

TOWSON UNIVERSITY ACADEMIC ADVISING HANDBOOK 2011-2012



Revised September 2011

CONTENTS

ADVISING ROLES AND RESPONSIBILITIES.....	5
ACADEMIC ADVISING: THE FOUR YEAR PLAN.....	8
FRESHMAN YEAR - TRANSITION.....	8
SOPHOMORE YEAR - ENGAGEMENT.....	9
JUNIOR YEAR - FOCUS.....	10
SENIOR YEAR - COMMENCEMENT.....	11
THE ADVISING PROCESS: CHECKLIST FOR FACULTY ADVISORS.....	12
SCHEDULING PROCESS.....	15
USING PEOPLESOFT FOR ADVISING.....	16
GUIDE TO THE DEGREE PROGRESS REPORT.....	16
GUIDE TO ACADEMIC REQUIREMENTS.....	21
ADVISOR'S QUICK GUIDE TO TOWSON'S ONLINE SERVICES.....	22
FREQUENTLY ASKED ADVISING QUESTIONS.....	25
CATALOG YEAR (A.K.A. REQUIREMENT TERM).....	25
TERMS USED FOR GRADE POINT AVERAGE.....	26
TRANSFERRING COURSE WORK TO TOWSON.....	26
PETITION FOR ACCEPTANCE OF TRANSFER UNITS FOR MAJOR/ MINOR.....	27
TAKING COURSES ELSEWHERE WHILE ENROLLED AT TOWSON.....	27
PETITION FOR A THIRD ATTEMPT OF A COURSE FORM.....	28
CHANGING A MAJOR OR CONCENTRATION/TRACK.....	28
IMPACT OF FINANCIAL AID ON ACADEMIC ADVISING.....	28
ADVISING HONORS COLLEGE STUDENTS.....	30
ADVISING TRANSFER STUDENTS.....	32
ADVISING STRATEGIES FOR SPECIAL POPULATIONS.....	33
ADVISING AT-RISK STUDENTS.....	33
ADVISING STUDENTS WITH DISABILITIES.....	35
ADVISING STUDENT ATHLETES.....	36
ADVISING INTERNATIONAL STUDENTS.....	38
STUDENT SUPPORT SERVICES.....	41
ACADEMIC ACHIEVEMENT CENTER.....	41
CAREER CENTER.....	41
COUNSELING CENTER.....	42
DISABILITY SUPPORT SERVICES.....	42
STUDY ABROAD.....	42
NATIONAL STUDENT EXCHANGE.....	43
WRITING ASSISTANCE PROGRAMS.....	43
RESOURCES AND PROCESSES IN SUPPORT OF ACADEMIC ADVISING.....	44
ACADEMIC ACHIEVEMENT CENTER.....	44
ACADEMIC ADVISING CENTER.....	44
ACADEMIC STANDARDS COMMITTEE.....	44
APPEAL FOR EXCEPTION TO THE ACADEMIC STANDARDS COMMITTEE (ASC).....	44
ADVANCED PLACEMENT.....	46
ALCOHOL POLICY.....	46
ARTSYS – ARTICULATION SYSTEM FOR MARYLAND COLLEGES AND UNIVERSITIES.....	46

AUDITING COURSES	46
AUXILIARY SERVICES BUSINESS OFFICE	46
BLACKBOARD	46
CAREER CENTER	47
CAMPUS SAFETY- ESCORT PROGRAM	47
CHANGE OF ADDRESS, NAME	47
CHANGE OF GRADE/ INCOMPLETE FORM	47
COMMUTER ASSOCIATION OF TU	48
COPIES PLUS CENTER	48
CREDIT FOR PRIOR LEARNING 1	48
DEAN'S LIST	48
DEFERRED PAYMENT PLAN	48
DINING POINTS	49
DINING SERVICES	49
DISABILITY SUPPORT SERVICES	49
DROP/ADD PERIOD.....	49
DUPLICATE SOCIAL SECURITY NUMBERS	50
ENGLISH LANGUAGE CENTER	50
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA - BUCKLEY AMENDMENT)	50
FRATERNITIES/SORORITIES	50
"FX" GRADE	50
GLOBAL VILLAGE	51
GOOD STUDENT DISCOUNT FORM FOR INSURANCE.....	51
GRADUATE SCHOOL	51
GRADUATION APPLICATION.....	51
HEALTH CENTER	51
HONORS	52
HOUSING & RESIDENCE LIFE	52
ID SERVICES	52
INSURANCE PLANS (STUDENTS)	52
INTERNATIONAL STUDENT AND SCHOLAR OFFICE	52
INTERNSHIP PROGRAM	52
LIBRARY, ALBERT S. COOK	52
MEAL PLANS	53
MILITARY COURSE WORK	53
MINIMESTER.....	53
NATIONAL STUDENT EXCHANGE	53
NON-DEGREE STUDENTS	53
ONECARD	54
ONLINE REGISTRATION.....	54
ONLINE SERVICES (PEOPLESOFT).....	54
ORIENTATION	54
PARKING PERMITS	54
PASS AND AUDIT GRADING OPTIONS.....	55
READMISSION TO DEGREE CANDIDACY	55

REFUND POLICY	55
REGISTRAR	55
REPEATING COURSES	55
REPEAT COURSE FORM	56
RESIDENCY	56
ROTC (RESERVE OFFICERS TRAINING CORPS).....	56
SAGE PROGRAM (STUDENTS ACHIEVE GOALS THROUGH EDUCATION)	56
SATISFACTORY/UNSATISFACTORY (S/U) GRADING.....	56
SCHOLARSHIPS ENROLLMENT SERVICES 339 X4236	56
SCREENED MAJORS	57
SECOND BACHELOR’S DEGREE PROGRAM	57
SPEECH-LANGUAGE-HEARING CENTER	57
STUDENT ACTIVITIES, OFFICE OF	57
STUDENT GOVERNMENT ASSOCIATION	57
STUDY ABROAD OFFICE	57
STUDENT CONDUCT AND CIVILITY EDUCATION.....	58
SUMMER TRIMESTER	58
TECHNOLOGY SERVICES, OFFICE OF	58
TESTING SERVICES CENTER	58
TRANSFER EVALUATION SERVICES	58
UNIVERSITY POLICE	59
UNIVERSITY STORE	59
UNIVERSITY UNION	59
VERIFICATION OF ENROLLMENT FORMS.....	59
VETERANS AFFAIRS	59
WEATHER AND SCHOOL CLOSINGS.....	59
WITHDRAWAL FROM COURSES	60
WOMEN’S RESOURCES	60
IMPORTANT WEBSITES TO REMEMBER.....	60
WHO’S WHO AT TU	61

ADVISING ROLES AND RESPONSIBILITIES

Faculty Responsibilities

As a faculty member, you are responsible for teaching, scholarship, and service. Advising is considered to be part of teaching. Students are the reason we are all at Towson. As faculty, our responsibility is to ensure that our students experience advising and mentoring of the highest quality. Both understanding the curriculum and getting to know the student are key to becoming a great advisor/mentor.

Advice for Advisors:

- Be available! The number one student complaint about advisors involves a lack of availability.
- Reply to a student's email and phone call in a timely manner.
- Listen to the student.
- Be informed about the degree requirements in the major/minor, as well as the General Education (GenEd)/University Core (UCore) requirements. If you are unsure about requirements, ask your department chair.
- The catalog year of the student's admission determines the student's graduation requirements.
- If you are meeting with a student for the first time, ask the student to map out a course plan in the major for the remaining semesters and to bring it to the meeting. Check it to make sure the course sequencing meets the prerequisites.
- Assist the student in exploring new ideas and directions when choosing GenEd/ UCore courses. These courses are the foundation of a Towson education. They also serve to support and expand the student's experiences in the major/minor.
- Check the student's Degree Progress Report. Check for grades, for completion of required courses, and for any abnormalities (an A student receiving a D in a course or multiple repeats).
- Ask the student about career goals.
- Help the student to fill out forms as needed.
- Read your college/department website to stay current with upcoming events, program, and curricular changes.
- Refer the student to campus and community services as requested or needed.
- Assist the student in reevaluating academic goals to keep on track for an on time graduation.
- Assist the student in adjusting to the culture of the university, academia, and the particular traditions within their disciplines.
- Assist the student in developing research, internship, and service learning opportunities.
- Assist the student in exploring graduate school and post-graduation careers.
- Serve as a role model and mentor for students.

Student Responsibilities

Students are ultimately responsible for all aspects of their academic experience, including enrolling in the correct GenEd/ UCore courses, choosing a major, and selecting courses in the major. Students are also responsible for knowing their current academic status. Furthermore,

students are responsible for knowing and understanding academic standards and the graduation requirements specified in the catalog the year in which they were admitted. The purpose of meeting with an advisor is to discuss academic and career goals while examining how best to meet those goals through curricular and cocurricular choices.

Advice for Students

- Establish and follow a plan for completing the GenEd/UCore curriculum and major/minor requirements in a timely manner.
- Share your academic goals, including internships, clinical(and/or practica), extracurricular, and volunteer activities with your advisor. It is important to align aspirations with the academic program and career plans.
- Be informed about degree requirements and prepare for meetings with the advisor. Take the opportunity to ask questions and express concerns.
- Keep a record of your meetings with the advisor.
- Inform the advisor of any changes to the academic plan and determine if those changes will alter the graduation timeline or your financial aid eligibility.
- Check the Degree Progress Report every semester. Contact your advisor if you have questions or concerns.
- Apply for graduation by the prescribed deadline.

The Role of the Department and College

It is the responsibility of the academic department and the college to assist faculty who are assigned as formal advisors. Departments/colleges will:

- Update the department's curricular requirements.
- Develop a list of GenEd/UCore courses that best serve students in the major.
- Develop a four year course-scheduling matrix to promote timely degree completion.
- Ensure that all information in the catalog about the department/college is accurate.
- Develop advising guidelines for the department/college.
- Ensure that all advisors are up to date on the major/minor requirements.
- Support the Academic Advising Center's First Year Experience and Transfer Orientation programs.
- Support Student Affairs' orientation initiatives.
- Maintain an updated portfolio of independent, internship, service, research, and other learning opportunities for students in the major/minor/concentration.
- Evaluate and assess advising in the department.

The Role of Academic Affairs

The Provost or the Provost's designee will provide leadership in the implementation of the University's mandatory academic advising program. Academic Affairs will:

- Emphasize that academic advising is part of teaching.
- Support the work of the Undergraduate Academic Advising Council (UAAC).

- Develop and implement assessment instruments to evaluate advising as part of the PTRM processes.

The Role of Student Affairs

In order to support academic advising, Student Affairs will:

- Communicate the importance of an integrated student experience that includes cognitive and non-cognitive experiences.
- Provide advisors with accurate information regarding student events and initiatives.
- Coordinate new student initiatives, programs and services with Academic Advising Center staff to eliminate redundancy and facilitate a smooth transition to Towson.
- Create programs, events, and services that promote campus life and student engagement.
- Partner with academic advisors to assist students with non-academic issues.
- Provide programmatic support for co-curricular initiatives organized by academic advisors or faculty members that enhance student engagement and learning.

ACADEMIC ADVISING: THE FOUR YEAR PLAN

FRESHMAN YEAR - TRANSITION

Advising:

- The Freshman Year Experience (FYE) advisors meet each semester with their advisees during their freshman year. During registration, FYE advisors meet one-on-one with their FYE advisees to discuss the student's academic progress and any other issues. They remove the HOLD flag on the student's account so the student may register.
- Advisors discuss the adjustment from high school to college-level learning and talk about the changes in living situations and workload. They also provide advice on time management.
- Advisors inform students about different student organizations and encourage them to get involved with clubs and groups to promote social integration.
- Advisors talk with students about their career interests. If students have not declared a major, advisors suggest UCore courses that would introduce students to diverse areas of study. TU has screened majors. In order to move further in some majors, students must complete the appropriate application, finish all lower-level core courses, and meet the minimum QPA. Each major has different admission requirements that vary by catalog year, so it is important to check with the appropriate catalog to verify the requirements.
- Advising Students with Disabilities: see page 35.

Course Scheduling:

- **15 units a semester.** If a student is taking fewer than 15 units, s/he will have to take courses during the summer, or minimester, if s/he wants to graduate in four years (120 units).
- **Check prerequisites** for courses every semester before registering for classes.
- **Explore different disciplines.** UCore requirements are designed to expand a student's area of interest and provide essential intellectual skills and knowledge that will be important throughout students' lives. Students should take UCore courses each semester to complement their major requirements.

