651-6144.



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