Advising Tips for Freshmen:

- Many students struggle as they transition from high school to college level learning. Advisors can direct students to resources which may help them succeed. If a student is struggling with a class, advisors may recommend that the student visit the Academic Achievement Center which provides tutoring support in certain subjects. *Academic Achievement Center: 410-704-2291, Location: Cook Library, Rm. 524.*
www.towson.edu/aac

SOPHOMORE YEAR - ENGAGEMENT

Advising:

- Students are no longer assigned to an FYE advisor. If they have declared a major, their faculty advisor is associated with their major. If not, they continue to work with an advisor in the Academic Advising Center.
- Advisors encourage students to explore internships, clinical field placements, practica, community engagement and study abroad opportunities. Undeclared students benefit from hearing about a range of academic options, including interdisciplinary studies and self-designed majors.
- Advisors assist students as they prepare to declare a major or change majors. Advisees are encouraged to be active participants in making curricula decisions.
- If an advisee is a transfer student, advisors provide additional support to ensure that the student feels fully integrated into the Towson community.
- Advisors provide students with information on different resources on campus including career services and study abroad.
- Advisors identify students with high QPA and introduce them to post graduate fellowship opportunities such as the Fulbright, among others.

Course Scheduling:

- Advisors review the Academic Requirements in PeopleSoft with regard to the completion of GenEd/UCore courses and required courses in the major.
- Advisors review the student's academic plan.
- If pertinent, advisors review the requirements for admission to the screened majors.
- Advisors recommend that students enroll in the Gen Ed I.D./UCore 9 advanced writing course.

Advising Tips for Sophomores:

- Students must meet the minimum grade requirement of their selected major. If the student attains a grade lower than the minimum grade requirement, the course must be repeated. Students who transfer a grade less than the minimum grade requirement must repeat the course to meet the grade requirement.
- Students should be encouraged to become engaged in the campus community. College is not just about going to class. There are many student organizations for all disciplines and interests. The student organization website is a great resource:
<http://wwwnew.towson.edu/studentactivities/StudentOrganizations/organizationdirectory.asp>
- Students should consider a study abroad program. Many lower-level core courses and Gen Ed/UCore requirements can be taken for credit through programs offered abroad, including China, Australia, and Italy. Visit the Study Abroad website for more information: <http://wwwnew.towson.edu/studyabroad/>
- TU has screened majors. In order to move further in some majors, students must complete the appropriate application, finish all lower-level core courses, and meet the minimum QPA. Each major has different admission requirements that vary by catalog year, so it is important to check with the appropriate catalog to verify the requirements.

JUNIOR YEAR - FOCUS

Advising:

- Advisors work with students to assess their progress toward degree and the achievement of their career goals.
- Advisors remind students that some majors have concentrations and/or tracks and suggest that they focus their academic program more narrowly. In order to graduate on time, students should decide whether or not to choose a concentration or track no later than when they register for the second semester of their junior year.
- Advisors help students to focus more concretely on their professional goals. Encouraging students to set up internships and other off-campus opportunities, as well as to prepare for standardized tests such as the LSAT, GRE, and GMAT is an integral part of the advising.
- Advisors suggest research experiences in the major and provide contact information for other members of the department, college, and area communities that could offer students off-campus opportunities.
- Advisors and their advisees do a graduation audit in the spring semester as part of the advising session.

Course Scheduling:

- Work with your advisee to update his/her 4-year plan to ensure a timely graduation. Note some majors have 4-year plans on the website.
- When planning the sequence of upper-level courses, make sure to adhere to the prerequisite constraints for those courses, especially when planning the concentration or track course sequence.

Advising Tips for Juniors:

- Internships offer an excellent opportunity to explore careers, gain practical experience, learn new skills, and network with professionals. Students can avail themselves of available resources in their departments and at the Career Center and/or participate in networking events hosted across campus.
- Some majors require a mandatory internship, practica, clinical field placements, or student teaching. Students should review the requirements and procedures with their advisors.

SENIOR YEAR - COMMENCEMENT

Advising:

- Advisors must review all graduation requirements with their advisees and continue to monitor Degree Progress Reports before students register for the final semester.
- Advisors must remind students to **APPLY FOR GRADUATION**. This can be done by going to Towson Online Services. Click on *Self Service, Student Center*, under the heading *Academics*, click on the drop down and select *Apply for Graduation* and click the arrow (*go*). It's that simple! The deadlines to apply for graduation are:
 - Spring - January 10 (online application deadline)
 - Summer - July 10 (online application deadline)
 - Fall - August 21 (online application deadline)
- After applying for graduation, the student will receive an information packet about graduation procedures, including how to order the cap and gown. Students will receive their diploma after graduation, which will be mailed to their permanent address.
- Advisors recommend capstone experiences within the major.
- Advisors recommend that students seek support with resume writing, interviewing, and assessing job opportunities from the Career Center.
- Advisors work with students who are preparing their graduate school applications, and remind them about graduate assistantships, scholarships, and so forth.
- Advisors discuss the transition from college life to professional life.

Course Scheduling:

- Advisors remind students to register on time to avoid the possibility that final required courses could be full.

Advising Tips for Seniors:

- Students must meet the minimum grade requirement of their selected major.
- Transfer students must make sure that all courses were properly transferred and that all petitions are on file as proof of completion of all courses.

Graduation Requirements Checklist:

- 120 total units completed (or more in certain programs).
- Completed all GenEd/UCore categories in the catalog year.
- Declaration and completion of major for the catalog year.
- Application for graduation completed in time.
- Minimum 2.0 QPA

THE ADVISING PROCESS: CHECKLIST FOR FACULTY ADVISORS

References to Have Ready

- Copies of the University Catalog or go online to <http://www.towson.edu/main/academics/ugrad/undergraduatecatalog.asp>
- Academic Advising Handbook

Resources to Have Ready

- Access to PeopleSoft as an advising tool
- Student's folder. Maintain a folder for each advisee. Keep a copy of the advising form and any updates. Some departments also maintain student files that contain University forms and transfer evaluations, if applicable. You should make a copy of the transfer evaluation form for your own file on the advisee.

Forms to Have Ready

- Advising form for each catalog and major. Departments have hard copies available or you may download them off the website.

Processes to Know About

- Acceptance of transfer units for major/minor
- Change of catalog
- Transfer of new course work after matriculating at TU
- Change of major/minor
- Third attempt of a course
- Application to the screened major

Forms:

- Petition for Acceptance of Transfer Units for Major/Minor (Student Academic Services)
- Catalog Selection Petition- <http://www.towson.edu/registrar/Forms/>
- Petition to Transfer New Course Work to TU (to take at another institution)- <http://www.towson.edu/registrar/Forms/>
- Change of Major/Minor (Declaration of Major)- <http://www.towson.edu/registrar/Forms/>
- Petition for Third Attempt of a Course http://www.towson.edu/registrar/forms/documents/Third_Attempt_form.pdf
-

Information you may need to get from your department

For new transfer students who forget to bring their advising form from the Transfer Student Program, you may need to request the advising form with an evaluation of transfer units from the student's file.

Questions

Ask the department chair or program director.

Starting the Process:

Each semester send an e-mail to your advisees alerting them to your office hours and that you are available at other times if they make an appointment. The e-mail might read:

*Greetings All,
Welcome to the new semester! I wanted to let you know my office hours for this semester should you need to see me for any reason. They are MWF from 9-11am. If this is not convenient, please don't hesitate to contact me for an appointment at another time. As the semester gets in full swing, don't forget to pencil me into your calendar so we can go over your academic plans for next semester and talk about your academic progress, career goals, graduate school or whatever is on your mind. I am here to help.*

A week or two before registration send a follow up e-mail alerting them to meet with you soon since registration is approaching. You may want to hold longer office hours at this time to accommodate students. Again the e-mail might read:

*Greetings All,
The beginning of registration for the _____ semester is quickly approaching. During the next week, I am holding extra office hours to assist you in discussing your academic progress and check your planned schedule for next semester. At this time, I will also remove the HOLD on your account so that you may register at your assigned time. Please stop by to sign up for a time slot or reply to this email to set up a meeting date and time.*

If you fail to make an appointment or show up for the scheduled time, I cannot promise that I will be able to accommodate you for another time prior to your assigned registration date.

Beginning the Conversation

When you meet your advisees for the first time, take a few minutes to get to know them. Here are some suggested questions that may be helpful.

- Tell me about yourself.
- What do you hope to do with your life?
- What kind of extracurricular activities interest you?
- Have you had any difficulty in adjusting to the university?
- How can I help you the most?
 - Towson policies
 - scheduling
 - career guidance
 - problems—personal, academic
 - information
- What major or majors (concentration) are you considering and why?

- Are there any special circumstances that you need to consider in planning your schedule/degree plan such as work or family responsibilities?
- What questions do you have about the university, major, course requirements, scheduling?
- Are you aware of the resources available to you? (See: Student Support Services and Websites of Interest).

SCHEDULING PROCESS

Access Student's Academic Requirements in PeopleSoft

Determine the Student's Major and Catalog Year

Top Section of the Report
Academic Program History
and Basis of Admission

Update the student's advising form.

Evaluate Completion of University Requirements: (GenEds/UCore)

GenEd Rules:

- Gen Ed II. A 8 to 10 units. At least one must be a lab course.
- Gen Ed II.B.1: Must be different discipline than II. C.1.
- Gen Ed II. C.2: 2 courses in 2 different disciplines.

UCore Rules:

- Core 5 must be different than Core 4.
- 1 course in Category IV- Perspectives must be taken in arts & humanities, different from the discipline in Core 5.
- 1 course in Category IV- Perspectives must be taken in social & behavioral sciences, different from the discipline in Core 6.

Evaluate Completion of Major Requirements

- Students must meet the minimum grade requirement of their selected major.
- If the grade earned or transferred is below the minimum grade requirement then the course **MUST BE REPEATED**.
- If a transfer course might be equivalent to a major requirement, **PETITION** the course with the department which offers the course at Towson (form located in on the [Transfer Evaluation Web site](#))
- GenEds/ UCore may also fulfill a major requirement.

Check Academic Progress

- If CQPA is less than 2.0, ask student to repeat FX, F, D-, D, and D+ grades.
- If a course needs to be attempted more than twice, have student fill out the "Third Attempt of a Course" form (found at www.towson.edu/registrar/forms) and submit to Academic Standards.

Check Credit towards Graduation

- Minimum of 120 units ****Excludes repeated courses or duplicated transfer courses****
- Minimum of 32 upper-level units (300 or 400 level)

Plan Courses for Next Semester

- Pay special attention to course prerequisites. (Available in the Catalog under course descriptions)
- Discuss his/her interests with student.
- Remove Advising Hold

USING PEOPLESOFT FOR ADVISING

There are two very useful tools in PeopleSoft to aid in advising. The Degree Progress Report is a very comprehensive tool and the Academic Requirements gets right to the point of looking at the University requirements (either GenEd or UCore) and the major requirements. Both are discussed below.

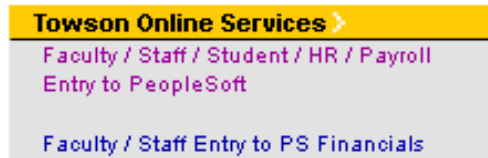
GUIDE TO THE DEGREE PROGRESS REPORT

The Degree Progress Report contains two parts; the “Academic Transcript” and the “Academic Advisement Report,” which is an audit of academic work. With it, you can quickly and easily assess a student’s

- GenEd/UCore requirements
- Units earned towards graduation
- Major/minor coursework

To get started:

- In the web browser, go to <http://inside.towson.edu>
- On the right hand side, click on “Faculty/Staff/Student/HR/Payroll Entry to Peoplesoft”



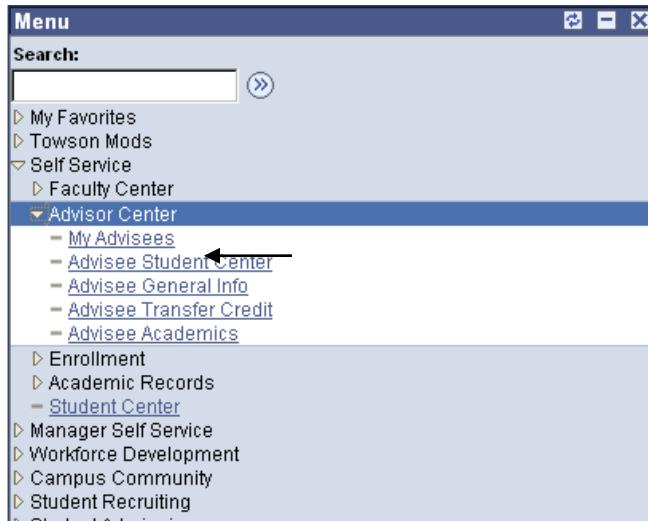
- Log in to your Towson Online Services Account

Secure Login
Access your records, class schedule, rosters, grades, etc.

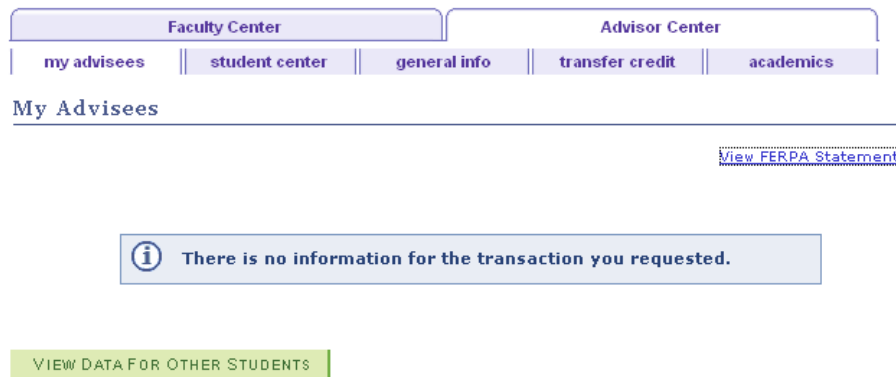
<p style="text-align: center;">For Students</p> <p>Use your Tiger account</p> <p>Activate Your Account Reset expired password Reset forgotten password Change Your Password Manage Security Question</p>	<p>NetID (Username): <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p style="text-align: center;">For Faculty/Staff</p> <p>Use your TowsonU account</p> <p>Activate your account Reset expired password Reset forgotten password Change your password Manage Security Question</p>
--	---	---

To view the Degree Progress Report:

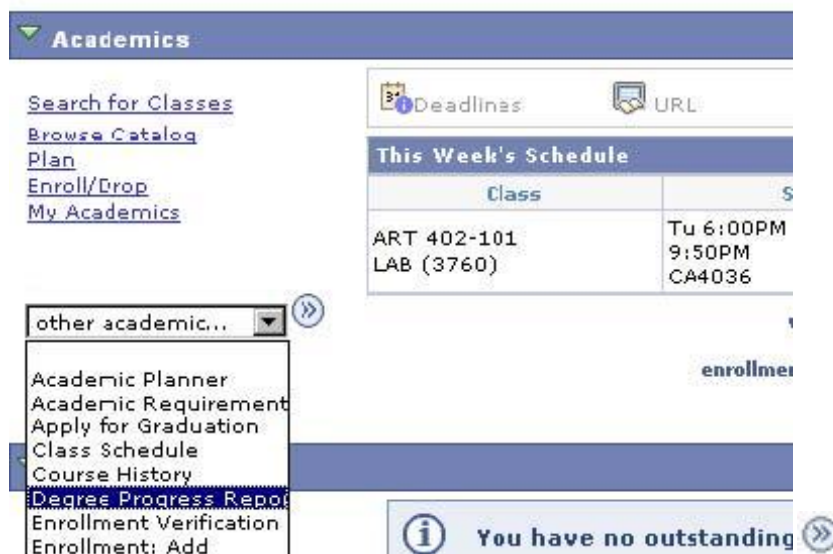
- Click on Self Service, then “My Advisees”



- Click on the student you wish to view



- You will see the page to view the Degree Progress Report.



- Choose “Towson University” for the Academic Institution and “1. Degree Progress Report” for the Report Type. Then select “go.” This may take a while to process.

View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

"this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"

Academic Institution

Report Type

Information For Students

What information is contained in the Degree Progress Report? The report contains a student's:

- Upper-level units - Upper-level units are those that are equivalent to 300-level or above.
- Progress on each GenEd category - There are 12 different categories- for students following the 2010/11 catalog and earlier.
- Progress on each UCore category- There are 14 different categories- for students following the 2011/12 catalog year and later.
- Overall units towards graduation - At least 120 are required for graduation.
- Cumulative QPA - At least a 2.0 CQPA is required for graduation.
- Major and minor course evaluation - Courses evaluated for the completion of your major or minor.

Important!

This report evaluates the courses the student is currently taking and assumes successful completion.

Interpreting the Report

A requirement that is NOT satisfied is listed in **bold** and **red**:

Example 1: GenEd not satisfied

GenEd Category II.C.3. Western Her
Requirement Not Satisfied -

Example 2: Required number of units not satisfied

120 Credits
Requirement Not Satisfied -
Units (required/needed): 120.00/89.00

A requirement that is satisfied is listed in plain text, usually followed by detail of what course satisfied the requirement:

Example 3: Transferred MATH 231 course satisfies requirement

ECON 205 or MATH 231 required.						
Term	Course		Description	Units	Grade	Code
Fall 2008	MATH	231	BASIC STATISTICS	4.00	C	TR

Cautions

Great care is being taken to create both accurate and complete reports of a student’s academic progress; however, it is possible that the reports may contain errors or omissions.

If the student has a question concerning his/her Degree Progress Report, please ask the student to contact Academic Advising at 410-704-2472 for GenEd/ UCore requirements and the major department for major requirements.

Transfer Units

If a student has completed a transfer course that:

- is equivalent to a TU GenEd/ UCore course; it is identified on the Degree Progress Report as such, together with the units earned at the transfer institution.
- has no direct TU equivalent, it is evaluated individually. If it satisfies a GenEd course, then an alternate alpha and numeric code designates the GenEd category. It is posted with the GenEd “category” and a lower-level designation, e.g., IB 10T course. The units and grade are also posted. For UCore requirements, it follows the same rule but is designated as HGS 10T.

What if a student wants to change his major?

The Degree Progress Report also lets you see the progress with a different degree (BS, BA, etc.), major, or catalog year. This feature is helpful for pre-majors to see the courses required once admitted into the major.

Choose “*Towson University*” for the Academic Institution and *1. Degree Progress Report for Report Type*. Scroll down, and you will see the *Quick What-If* and *Course List What-If* buttons.

Quick What-If

Click on *Quick What-If*. You will see the fields below. Fill in career, program, plan, and/or sub-

plan you would like to override and the requirement term (i.e. catalog year). If you are filling in the Plan override (major), you will also need to fill in the Career and Program override fields.

Career:	<input type="text" value="UGRD"/> <input type="button" value="Q"/>	Required Career Term:	<input type="text" value="1064"/> <input type="button" value="Q"/>
	Undergraduate		
Program Override:	<input type="text" value="BA"/> <input type="button" value="Q"/>	Required Program Term:	<input type="text" value="1064"/> <input type="button" value="Q"/>
	Bachelor of Arts		
Plan Override:	<input type="text" value="FREN-BA"/> <input type="button" value="Q"/>	Required Plan Term:	<input type="text" value="1064"/> <input type="button" value="Q"/>
	French		
SubPlan Override:	<input type="text" value="LITR-FREN"/> <input type="button" value="Q"/>	Required SubPlanTerm:	<input type="text" value="1064"/> <input type="button" value="Q"/>
	Literature		

Click *OK*. The Degree Progress Report will display your “new” evaluation.

```

French Plan
Requirements Not Satisfied

Course requirements for the major in French.
Requirement Not Satisfied

GPA      (required/actual):  2.000/Unknown

FREN301 and FREN302 are required.
  
```

Not sure if a particular course will fulfill a GenEd/UCore or major requirement?

Click on *Course List What-If*. Type in the subject of the class you are looking for, and click *Search*. All of the courses for the subject you picked will be displayed. Click on *View all* to display all courses.

	Subject	Catalog Nbr
<input type="button" value="Search"/>	<input type="text" value="ART"/> <input type="button" value="Q"/>	
<input type="button" value="Add"/>		

Scroll down to find the course you are looking for, and click on the check box for that course.

<input checked="" type="checkbox"/>	009029	ART	92	TRF GUR 400 LEV
<input checked="" type="checkbox"/>	000251	ART	100	USING VISUAL INFORMATION EFFEC
<input checked="" type="checkbox"/>	000252	ART	102	DESIGN FOR NON-ART MAJORS
<input checked="" type="checkbox"/>	Select course pushbutton		102	DESIGN FOR NON-ART MAJORS

The course you would like to take will now be displayed

Subject	Catalog Nbr	Course Title	Units Taken	
Search	ART	102	DESIGN FOR NON-ART MAJORS	3.00

Click *OK*. The course you would like to take will be displayed under the requirement it would satisfy on the Degree Progress Report.

GPA (required/actual): 2.000/Unknown

GenEd Category IE: Creativity and Creative Development

Term	Course	Description	Units	Grade Code
9999	Futur ART 102	DESIGN FOR NON-ART M	3.00	EN







This is a what-if course.

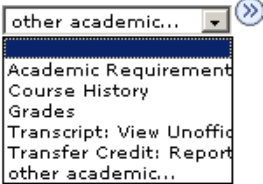




GUIDE TO ACADEMIC REQUIREMENTS


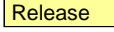


Academic Requirements is a report that represents an interactive version of the Degree Progress Report. It assesses the student's academic progress in:

- General Education GenEds) or University Core (UCore) requirements.
- Credits earned towards graduation
- Major and Minor coursework

Rather than clicking on the Degree Progress Report, go to the drop down box "other academic" and choose Academic Requirements. For a guide to using the Academic Requirements report, go to <http://www.towson.edu/registrar/Degree/documents/MyAcademicReqGuide-student.pdf>.

Task	Procedure																
Login	Type into the browser: http://inside.towson.edu/ , Click Towson Online Services , Type your Username and Password , Click Sign In .																
Access Your Assigned Advisees	Click Self Service, View My Advisees to access your “Advisee Roster,” which displays all of your assigned advisees (enrolled and not enrolled this term). On the line with the student’s name, click View Student Details .																
Access Information for a Drop/In Advisee	Click Self Service, View My Advisees . Click the VIEW DATA FOR OTHER STUDENTS button at the bottom of the page. Enter the student’s TU ID in the ID field. Click Search button. If ID is unknown, type in the student’s Last and First name in the appropriate box. Click Search . In Search Results , click on the Name of the student.																
Email Your Assigned Advisee(s)	In Advisee Roster , click on notify all advisees button at bottom of page to Send Notification (email) to all your advisees. Type your Message and then click on SEND NOTIFICATION button. Click on Return to Advisee Roster button. To email selected assigned advisee(s), click the box in the Notify column for each student. Click on notify selected advisees button.																
Download Advisee List to Excel	In View My Advisees link, Click the Download Button  . Click on Open or Save file. Suggest sort by Status to see only Enrolled. (To avoid Pop-Up Blockers, press Ctrl + F10)																
View the Student Center information for the Advisee	<table border="1"> <thead> <tr> <th>View:</th> <th>To Find:</th> </tr> </thead> <tbody> <tr> <td>Academics</td> <td>Student Class Schedule, My Planner, Degree Progress Report. In “other academic...” box, click on  to access Academic Requirements, Course History, Grades, and Transcript: View Unofficial, Transfer Credit Report.</td> </tr> <tr> <td>Week’s Schedule</td> <td>Day, time and location for each enrolled Class for the current week</td> </tr> <tr> <td>Personal Information</td> <td>Contact Information: Permanent Address, Local Address, Phone and Campus (email).</td> </tr> <tr> <td>Holds</td> <td>Intentional Advising Program (IAP), Bursar, Academic Advising, etc.</td> </tr> <tr> <td>To Do List</td> <td>Due Dates for Financial Aid, etc</td> </tr> <tr> <td>Enrollment Dates</td> <td>Date student is eligible to register for classes by term.</td> </tr> <tr> <td>Advisor</td> <td>Advisor’s name and email address. Also, Program Major is in “details”.</td> </tr> </tbody> </table>	View:	To Find:	Academics	Student Class Schedule, My Planner, Degree Progress Report. In “other academic...” box, click on  to access Academic Requirements, Course History, Grades, and Transcript: View Unofficial, Transfer Credit Report.	Week’s Schedule	Day, time and location for each enrolled Class for the current week	Personal Information	Contact Information: Permanent Address, Local Address, Phone and Campus (email).	Holds	Intentional Advising Program (IAP), Bursar, Academic Advising, etc.	To Do List	Due Dates for Financial Aid, etc	Enrollment Dates	Date student is eligible to register for classes by term.	Advisor	Advisor’s name and email address. Also, Program Major is in “details”.
	View:	To Find:															
	Academics	Student Class Schedule, My Planner, Degree Progress Report. In “other academic...” box, click on  to access Academic Requirements, Course History, Grades, and Transcript: View Unofficial, Transfer Credit Report.															
	Week’s Schedule	Day, time and location for each enrolled Class for the current week															
	Personal Information	Contact Information: Permanent Address, Local Address, Phone and Campus (email).															
	Holds	Intentional Advising Program (IAP), Bursar, Academic Advising, etc.															
	To Do List	Due Dates for Financial Aid, etc															
Enrollment Dates	Date student is eligible to register for classes by term.																
Advisor	Advisor’s name and email address. Also, Program Major is in “details”.																

<p>Access information in Academics in Student Center</p> 	<table border="1"> <thead> <tr> <th data-bbox="483 203 732 239">Click on:</th> <th data-bbox="740 203 1526 239">To Access:</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 249 732 359">Student Class Schedule (detailed)</td> <td data-bbox="740 249 1526 359">Select Term, click on Continue for student's current or future class schedule by term. Weekly calendar view is available. Click CANCEL to exit.</td> </tr> <tr> <td data-bbox="483 369 732 405">My Planner</td> <td data-bbox="740 369 1526 405">The student-generated plan of courses for each term.</td> </tr> <tr> <td data-bbox="483 415 732 512">Degree Progress (details below)</td> <td data-bbox="740 415 1526 512">Academic Advising transcript and report showing student's progress in GenEd and major/minor requirements. Used for graduation clearance.</td> </tr> <tr> <td data-bbox="483 522 732 632">Academic Requirements</td> <td data-bbox="740 522 1526 632">A display of the GenEd/UCore and Major requirements. Completed requirements are collapsed and unsatisfied requirements are expanded.</td> </tr> <tr> <td data-bbox="483 642 732 709">Course History</td> <td data-bbox="740 642 1526 709">A sorted list of all courses, including course name, grade, term and status.</td> </tr> <tr> <td data-bbox="483 720 732 829">Grades</td> <td data-bbox="740 720 1526 829">Class Grades by term. Also, Term Statistics, which include cumulative QPA and Grade Points, and Graded units taken towards QPA and not for QPA.</td> </tr> <tr> <td data-bbox="483 840 732 907">Transcript: View Unofficial</td> <td data-bbox="740 840 1526 907">Academic record of classes, grades, etc. by term. Select Report Type -"Unofficial Transcript", then click "Go".</td> </tr> <tr> <td data-bbox="483 917 732 1014">Transfer Credit Report</td> <td data-bbox="740 917 1526 1014">Transfer Courses accepted by TU and their Towson course equivalent sorted by each transfer institution. Click on "View All" for all institutions.</td> </tr> </tbody> </table>	Click on:	To Access:	Student Class Schedule (detailed)	Select Term, click on Continue for student's current or future class schedule by term. Weekly calendar view is available. Click CANCEL to exit.	My Planner	The student-generated plan of courses for each term.	Degree Progress (details below)	Academic Advising transcript and report showing student's progress in GenEd and major/minor requirements. Used for graduation clearance.	Academic Requirements	A display of the GenEd/UCore and Major requirements. Completed requirements are collapsed and unsatisfied requirements are expanded.	Course History	A sorted list of all courses, including course name, grade, term and status.	Grades	Class Grades by term. Also, Term Statistics, which include cumulative QPA and Grade Points, and Graded units taken towards QPA and not for QPA.	Transcript: View Unofficial	Academic record of classes, grades, etc. by term. Select Report Type -" Unofficial Transcript ", then click " Go ".	Transfer Credit Report	Transfer Courses accepted by TU and their Towson course equivalent sorted by each transfer institution. Click on " View All " for all institutions.
Click on:	To Access:																		
Student Class Schedule (detailed)	Select Term, click on Continue for student's current or future class schedule by term. Weekly calendar view is available. Click CANCEL to exit.																		
My Planner	The student-generated plan of courses for each term.																		
Degree Progress (details below)	Academic Advising transcript and report showing student's progress in GenEd and major/minor requirements. Used for graduation clearance.																		
Academic Requirements	A display of the GenEd/UCore and Major requirements. Completed requirements are collapsed and unsatisfied requirements are expanded.																		
Course History	A sorted list of all courses, including course name, grade, term and status.																		
Grades	Class Grades by term. Also, Term Statistics, which include cumulative QPA and Grade Points, and Graded units taken towards QPA and not for QPA.																		
Transcript: View Unofficial	Academic record of classes, grades, etc. by term. Select Report Type -" Unofficial Transcript ", then click " Go ".																		
Transfer Credit Report	Transfer Courses accepted by TU and their Towson course equivalent sorted by each transfer institution. Click on " View All " for all institutions.																		
<p>View Advisee's Degree Progress Report:</p>	<ol style="list-style-type: none"> 1. After selecting the advisee's ID, click View Student Details on the line with the student's name. 2. In Student Center click on Degree Progress Report. In drop-down menu for Academic Institution, select Towson University and 1. Degree Progress Report in Report Type 3. Click "Go." "Processing" signals retrieval of student's report. 																		
<p>Print a Copy of a Report</p>	<p>Select File > Print from your browser menu. In the print window, click the Print button, then the OK button.</p>																		
<p>Task</p>	<p>Procedure</p>																		
<p>Find Student's Information on the Degree Progress Report</p>	<p><u>Program</u> and <u>major</u>: top of report under Academic Program History. Catalog Year: under Basis of Admission section. Total Units and Cum QPA: end of Undergraduate Record section. GenEd/ UCore not completed: in Academic Advisement Report section, indicated by BOLD "Requirement Not Satisfied"</p>																		
<p>Understand the meaning of the symbols</p>	<p>This  Negative Service Indicator signifies a Registration HOLD for advising, etc. Other icons are:  Positive Service Indicator: Athlete, Honors College, etc.  Academic Information: BS/BA, Major, Concentration/Track, etc.  FERPA Restrictions Apply: No Data Releasable</p>																		

Remove the Academic Advising Hold	On the Student Center page, click on the Hold  icon. Click on ADV code for Academic Advising Hold, Intentional Advising Program (IAP). Click the  button. Click  for “Are you sure you want to release this Service Indicator?”
View Schedule of Classes and find Open GenEds	Click Self Service, Faculty Center, and then Class Search tab on top of page. Check Term . Enter Subject and course number (if known), then click SEARCH . To see all courses offered, uncheck Show Open Classes Only . To find Open Sections of a GenEd, Click on “ Advanced Search Criteria .” Click the drop-down arrow and select a “ GenEd/UCore Category .” Click Search .
View Course Details and Prerequisites	In Class Search, Search for Classes panel (see above), select course by clicking on  next to course. Click on Section: Discipline, # , Section # ,(class #)
Open a New Browser Window	On browser menu, click on File, New, Window hyperlink to open another transaction. Toggle between windows: press Alt +Tab.
Set Preferences for Academic Career and Term	On Menu, click Set Up SACR, User Defaults . Under User Defaults 1 tab, For Academic Career, select “ UGRD ” for Undergraduate; for Term, enter Term (e.g., 1092). Click Save .
Logoff	Click Sign Out in top right corner and close the browser window.

PeopleSoft Terminology	
Academic Institution = TOWSN	Term = Semester (e.g., 1114 = Fall 2011) Format is CYYT , where C= Last digit of 21 st Century YY=last 2 digits of year T=1 digit for semester: 1 for Minimester; 2 for Spring; 3 for Summer; 4 for Fall.
ID (or EMPLID) = Peoplesoft’s 7 digit ID Number	
Program = Degree (BS, BA, etc.)	
Plan = Major, Minor or Certificate	
Sub Plan = Concentration or Track	
Requirement Term = Catalog year	Subject Area = Discipline (ACCT, ECON, etc.)
Academic Level = Classification (Fr, So, Jr, Sr, Post-Bac, Grad, Non-degree)	Catalog number = Course number
	Class Section number = Section number
Units = Units	Class number (4 digits) = Call number
Grade Points = Quality Points	Class Permission numbers = Seat Codes
Units Towards QPA = Quality Hours	Academic Group = College (CBE, CSM, etc.)

For detailed tutorials, go to inside.towson.edu, Help, Self Help Documents, PeopleSoft.

FREQUENTLY ASKED ADVISING QUESTIONS

CATALOG YEAR (a.k.a. Requirement term)

The catalog year is assigned when the student is accepted as a degree candidate. Students must fill all GenEds/UCore and major/minor graduation requirements specified in the catalog under which they were admitted.

The catalog year is written in the academic year format beginning with the fall semester; it is identified as fall/spring. Example: if the student's first semester is fall 2011; the catalog year is 2011/12.

Students who chose a newly approved major/minor, concentration, or track must change their catalog year to a year in which the program is activated.

Q. How can I determine the catalog year?

A. The catalog year is printed at the beginning of the Degree Progress Report or at the end of the Unofficial Transcript.

Q. How long is a catalog in effect?

A. Catalog is in effect for ten years. All degree requirements must be completed within 10 years of the student's catalog year.

Q. What if the catalog has expired?

A. If the catalog year has expired, a Catalog Selection Petition form (found at <http://www.towson.edu/registrar/Forms/>) must be submitted to use another catalog.

Q. How does a student change a catalog?

A. A completed Catalog Selection Petition form must be submitted to the department chairperson of the student's major/concentration. The office will forward the petition to the Academic Standards Committee for final approval. The committee will inform the student of the ramifications on graduation requirements including admission to the major (if applicable), the major, the concentration/track (if applicable), GenEd/ UCore and the degree.

Q. May a transfer student choose a different catalog year?

A. Students may select the catalog in effect at the time of formal admission at their initial transferring institution, provided 10 years have not elapsed OR they may select a later catalog than the one assigned to them at the time of formal admission to Towson, provided that the chosen catalog has not expired. This will not alter the original transfer package received during formal admission to Towson as long as the student has been continuously enrolled. "Continuous Enrollment" means that a student must have been enrolled in classes at either Towson or another college. If there was a break in enrollment then they do not qualify for that particular catalog year.

TERMS USED FOR GRADE POINT AVERAGE

Q. What is the difference between GPA, QPA and CQPA?

A. These terms basically mean the same thing. GPA is Grade Point Average, QPA is Quality Point Average, and CQPA is Cumulative Quality Point Average.

TRANSFERRING COURSE WORK TO TOWSON

Q. What is a Transfer Package?

A. The Transfer Package is the way a student received credit for having satisfied Towson's GenEds at the sending institution. Currently, there are no transfer packages for the UCore.

Q. How can I determine if a student has a Transfer Package?

A. The notation of Transfer Package A, B, or C is located on the Degree Progress Report (DPR.). The notation AAOP GENED SATISFIED is located in the Transfer section of the transcript and in the Academic Advisement Report.

Q. Are additional GenEd courses needed with a Transfer Package?

A. The number and GenEd categories of courses required depend on the Transfer Package granted. The remaining GenEd courses must be completed in residence at TU. Refer to the student's Degree Progress Report. Package A, indicated on the DPR as GOA, requires completion of I.D, Advanced Composition and II.A, Scientific Inquiry (non-lab). Package B (GOB) requires I.D. All GenEds are satisfied with a Package C (GOC).

Q. Who qualifies for a Transfer Package?

A. Towson offers Transfer Packages to transfer students from University System of Maryland schools. The packages vary according to the GenEd requirements of the sending institution, not on the awarding of an A.A. degree.

Transfer Packages are not available to students transferring from private or out-of-state institutions. Their transfer courses will be applied to GenEds/ UCore on a course by course basis.

Q. What does validation required mean?

A. A course taken at the lower level (100-200) at a community college or four-year educational institution is not equivalent to a TU upper-level course. In order to fulfill an upper-level major course requirement, the content of the transfer work must be validated. A transfer course requiring validation is identified with a "T" instead of the 300-number code, e.g., MKTG T41 for MKTG 341, MNGT T61 for MNGT 361, and so forth.

Validate the transferred course, don't repeat it. If a student takes a course with the same course content as the transferred course, the units earned in the transfer course will not count towards graduation because it will be treated as a repeat.

Q. Are there other policies pertaining to transfer courses?

A. Other policies of importance are:

- Only one transferred course will be accepted in fulfillment of a concentration requirement.
- The last 30 units of the degree program must be completed through Towson University.
- A maximum of 64 units is allowed from a two year institution. Maximum of 90 units is allowed from a four-year institution or from a combination of two and four- year institutions
- Each College or major may have different requirements as to the number/percentage of major/minor course work that must be taken through Towson. For example, in the College of Business & Economics, 50% of your major/minor course work must be completed through Towson.

Q. Can a D grade count for major credit?

A. No. Students must earn the minimum grade requirement for their major. Most majors require a C or better, however, some screened majors have a different minimum grade requirement. If the course was taken at TU, it must be repeated at TU.

PETITION FOR ACCEPTANCE OF TRANSFER UNITS FOR MAJOR/ MINOR

Q. When should a student petition to have a transfer course evaluated to potentially fulfill a major or minor requirement?

A. A Petition for Acceptance of Transfer Units form, which is available on the Transfer Evaluation Services website, should be submitted as soon as possible. A course description of the intended course from the other institution for evaluation must be attached. A transfer course from a non-articulated program may be equivalent to a course and thus satisfy a major or minor requirement. If a course is not accepted as equivalent, the student must complete the course at TU.

TAKING COURSES ELSEWHERE WHILE ENROLLED AT TOWSON

Q. To take a course at another institution, what does a student need to do?

A. The student must submit a Transferring New Coursework - Transfer Petition Form that is found at www.towson.edu/registrar/forms/ and a catalog description of the intended course from the other institution to the department offering the course at TU.

- The petition must then be submitted to the Registrar's Office.
- After the course has been completed, the student must send an official transcript to the Records Office for the credit to be posted to the TU academic record.

Important points about this policy are:

- Only credit is transferred. The grade will be posted on the transcript but will not be included in the TU QPA calculation.
- Courses completed at TU may NOT be repeated at another institution.

- Two-year institutions: up to a total of 64 units may be transferred until 90 units at TU are earned.
- The last 30 units must be completed at TU. A student may petition to the Academic Standards Committee for an exception.

PETITION FOR A THIRD ATTEMPT OF A COURSE FORM

Q. What does a student need to do to make a third attempt of a course?

A. The student must submit a Petition to Make a Third Attempt form that is found at www.towson.edu/registrar/forms to the Academic Standards Committee in care of the Registrar's Office.

Ordinarily, a student is given permission to make a third attempt only ONCE.

- Permission must be obtained prior to enrolling in the third attempt.
- The student must have a minimum cumulative QPA of 2.0.
- After the course is completed, the approved attempt will have a "Repeat Included" notation under the course listed on the Degree Progress Report.
- See the section below regarding the impact Financial Aid on academic advising.

CHANGING A MAJOR OR CONCENTRATION/TRACK

Q. How does a student drop, change or add a major, minor or concentration/track?

A. Changing is easily done online by logging into the link on the Registrar's Office webpage <http://www.towson.edu/registrar/changingmajor.asp>.

Q. May a student declare a major and minor in the same discipline?

A. No. The major and minor must be different. An ECON major may not declare an ECON minor.

IMPACT OF FINANCIAL AID ON ACADEMIC ADVISING

Q. What type of financial aid is available to students at Towson?

A. Financial aid can be classified into four types:

1. Grants – usually based upon financial need and money that a student does not pay back.
2. Loans – may be based upon financial need and money that a student borrows and must pay back with interest.
3. Scholarships – awarded based upon talent, achievement, and, in some cases, need. Continuation is based upon performance and achievement.
4. Work-Study and Employment – campus jobs or University supported jobs. Work-study is part of a student's financial aid package and is based upon need. Student employment is not dependent on student need.

More information may be found at:

<http://wwwnew.towson.edu/main/finaid/typesoffinaid/index.asp>

Q. If a student asks me about how to find out about scholarships, how should I direct them?

A. The University provides resources and assistance to help students locate and apply for scholarship opportunities. The starting point is on the Financial Aid website at: <http://wwwnew.towson.edu/main/finaid/typesoffinaid/scholarships/index.asp>

Q. As an advisor, do I need to understand all of the University's financial aid policies and requirements?

A. No, but it is important to understand that a student who receives financial aid must meet the Satisfactory Academic Progress (SAP) standards in the areas of:

1. Minimum Grade Point Average – determined by the number of units of coursework attempted. This is similar to the University's Grade Point Average standard, but not identical in all cases.
2. Minimum Course Completion Rate – at least 67% of the units of coursework attempted in an academic year must be successfully completed. In addition to grades of F, FX, and U, a grade of W (Withdraw) is considered an unsuccessful course for the SAP policy.
3. Maximum Number of Units Attempted – generally 150 units of coursework is the limit, although students may appeal for additional units to be covered by financial aid depending upon their degree program and individual circumstances.

It is also important that students understand the pros and cons of repeating courses from the perspective of financial aid. For financial aid purposes, any course that a student passes and earns units is considered a successful course. While repeating a course in which a student has already earned units may be beneficial for the student's average, it is not automatically allowed as covered under financial aid. The student should check with Financial Aid before retaking a course in which he/she earned credit. Further information about the SAP policy, examples of the policy, and tips for students and advisors may be found at: <http://www.towson.edu/main/finaid/receivingaid/satisfactory.asp>

Q. Is it my responsibility as an advisor to know how SAP will impact an advisee's decision making on particular courses and to advise her accordingly?

A. No, it is the student's responsibility as a recipient of financial aid to understand the policies and the application of the policies to the student's situation and individual decisions. However, as an advisor it is your role to encourage your advisees to read and understand the policies and to ask questions of the Financial Aid Office if they do not understand a policy or requirement. The most common questions are related to problems with standard # 2, Minimum Course Completion Rate. Helping advisees to understand the potential consequences of course withdrawals on their financial aid standing and encouraging them to consult with the Financial Aid Office are important steps for an advisor to take.

ADVISING HONORS COLLEGE STUDENTS

The Honors College provides students with a learning environment consisting of small class sizes, unique interdisciplinary seminars, optional honors housing, and updated study spaces. Students enroll in specially designed honors courses limited to Honors College students. Students also take classes open to all Towson University students.

Most Honors College students apply while in high school and enroll in the program as incoming first-year students. However, current students who have completed fewer than 60 units are eligible to apply if they have a cumulative GPA of 3.5 or higher at Towson. Students will be notified after their semester grades are posted. Honors College students receive a merit scholarship renewable for up to 4 years.

Students who join the Honors College as first-year students are required to complete 24 honors units in the following categories:

- 3 units of Honors English (ENGL 190 or ENGL 290, for those students who have fulfilled Core Category 2)
- 15 units of honors courses, 9 units of which must be honors seminars (Most seminars are coded as HONR. A complete list of seminars offered in a semester is available at <http://www.towson.edu/honors/>).
- 6 units of Honors Electives chosen from a variety of options, including Departmental Honors; Honors Independent Study; Honors Independent Investigations; Honors Directed Readings; Honors Internship; Honors credit for Study Abroad; Upper-level Honors College Seminars; Honors Capstone; and Honors Thesis

Students who join the Honors College after having already completed 30-59 units (including ENGL 102) are exempt from the Honors English requirement. Students who join the Honors College after having already completed 60 or more units (including ENGL 102) are exempt from the Honors English requirement and 6 units of honors courses, although they must still complete 9 units of honors seminars.

Many honors courses fulfill Core Curriculum requirements, and some fulfill major requirements. Honors College students should take honors courses at a rate of 6 units per year. If a major requires specific Core Curriculum classes, Honors students should avoid taking non-honors versions when honors versions of the same classes are available.

Important Considerations for Advising Honors Students

- Honors College students receive early registration.
- A list of Honors classes for each semester can be found on the Honors Web page (<http://www.towson.edu/honors/>). It is not possible to view all honors options together in PeopleSoft.
- Honors College students should register for at least 6 honors units per year until requirements are complete.
- Honors College students should select honors courses that fulfill Core Curriculum requirements when possible.

- Honors curriculum requirements are explained in the Honors College Student Handbook (<http://www.towson.edu/honors/forms/index.asp>). Honors advising videos for students are available online at <http://www.towson.edu/honors/current/HonorsCollegeAdvising.asp>.
- Honors College students may receive honors credit for study abroad.
- Upper-level Honors College students should complete department honors programs when available.
- *Any* student can contact the Honors College for more information about national scholarships and fellowships (<http://www.towson.edu/Honors/current/scholarships/national.asp>).

If you have questions about the Honors College, please contact the Honors College staff:

- Dr. Joseph McGinn, Dean (jmcginn@towson.edu, x-4677)
- Erin Mountz, Assistant Dean (emountz@towson.edu, x-4865)
- Erek Perry, Director of Academic Operations (eperry@towson.edu, x-3731)
- Phyllis Brown, Executive Administrative Assistant (pbbrown@towson.edu, x-4677)

ADVISING TRANSFER STUDENTS

Transferring students comprise more than half of all new students at Towson over the course of the academic year. About 70% of the students are transferring from community colleges with large contingents from Harford, Baltimore, Anne Arundel, Howard, Carroll, and Frederick Counties. It is difficult to generalize characteristics of transferring students. Students transfer to Towson at all stages of their academic career and the level and stage of the student's academic career is important to consider. However, Towson has become more selective in admitting transfer students and a higher percentage are bringing in 45 credits or more. These students may be taking upper division courses for the first time in their academic careers.

Almost all new transferring students participate in a one day academic orientation, advising, and registration program held in July for fall entrants and January for spring entrants. This Transfer Program was revamped in 2011 to be more student-friendly and to increase student participation in selecting and registering for courses as well as to strengthen the connection between the student and his/her academic department. Transferring students entering in fall 2011, spring 2012, fall 2012 or spring 2013 will be assigned the 2010-11 TU catalog and fulfill the General Education requirements.

In addition to the items listed in the section of this Handbook entitled, "The Advising Process: Checklist for Faculty Advisors", a few other suggestions are worth considering for incorporation into the advisor's first meeting with a new transferring student.

- Tell me about your process for choosing Towson and this major.
- What questions do you have that were not addressed in your orientation or that you have thought of since the orientation?
- Do you fully understand your Transfer Evaluation? Are there areas that are unclear to you?
- How is your transition to Towson going so far? Are there aspects that you are particularly enjoying or that you are finding particularly challenging?

The Academic Advising Center has published *The Transferring Student's Guide to Navigating the First Semester at Towson*. Each student who attended orientation received a copy and it was used as a resource for the advising and registration activities during orientation. Students and advisors will find this to be a useful resource and may view the Guide at <http://www.towson.edu/academicadvising/index.asp> . Print copies are available by contacting the Academic Advising Center at 410-704-5125.

ADVISING STRATEGIES FOR SPECIAL POPULATIONS

ADVISING AT-RISK STUDENTS

Advisors need to be aware that students who are at-risk frequently miss advising appointments or show up late, or forget to make appointments at all. They may not have good study habits, and/or they may be less assertive about finding and using resources at the university. Advisors need to remember that these students were qualified when they were admitted and were expected to thrive. A caring advisor can reignite that potential.

Officially, students are at-risk when they fail to earn the minimum CQPA for the number of attempted units. These are the criteria:

- 1 --29.5 attempts = 1.50 CQPA
- 30—59.5 units attempted= 1.75 CQPA
- 60 and above units = 2.00 CQPA

Students whose CQPA falls below these minimum standards are considered at-risk. They will receive a letter from the Registrar's Office notifying them that they have been placed on warning and that failure to raise their CQPA will result in a term's suspension.

What are the results of not meeting good academic standards?

The first time that students' grades fall below the minimum CQPA, they are placed on warning for the subsequent term and any subsequent terms or sessions until the end of the next spring term. Since the university suspends students only following the spring term, some students may have one term to raise their CQPA while others may have two. When final grades are posted for the spring, students who have not raised their CQPA to the minimum required for their units earned will be academically suspended for the fall term and the minimester.

Students are eligible to apply for readmission on probation following the fall term of their suspension. They are not permitted to transfer any work taken elsewhere during their suspension and are discouraged from taking any college-level work except such developmental or skill-building courses that might enhance future success.

Students on probation are restricted to 13 units a term and are given three years or an additional 24 earned quality hours, whichever comes first, to attain the 2.00 needed for good academic standing.

A student who fails to attain good standing after the period of academic probation will be permanently dismissed.

How are at-risk students advised?

Students, whose semester grades have placed them on warning, are contacted by the Academic Advising Center and are encouraged to contact one of the team of advisors who serves as the front-line resource for at-risk students. Most students are encouraged to make changes to their schedules for the upcoming semester in light of their new status. In addition, students on warning

are required to document to the Advising Center that they have attended a workshop, received tutorial assistance, met with an academic advisor, or completed some other self-motivated action to prevent academic suspension. Failure to complete this will result in a negative service indicator being placed on the student's registration permission until such time as the student has seen an advisor.

Readmitted students on probation must see an advisor from the Academic Advising Center before registration. This appointment is designed to help the student develop a plan to achieve academic success, and includes individualized help as well.

How to advise students before they are officially declared at-risk?

When advising students who are at risk of falling below the required CQPA, consider the following:

- **How many hours is the student spending on a course?** Students are very naive about the time it takes to succeed in a course. If the assigned reading is read and assigned homework is completed, many students study only in preparation for an exam. It may not occur to your advisee to review class notes following the lecture, to review at the end of a chapter in the text or to study with a classmate for an exam.
- **Many students are over-committed.** A student who is working 40 hours per week should not be attempting a full-time (12 units or more) course load. Add a college student's social life to the work hours and it adds up to a 36-hour day. Many TU students must earn some money to get through college. However, they need to be discouraged from compromising their academic progress.
- **Is the student in the correct major for his or her strengths and aspirations?** Often we notice that a student is easily earning good grades in university required courses but struggling with courses required for the major. Sometimes students focus on the career they aspire to without realizing there may be several roads leading to that destination. A referral to the Career Center can be beneficial. Encourage students to speak to faculty whose classes they enjoy. Most faculty members are happy to talk about their fields.
- **Does the student need help with study skills?** Even students who have committed their time to studying fail to use the time wisely. They are astounded at the suggestion that two or three hours should be set aside to prepare for every hour in class. It can take years to learn how to make and stick to a weekly schedule. Students can be referred to the Academic Achievement Center for time management help as well as a variety of other study aids.
- **Students have a tendency to delay seeking help.** Many students need encouragement to take the initiative to seek help. Speaking to the professor of a class in which they are experiencing difficulty with may seem simple, but a student can feel intimidated. Tutorial help will be much more useful if it starts early in the semester before mid-term exams.
- **Does the student have personal problems that are impinging on academic progress?** College students are frequently dealing with circumstances in their lives that are

preventing them from succeeding with their college careers. Advisors should consider suggesting that a student may benefit from seeking support from the Counseling Center.

ADVISING STUDENTS WITH DISABILITIES

Advise the student as an *individual* with a disability, not a disabled person. Treat the students with disabilities as you would other students. They are more like other students than they are different. The guidelines for academic advisement provided in this handbook are generally appropriate for students with disabilities. However, there is additional information that advisors of students with disabilities should know:

- Students are not required to disclose any information about their disability unless they want an accommodation. Then they must identify themselves to DSS, request the accommodation and provide appropriate documentation of their disability.
- Students registered with Disability Support Services (DSS) are provided with memos for their instructors and FYE advisors certifying their disability and specifying their approved accommodations. The memo is a good place to start a discussion about the student's disability and how it may impact the student academically.
- DSS students receive priority registration.
- Advisors should become familiar with Section 504 of the Rehabilitation Act and the ADA. These civil rights laws provide protection from discrimination for individuals on the basis of disability. Legally, faculty may not advise students to enter or dismiss a particular major or career because of their disability. As experts in the field, faculty may point out the necessary skills and abilities needed to be successful. However, they may not be an expert on how the student's disability will affect job performance or whether an accommodation will be able to compensate for the disability. For example, while faculty cannot advise a student who is visually impaired not to go into the field of computer information services, they could inform the student that if he or she does choose this field, an accommodation may be needed that will allow him or her to read computer screens. For more information, go to <http://www.hhs.gov/ocr/civilrights/resources/factsheets/504.pdf>.
- Information about students' disabilities is confidential. The student must give permission before you can discuss his or her disability with faculty and staff as provided under privacy protections.
- Due to the nature of their disability, some students may need a little extra assistance initially in understanding academic requirements. However, avoid doing the students' work for them or giving more help than needed out of sympathy or uneasiness with the disability.

- Advise students to consider the number of courses to take, so they don't become overwhelmed. Sometimes, it is advisable for students with disabilities to take 12 versus 15 units per semester.
- Encourage students with learning disabilities to take a balanced course load. They should not take too many courses whose requirements will tax their disability. An example of an appropriate question is: "I am not trained to assess learning disabilities. Could you give me specifics on how your disability may affect you academically?"
- When the disability or side effects of medication result in a short attention span you might suggest that students avoid classes that meet for three hours once a week. They should also avoid taking classes back to back. If students are receiving extended time for exams, advise them to schedule time between classes.
- Students with disabilities often do better in smaller structured classes, with instructors who use a variety of teaching and assessment methods.
- Encourage students with disabilities to register with DSS if they have not done so. Even if the student chooses not to use the services immediately, it is advisable to register so that disability documentation is maintained should the student need services later. It is appropriate to refer students to DSS who suspect they have a disability but do not have documentation. DSS will advise the student about how to obtain an appropriate evaluation.

For more information, please visit the website at www.towson.edu/dss. A *Faculty/Staff Guide* is available on the website for further information and guidance. The staff is also available to answer questions and provide guidance to you.

ADVISING STUDENT ATHLETES

Towson University's athletic academic support unit will provide advising, counseling, leadership, supervision, monitoring, tutoring and other services to student-athletes within the framework of university, departmental and athletics' regulations and resources.

Support will evolve through an articulated series of academic programs directed toward making the student-athletes increasingly independent as both persons and scholars.

The athletics academic support unit will facilitate, coordinate and expedite all matters academic within the department and university. The support unit will maintain the highest standards of integrity, accountability and loyalty at all times.

The Academics program is designed to enhance the experience of each student-athlete in the University setting. The primary goals are to:

- Support the efforts of every student-athlete who attends the University to earn a degree;
- Provide assistance for the student-athlete in the development of values, emphasizing the qualities of leadership;

- Enhance the interpersonal relationships and communication skills of each student-athlete;
- Facilitate the fulfillment of career and life goals of each student-athlete; and
- Safeguard the academic integrity of Towson University by insuring compliance with all rules of the NCAA, conferences and the University.

The following guidelines will assist advising the student-athlete population at Towson University. This section has been divided into specific areas including National Collegiate Athletics Association (NCAA) Progress towards Degree Regulations, NCAA Education and Towson University.

NCAA Progress towards Degree Regulations

1. NCAA including full-time enrollment and percent of degree requirements.

All student-athletes enrolled on or after August 1, 2003 must meet the following standards to be eligible in any semester:

- Must be enrolled in a minimum of twelve (12) units each semester.
- Must pass a minimum of six (6) units each semester.
- Must pass a minimum of twenty-four (24) units by beginning of year two (2) and eighteen (18) units within the regular academic year (fall and spring semesters) of years 3 through 5.
- Once a major is declared, only units that count towards the degree program will be used in calculation of percentage requirements.

Determining satisfactory progress to degree in relation to percent: The following chart gives examples of how the percentage can be applied:

Units	40%	60%	80%
120	48	72	96
124	50	75	100
128	52	77	103
132	53	80	106
136	55	82	109

NCAA Education – Extra Benefits as sited in NCAA Manual

16.01.1 Eligibility Effect of Violation

A student-athlete shall not receive any extra benefit. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

16.02.3 Extra Benefit

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. (*Revised: 1/10/91*)

Towson University Policies Regarding Athletes

1. The student-athlete population registers during the priority registration period each semester designated by the Registrar's office. This assists in course availability conducive for degree progress as well as designated team practice times. Team practice times will be distributed to every advisor once established between the team and availability of facilities.
2. A student-athlete considering changing majors or declaring a second major should be in consultation with the Assistant Athletic Director of Compliance Services or the NCAA Eligibility Certifying Officer in the Registrar's Office.
3. Forms to assist the advising of a student-athlete at Towson University:
 - a. Class Selection Form – this is the only form that needs the advisor's signature.
 - b. GenEd/UCore Checklist - this form is for use by the student athletes, but an advisor might come into contact with it.

Local contact information for questions or concerns:

Assistant Athletic Director for Compliance Services: Lindsey McDonnell, 410-704-3573,
lmcdonnell@towson.edu

Assistant Athletic Director for Academic Services: Bobbi Madison, 410-704-2658,
bmadison@towson.edu

ADVISING INTERNATIONAL STUDENTS

International student is a popular term used to describe a foreign student -- one who is in the United States as a non-immigrant with a temporary visa that allows the student to obtain a degree, to study English full time, or be a visiting student through an exchange institution. There are currently about 800 international students (about four to five percent of the total enrollment) on campus. The number of international students here has doubled since 1995. It is important to treat international students as individuals not as representatives or tokens of a race, country or geographic region. At the New International Student Orientation, ISSO distributes a handout on cultural adjustment.

Special regulations and policies

International students are in the United States with a temporary non-immigrant visa; therefore they are subject to strict Department of Homeland Security laws governing their status. They are all required to attend a special information session, which is offered during the two-day New International Student Orientation Program each semester. They receive handouts that explain their visa restrictions and benefits.

ISSO staff members are not federal employees

Several ISSO staff members are Designated School Officials for our F-1 Visa Program and Responsible Officers for our J-1 Visa Program. As such, they advise students about Bureau of Citizenship & Immigration Services (BCIS) regulations and consequences of violations, and they are authorized to endorse BCIS and Department of State documents. Please note, however, that they do not work for the federal government. Rather, they are student advocates. Students need not be fearful of talking with ISSO staff about their status or problems. In fact, the staff are probably the only source of reliable and up-to-date information about current regulations and procedures pertaining to foreign student status in the United States.

Consequences of dropping to fewer than 12 units

International students must maintain full-time enrollment each semester, with just a few exceptions. Any F or J status student dropping to fewer than 12 units per semester (to fewer than nine units, if a graduate student) is subject to severe penalties for violating status. If there is a compelling academic, medical, or cultural adjustment reason for advising less than full-time status, the student should be referred to a staff member of the ISSO before dropping or withdrawing. There may be an exception permitted under immigration law, but documentation and a decision must be made prior to the student's action. Post 9/11 legislation has mandated an even stricter stance on the part of the BCIS toward students who fail to maintain their status, particularly if they have not discussed their situation with a Designated School Official at the university's international office.

Immigration rules require good academic standing

The ISSO monitors international student enrollment and academic standing on a semester basis. However, if an international student drops below acceptable QPA standing, the advisor must contact the ISSO. There may be cross-cultural or other less obvious reasons for the student's poor progress. As the consequences of failure may be dire, a joint intervention of the advisor working closely with ISSO may be critical.

Most work off campus is illegal

United States immigration laws restrict non-immigrant employment. Please advise those students contemplating work in the U.S. to contact the ISSO about legal options and required authorizations.

Extra challenges for the international student

International students face many challenges during their first semester in the United States and throughout their academic experience. Instructors and advisors are encouraged to become familiar with international students' concerns and difficulties, spend a little extra time one-on-one, and appreciate the value of new cultural perspectives of international students.

Aspects of the academic culture to which international students will need to adjust

- Faculty expectations for classroom participation and attendance; speaking out, stating opinions, and questioning the instructor are normal, expected, and not disrespectful
- Completion of a large number of assignments, quizzes, tests, papers, and exams

- Syllabi and reading lists
- Academic Integrity Policy
- Multiple choice, true/false, and other objective exams
- Informality of social and academic interaction

English language issues international students may experience

- Lack of confidence in speaking English
- Fatigue from speaking English all day
- Unfamiliarity with American accents, local dialects, slang
- Note-taking
- Responding in class or participating in discussions
- Team projects and group presentations

Support services for international students with English language concerns

English Language Center in ES 331, 410-704-2552

ESOL Program in LA 5330L, 410-704-42110.

STUDENT SUPPORT SERVICES

ACADEMIC ACHIEVEMENT CENTER (AAC)

The Academic Achievement Center is a full-service learning center. The staff assists students with achieving their academic goals through tutoring, workshops, academic coaching, and placement testing. The AAC provides drop-in services, as well as appointment-based tutoring in many lower division and a limited number of upper-division undergraduate courses.

Director: Terri Massie Burrell (tmassieburrell@towson.edu)

Cook Library – Room 524 410-704-2291

COMPUTER SCIENCE TUTORIAL

7800 York Road – Room 407 410-704-2424

Coordinator: Richard Webster (rwebster@towson.edu)

MATHEMATIC TUTORIAL

7800 York Road – Room 105 410-704-2291

Coordinator: Elizabeth Scarbrough (escarbro@towson.edu)

NATURAL SCIENCES TUTORIAL

Smith Hall – Room 538 410-704-3054

Coordinator: Liina Ladon (lladon@towson.edu)

Biology/Chemistry Tutorials/Physical Science/Physics Tutorials

MUSIC TUTORIAL

Center for the Arts – Room 3088 410-704-2819

Interim Coordinator: Kalin Kirilov (kkirilov@towson.edu)

CAREER CENTER

With certified career counselors and a staff of professionals, the Career Center staff members are there to help. The staff can assist you with deciding on a career, locating an internship or a full-time position. The mission of the Career Center at Towson University is to:

- Educate and empower students to clarify, develop and implement career goals
- Connect students to the workforce with experiential education and employment opportunities
- Develop partnerships with employers, alumni, faculty and administrators that expand and enhance career opportunities for TU students

Campus Location: 7800 York Road, Suite 206

Hours: Monday - Friday 8:00 am - 5:00 pm

Phone: 410-704-2233

Fax: 410-704-3459

COUNSELING CENTER

Towson University's Counseling Center is the primary source of personal counseling and psychological help on campus for students, faculty and staff. It's easy to make an initial appointment to speak with a counselor. Call or stop by the Counseling Center to arrange for a private meeting to discuss your concerns. Services are confidential and for most there is no fee.

Campus Location: Glen Esk

Hours: Monday - Friday 8:00 am - 5:00 pm

Phone: 410-704-2512

E-mail: counseling@towson.edu

DISABILITY SUPPORT SERVICES

Disability Support Services (DSS) provides services that afford students with disabilities an equal opportunity to participate in all aspects of the educational environment. DSS promotes a broad definition of diversity that appreciates disability as an integral part of the human experience. The office collaborates with students, faculty and staff to create a welcoming campus that meets the needs of students with disabilities, fosters student independence, and recognizes students on the basis of their abilities rather than their disabilities.

The University offers many services to students with disabilities. Eligibility for these services is determined individually by the DSS office based on documented needs. Students are encouraged to register with DSS as soon as possible after admission to the university to ensure timely provision of services.

Campus Location: Administration Building, Room 232

Hours: Monday - Friday 8:00 am - 5:00 pm

Phone: 410-704-2638

TDD: 410-704-4423

Fax: 410-704-4247

STUDY ABROAD

The Study Abroad Office is a major component of International Education at Towson University. The office coordinates study abroad programs and manages student exchange programs.

Study opportunities are available in Europe, Latin America, Africa, Asia, the Middle East, and Oceania. The length of the programs varies from one week to one year during the semesters, minimester, spring break, or summer. Academic credit can be applied toward fulfilling requirements and electives for degree programs. Financial aid may be applied toward TU sponsored and approved programs.

Campus Location: Administration Building, 2nd Floor

Phone: 410-704-2451

Fax: 410-704-4703

Email: studyabroad@towson.edu

NATIONAL STUDENT EXCHANGE

The National Student Exchange (NSE) program provides opportunities for students to study at another NSE college/university in the United States, its territories, and several universities in Canada while paying tuition and fees to Towson.

Eligibility: Full-time student with a cumulative QPA of at least 2.5. Students may visit the national website at www.NSE.org.

For information, contact: Kerica Henlon, khenlon@towson.edu, LH 5, 410-704-3405

WRITING ASSISTANCE PROGRAMS

- **CBE WRITING PROFICIENCY PROGRAM**
Stephens Hall – Room 117 410-704-4379
Director: Quincey Johnson (qjohnson@towson.edu)
Assists majors in the CBE to improve their long-term writing performance. The staff members are there to help students become proficient at producing effective business documents.
- **WRITING LAB**
LA 5330 410-704-3426
Director: Deborah Shaller (dshaller@towson.edu)
Provides help with writing, brainstorming ideas and outlining the structure of papers/essays at the graduate and undergraduate level.
- **WRITING SUPPORT PROGRAM**
LA 5330 410-704-2857
Director: Margaret Benner (mbenner@towson.edu)
Provides tutoring for sentence-level and grammar skills.
<http://wwwnew.towson.edu/ows/index.htm>
- **ESOL WRITING SERVICES**
LA 5330 410-704-5016
Director: Carol Phippen (cpippen@towson.edu)
Provides tutoring for students for whom English is a second language.
- **WRITING PROGRAM'S COMPUTER LAB**
LA 5330 410-704-3834

RESOURCES AND PROCESSES IN SUPPORT OF ACADEMIC ADVISING

Academic Achievement Center

Cook Library 524

x2291

<http://www.towson.edu/aac/>

The Academic Achievement Center (AAC), a comprehensive academic support program, serves the entire TU student population with tutorial services, learning strategy workshops and academic coaching. The AAC has a Master level (3) certified tutor training program through the College Reading and Learning Association (CRLA) that provides tutoring in lower-level behavioral and social sciences, English literature, business, foreign languages, physical, natural and computer sciences, mathematics and music courses. Services are free and depend upon availability of a qualified tutor. The AAC coordinates individualized strategy sessions to help students construct study schedules and graphic organizers to promote retention and in-class success. The AAC will assist faculty in identifying qualified tutors. Upon faculty requests, AAC staff will facilitate in-class academic strategy sessions. The center also administers the online Strengths Inventory that offers numerous academic techniques students can apply to improve or enhance learning outcomes. Learning Specialists serve as academic coaches by interpreting the assessment results, considering students' learning styles to help them reach their potential.

Academic Advising Center

Lecture Hall

x2472

www.towson.edu/academicadvising

The Academic Advising Center staff work with students in the process of changing majors, or would like assistance with their selection and sequencing of courses, or assistance in planning the completion of their university requirements. Students that are undeclared are advised here. For more information or assistance, please contact the director, John McKusick.

Academic Standards Committee

Enrollment Services 235

x4351

Students seeking an exception to University academic policies may appeal to the Academic Standards Committee in writing. Letters should be addressed to Mr. Pat McKoen, Academic Policy Coordinator, c/o Enrollment Services, Academic Standards & Policies. Some of the items reviewed are taking the last 30 units outside of Towson, enrolling in 19 or more units, etc.

Appeal for Exception to the Academic Standards Committee (ASC)

The Academic Standards Committee meets twice a month during the semesters and twice during the summer months to review appeals that have been submitted. The ASC is comprised of faculty, administrators and student representatives. Students who feel they have a legitimate reason for an exception to academic policy should submit an appeal and include the following:

1. Full name
2. Address
3. Towson Email Address
4. Telephone Contact Number
5. Student ID Number

How to structure the appeal to the ASC:

1. Type written by the student. All other letters are considered ‘supporting’ documentation only.
2. Include the nature of the appeal (i.e. Late Withdrawal (Full or Selective), Academic Suspension, Gen Ed Exception, etc.
3. A clear, concise and compelling argument describing the nature of your appeal and why the ASC should consider granting your appeal
4. Copies of supporting documentation
 - a. Medical documentation must be on provider’s letter head with signature, date(s) of onset & duration of condition, etc.
 - b. Legal documentation should be on attorney’s letter head and include signature, date(s) of incident, etc.
 - c. Official death certificate or copy of obituary for a death in the family

When appeals should be submitted:

1. The ASC meets on the 2nd and 4th Tuesdays of the month from September – December and February – May. Summer ASC meetings are held in June and August.
2. Deadlines for appeals are by close of business on the preceding Friday.
3. Appeals may be submitted:
 - a. Delivered in-person to:
Academic Standards & Policies Office
Enrollment Services, Room 288.
 - b. Delivered by mail to:
Academic Standards Committee
c/o Office of the Registrar
Towson University
8000 York Rd.
Towson, MD 21252-0001
 - c. By fax: 410.704.6393 (Include cover letter with number of pages being faxed).
Keep your confirmation that the fax went through.

When and how decisions are determined:

1. After the ASC has met to review the written appeal, a decision will be made.
2. All decisions are sent to the address provided in the appeal letter.
3. All appeals must be type written and limited to a single page. Supporting documentation should be brief, and include appropriate dates, signatures and be on letterhead.

For questions regarding the process:

Contact Academic Standards & Policies Office at: 410-704-4351

Advanced Placement**Enrollment Services 216****x2113**

www.towson.edu/main/admissions/freshman/applying/AdvancedPlacement.asp

Prospective freshmen may earn exemption or credit for some courses required at Towson by taking the Advanced Placement Tests of the College Entrance Examination Board in high school. A chart of the scores required on Advanced Placement exams is located in the Undergraduate Catalog.

Alcohol Policy

www.towson.edu/studentaffairs/policies/studentalcoholanddrugpolicy.asp

Towson University, recognizing that drug and alcohol abuse presents a serious threat to individual health and community safety, strives to maintain a campus free from the illegal use and abuse of alcohol, and from the use, possession or distribution of illegal drugs.

ARTSYS – Articulation System for Maryland Colleges and Universities

<http://artweb.usmd.edu/>

This website allows a person to check on how a course at another Maryland college or university will transfer or vice versa.

Auditing Courses**Registrar, Enrollment Services, 223****x3240**

www.towson.edu/registrar/Records/Grading_Options.asp

Students may audit courses with the written permission of their instructors. This option may be elected only during the change of Schedule period. In order to elect it, students must complete a Course Schedule Change Form, obtain their instructor's signature, and return the form to Registration and Scheduling.

Auxiliary Services Business Office**University Union, 1st Floor****x2726**

www.towson.edu/adminfinance/auxservices/auxbusiness/

This is a one-stop business transactions office for obtaining a OneCard, report a lost/stolen ID card, transferring retail points to dining points, purchasing a parking permit, and to pay outstanding parking citations. Ticketmaster is also located here.

Blackboard

<https://bbweb.towson.edu/webapps/portal/frameset.jsp>

Blackboard is a comprehensive technology platform for teaching and learning, community building, content management and sharing, and measuring learning outcomes. For more information or assistance, please contact Ryan Peterson at x5081. As the Blackboard administrator, his office is located in CK 408.

Bursar's Office**Enrollment Services 336****x2100**

www.towson.edu/adminfinance/fiscalplanning/bursar

This office is primarily responsible for student billing, student account maintenance, disbursement of student loan and rebate checks, refund processing, tuition remission, and delinquent account collections. Payments on accounts may be made in person or by mail.

Personal/business checks, VISA, and MasterCard are accepted methods of payment. Cash is accepted at the cashier's window.

Career Center

7800 York Road Suite 206

x2233

www.towson.edu/careercenter

The mission of the Career Center at Towson University is to:

- Educate and empower students to clarify, develop and implement career goals
- Connect students to the workforce with experiential education and employment opportunities
- Develop partnerships with employers, alumni, faculty and administrators that expand and enhance career opportunities for TU students

The center offers the following services: individual career advising appointments, internship program, workshops, job listings, career resource library and computer lab, on-campus recruiting interviews, job fairs, and student employment.

Campus Safety- Escort Program

University Police

x2134

<http://wwwnew.towson.edu/adminfinance/facilities/police/campusesescort.asp>

The University provides Escort Service from sunset to sunrise. Campus escort programs aim to improve the safety of individuals traveling alone on campus at night.

Change of Address, Name

Towson Online Services

<https://inside.towson.edu/psLogin/>

Forms to effect a change of name or address are available online through Towson Online Services. Once students are registered at Towson, they are able to sign onto the system and update personal contact information.

Change of Grade/ Incomplete Form

Students who, for documented reasons, are unable to complete course requirements within the semester or term may, in agreement with their instructors, receive an incomplete (I) grade for a course. Once the course work has been completed in accordance with university grading policy, the faculty member obtains a Change of Grade/Incomplete form from the department chair's office and returns it to the department chair for authorization. The form is then forwarded to the Records Office for processing. This same process is followed to change other grades.

Clubs and Organizations

University Union 217

x3307

<http://involved.towson.edu/organizations>

Clubs and organizations are as varied as people's interests. Some groups are affiliated with academic departments as interest groups or honor societies, some are linked to political or social causes, some exist to connect students to their intended profession, and some bring together students who share a background or common value(s).

www.towson.edu/studentactivities/commuters/Commuter%20Student%20organization.asp

The Office of Student Activities promotes the involvement and participation of commuter students in all phases of University life.

Copies Plus Center**Cook Library Lobby****x3254**

The Center is equipped with two high-speed copiers, fax service, and school supplies. It is open from 7 am to 3 pm Monday through Friday for faculty use and 7:30 am to 3:30 pm, Monday through Thursday for student use. The Center also provides service for self-service copying machines on the second and third floors of the library and the change machine in the main lobby.

Counseling Center**Glen Esk****x2512**

www.towson.edu/counseling/

The Counseling Center offers, by appointment, individualized help with personal, social, and career-related problems. Students can also participate in programs and workshops on various topics.

Credit for Prior Learning**Enrollment Services 231****x2471**

www.towson.edu/registrar/CLEP

The Office for Non-Traditional Undergraduate Programs sponsors a Credit for Prior Learning Program through which a student may receive up to 45 credit hours for what has been previously learned through non-college studies or experience. Participating departments offer credit for prior learning using several formats: CLEP tests, Departmental exams, Portfolio assessment, Individualized appraisal, and Military course evaluation.

Dean's List

Degree candidates who complete a minimum of 12 calculable semester hours with a semester average of 3.50 or higher will earn Dean's List honors. The notation of honors will appear on the permanent academic record. This honor is also available to part-time students who attain 12 hours of 3.50-level work during the academic year.

Declaring a Major (see "Screened Majors")

www.towson.edu/registrar/changingmajor.asp

Students who wish to elect a particular major program must go online to complete a Change of Major/Minor Form (also serves as a Declaration of Major form since students are often "pre" before accepted to their major). This form also allows students to delete a previous major or add/delete a minor.

Deferred Payment Plan

<http://www.towson.edu/adminfinance/fiscalplanning/bursar/paymentinformation/tuitionpaymentplan.asp>

The university offers a payment plan through a third party partner, Nelnet/e-Cashier. This payment plan allows students to enroll in a monthly payment plan to meet the cost of tuition,

mandatory university fees, SGA fees, meal plans and on-campus university housing for each term. Please note that the Millennium Hall, Paca and Tubman Houses cannot be included in a payment plan. Nelnet/eCashier is not affiliated with the university and does not act as the university's agent.

Dining Points **University Union 118** **x2284**

<https://services.jsatech.com/index.php?cid=11>

This is a debit account, operating off the TU OneCard, for the purchase of food from Dining Services locations. Dining Services offers fifteen different campus-dining locations for students to use their meal plan. Should students run out of dining points, they may add points at any time on the OneCard website. Dining points are available to students, faculty, and staff.

Dining Services **University Union 200A** **x2302**

www.towson.edu/adminfinance/auxservices/dining

Dining Services has 13 locations (two all-you-care-to-eat dining facilities, nine a-la-carte and two convenience stores) and menu options ranging from traditional favorites to vegetarian, kosher and halal cuisine. They also offer an array of healthy options through our Balanced Choices nutrition program.

Disability Support Services **Administration 232** **x2638**

www.towson.edu/dss

Towson University is committed to providing equal access to its programs and services for students with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The university does not have a specially designed program for students with disabilities but instead offers an array of support services and accommodations that are coordinated by Disability Support Services.

Diversity & Equal Opportunity, Office of **Administration 210** **x2360**

www.towson.edu/odeo

Students and employees who feel they have been victimized by discrimination or unfair practices in education or employment should contact this office. The Towson University office for Diversity and Equal Opportunity is available for questions concerning the complaint procedures. The procedures for filing a complaint are included within each specific complaint policy. Please reference the specific policy in order to find the correct procedure.

Drop/Add Period

<http://www.towson.edu/registrar/calendars/>

At the start of each semester, there is a one week period when students can change their schedule online. During this period, courses dropped will not appear on a student's transcript. Check the dates on the Academic Calendar.

Duplicate Social Security Numbers **Enrollment Services 223** **x2471**

Students who are listed under more than one social security number in the Student Information System (SIS) must complete a request form in Enrollment Services 223 to have pertinent information consolidated to the correct social security number. Students must bring personal identification and any other relevant documentation.

English Language Center **Enrollment Services 331** **x2552**

www.towson.edu/elc

ESOL provides placement in preparatory non-credit college writing courses designed for all non-native speakers of English admitted to the university.

The ELC offers a comprehensive English language program that will strengthen your language skills, develop your cross-cultural awareness, and enrich your personal growth and development. The ELC program is for students who want to pursue university study in the United States as well as for students who want to improve their English for employment purposes. The ELC offers three programs of instruction each year, the fall and spring semesters are 15 weeks long and there is a 10-week summer session.

Family Educational Rights and Privacy Act of 1974 (FERPA - Buckley Amendment)

www.towson.edu/registrar/Records/recordssecurity.asp

Towson University maintains records of matters relevant to the educational process of each student. These records cannot be disclosed to individuals other than the student except by written consent of the student, by legal order, or in those special circumstances allowed by FERPA, a.k.a. the Buckley Amendment. See Appendix F in the Undergraduate University Catalog for further detail.

Financial Aid Office **Enrollment Services 339** **x4236**

www.towson.edu/finaid

Students interested in applying for Financial Aid (loans, government grants, scholarships) should submit completed Financial Aid applications far in advance of the semester for which they are applying (i.e. January for the fall semester). Students are urged to obtain Financial Aid approval prior to all payment deadlines. Most Financial Aid programs require students to be formally admitted to a degree program.

Fraternities/Sororities **University Union 232C** **x3741**

www.towson.edu/studentactivities/fslife

Students interested in these organizations should contact the Office of Student Activities.

“FX” Grade

www.towson.edu/registrar/Records/fxgrades.asp

The grade of FX is calculated in a student’s QPA. A grade of FX is given to those students who never attend a course, or who stop attending during the semester without officially withdrawing.

Global Village**Residence Tower****x6-3101**

www.towson.edu/international

The Global Village is a residence facility that gives students from different countries the opportunity to meet, gain a greater understanding of one another, and develop programs that increase global awareness. All students are welcome. Contact Housing and Residence Life (x6-3101) or the International Student and Scholar Office (AD 246, x2421) for further information.

Good Student Discount Form for Insurance

Forms for “Good Student Discounts” are obtained from the student’s insurance company. For the current semester, the student should take the form to Enrollment Services for verification. The bill must be paid to obtain verification. For past semesters, the form should be taken to the Records Office in Enrollment Services 221.

Graduate School**7800 York Road 216****x2501**

<http://grad.towson.edu>

Students wishing to enroll in graduate-level (500-800) courses must apply for admission through the Graduate School. The UB/ Towson MBA program is different. Please refer students to Ron Desi or Carol Abraham in ST 301 at x6163 if they are interested in pursuing an MBA.

Graduation Application**Enrollment Services 222****x2095**

www.towson.edu/registrar/graduation.

Undergraduate Deadlines:

Spring	January 1
Summer	July 10
Fall	August 21

<https://grad.towson.edu/graduation/apply.asp>

Graduate Deadlines:

Spring	February 15
Summer	June 15
Fall	September 15

Health Center**Dowell Health Center****x2466**

www.towson.edu/dowellhealthcenter

A staff of physicians, psychiatrists, nurse practitioners, physicians’ assistants, nurses and health educators provide ambulatory primary/preventive care and health education services. Patients are seen by appointment during daytime office hours (8 am – 5 pm, Monday - Friday). For weekend emergencies, call University Police.

Honors

www.towson.edu/registrar/Graduation/undergrad/honors/latin.asp

Information on graduation with Latin honors may be found in the “University Curriculum” section of the Undergraduate Catalog. Students should contact their major departments for information on department honors.

Housing & Residence Life West Village Commons, 3rd Floor x2516

Housing and Residence Life provides living facilities for full-time degree candidates and promotes educational programs and activities that support the university’s academic mission. Resident students must sign a contract for university housing, renewable at the option of the university, and must carry a minimum of 12 units. The Housing and Resident Life staff offers assistance and programs for the resident students.

ID Services University Union 118 x2726

www.towson.edu/adminfinance/auxservices/auxbusiness

Students and new employees must go to the ID office for picture identification cards. If an ID card is lost, a replacement fee will be assessed.

Insurance Plans (Students) Dowell Health Center x2466

www.towson.edu/dowellhealthcenter/insurance

An excellent health insurance plan designed for students is offered at a reasonable fee. The plan is voluntary, but some basic coverage is required for resident students.

International Student and Scholar Office Administration 246 x2421

www.towson.edu/isso

ISSO offers assistance to international students, faculty, and visiting scholars in the following areas: immigration matters, university relations and services, personal cultural and academic concerns, initial and re-entry orientation, campus and community cultural programs, tax filings, and legal employment.

Internship Program 7800 York Road, Career Center x2233

www.towson.edu/careercenter/student/internship.asp

Internships enable students to gain practical experience in their fields of study. Options include full or part-time and paid or unpaid experiences for one semester or for a longer-term commitment. Faculty reviews all job/project descriptions. Students who participate meet eligibility requirements established by academic departments.

Library, Albert S. Cook x2462

<http://cooklibrary.towson.edu>

Cook Library, located in the center of the campus, offers, in addition to books, journals, CDs, DVDs and videotapes onsite, Web access to thousands of full text articles through online subscription databases. There are many workstations on each floor with Microsoft Office and Internet access to facilitate your searching and word processing needs. The library

catalog, hours, services offered, and other essential pieces of information are available 24/7 on the library's website.

Meal Plans **Auxiliary Services** **x2530**

www.towson.edu/adminfinance/auxservices/dining/mealplans

Resident students can choose from meal plans of 19, 14, 10, or 5 meals per week. Certain restrictions apply. All plans offer a wide selection of both Kosher and standard menu items. Students living off-campus and at Millennium Hall or Towson Run Apartments can also select from any of the meal plans, or may choose one of the Block Meal Plans which offer a specific number of meals per week each semester at a fixed price.

Military Course Work **Enrollment Services 233** **x3094**

www.towson.edu/registrar/CLEP/Military_Course_Evaluation.asp

Military units can be counted towards the overall 120 credit minimum needed for graduation; however, units are typically not available to satisfy General Education Requirements or major requirements. The Non-Traditional Undergraduate Program (NTUP) office will need to see summaries of the educational experience in the military. Towson University holds discretion on whether units are posted to the undergraduate record and students will be responsible for explaining how the military units will help them in completing their undergraduate degree. Military units fall under the category of Credit for Prior Learning (CPL) at Towson. Students are permitted a maximum of 45 total CPL units to be posted to their TU transcript.

Minimester

This is an intensive condensed term held in January. Some specific courses last only one week. Students are restricted to two courses with a maximum of four units because of the structure and intent of the session.

National Student Exchange **Lecture Hall 1st Floor** **x3405**

www.nse.org

Students must be full-time at their home campus both at the time of application and in their term prior to exchange. Students must be in good standing financially, socially, and academically on the home campus with a minimum QPA of 2.5 on a 4.0 scale at the time of application and at the conclusion of the term prior to going on exchange. Through participation in NSE, students may attend courses and programs from NSE's 177 member campuses in 48 states, the District of Columbia, 3 territories, and 5 Canadian provinces. The program allows students to travel and live in another area of the country, experience college life in a different environment, meet new people with different views and backgrounds, and familiarize themselves with potential graduate schools. The program also allows students to complete courses not currently offered at Towson, permitting them to stay on track toward completion of their degrees.

Non-Degree Students **Enrollment Services 216** **x2113**

www.towson.edu/main/admissions/nondegree

Non-degree enrollment is only available to students who have been out of high school for at least two years; however, exceptions are granted if you are currently pursuing a degree at

another college or university. Non-degree students may register for virtually any undergraduate course offering provided the student meets all prerequisite requirements for the course and the department does not restrict registration.

OneCard

<https://services.jsatech.com/index.php?cid=11>

The OneCard is the official Towson University ID card. The OneCard provides access to many university services: Library privileges at Cook Library, use of the university's athletic facilities, free or reduced-priced tickets at Towson University cultural and athletic events, access to recreational facilities and a free e-mail account through the Office of Technology Services. The OneCard is also used for dining and retail points. The card may be obtained from the Auxiliary Services Business Office.

Online Registration

<https://inside.towson.edu/intranetStudents/welcome.asp>

Currently enrolled undergraduate students may register online through Online Services on the right hand side of the link above.

Online Services (PeopleSoft)

<https://inside.towson.edu/psLogin/>

Students and faculty may utilize Towson's Online Services for the following:

- Maintaining personal information
- Search for classes/class availability/class schedule
- Register for classes
- Transcripts
- Degree Progress Reports
- Grade rosters
- Access financial account information and transactions
- View grades and request enrollment verifications
- Apply for graduation

Orientation

University Union 217

x2309

www.towson.edu/orientation

Orientation programs are designed to facilitate new students' transition into the University. During orientation (a series of one-day programs) students are introduced to campus policies, procedures, and services; they meet with faculty advisors and register for classes. Orientation occurs during the summer and in January. Additional orientation programs offered throughout the year address students' continuing developmental needs.

Parking Permits

University Garage

x7275

www.towson.edu/adminfinance/auxservices/parking

Parking permits may be purchased at the Auxiliary Services Business Office. Students will be unable to park on campus if they do not have a parking permit.

Pass and Audit Grading Options

www.towson.edu/registrar/Records/Grading_Options.asp

Students may apply up to 12 units toward an undergraduate degree on a Pass basis. At least a 2.00 grade equivalent must be completed to receive a grade of PS. A grade below 2.00 results in the appropriate regular grade on your record (usually D or F). This option is not available for courses required for completion of a major, minor, or teacher's certification (without special permission from the program's administrator). Auditing courses (graded AU) are not applied toward degree; this must be done under standard grading.

Placement Testing Academic Achievement Center, Cook Library, Room 524 x2291

www.towson.edu/placementtesting

All matriculating freshman with a score of less than 500 on the SAT 1 in Reading, Writing or Mathematics or an ACT score of less than 21 in Reading, English or Mathematics and all transfer students with fewer than 30 units will be administered diagnostic placement tests unless they are exempt. Students who do not attain the required minimum scores will be enrolled in developmental studies courses in the basic skills. These courses will not count toward the 120 units required for graduation.

Readmission to Degree Candidacy Enrollment Services 218 x2007

www.towson.edu/registrar/readmission.asp

Students who were previously admitted to TU and have had a break in enrollment must apply for readmission to degree candidacy through the Registrar's Office. Students who were not in good standing when last enrolled will be readmitted according to their status. Specific information may be obtained through the Registrar's Office or from the Undergraduate Catalog. Application deadlines are August 1st for the fall semester and December 1st for spring.

Refund Policy Enrollment Services 336 x2100

www.towson.edu/adminfinance/fiscalplanning/bursar/refunds

Please refer to the current Bursar's Office website for a schedule of refund dates, or call the Bursar's Office.

Registrar Enrollment Services 223 x2701

www.towson.edu/registrar

The Office of the Registrar serves students, faculty members, administrators, alumni, and the general public in the areas of registration, grades, records and transcripts, readmission, inter-institutional registration and national exchange programs, Veteran's benefits, and undergraduate graduation. Enrollment Services is part of the Registrar's Office. This department manages course scheduling and registration, transfer student evaluations, Non-Traditional Undergraduate Programs, processing of admissions and financial aid applications and the Direct Loan Program.

Repeating Courses

When courses are repeated, students will receive credit for the course only once. Only the higher of the two grades will be calculated in the QPA; the lower grade will remain on the

record with a *repeat included* or *excluded* message, whichever is appropriate. Students may not make a third attempt of a course except with prior approval. Courses, in which low or failing grades were earned at Towson, MUST be repeated at Towson in order for the record to be adjusted and the QPA to be recalculated. Students should consult their major for additional policies regarding repeating courses.

Repeat Course Form

http://www.towson.edu/registrar/Forms/documents/ThirdAttemptForm-rvsd-INAC_000.pdf

Students who have made a second attempt of a course, and wish to make a third attempt, must submit a Third Attempt of a Course petition to Academic Standards Committee. Students must submit this form to have their records adjusted for the repeated course; adjustment is not automatic.

Residency

In-state residency for the purpose of establishing tuition is explained in Appendix C of the Undergraduate Catalog. Incoming students should contact the Admissions Office for information; continuing or readmitted students should contact the Registrar's Office.

ROTC (Reserve Officers Training Corps)

www.towson.edu/main/academics/ugrad/Militaryscienceprograms.asp

Towson University offers both Army and Air Force ROTC through a cooperative agreement with the University of Maryland College Park and Loyola University, respectively. For information on the Army ROTC, call UMCP at (301) 314-3242 and for the Air Force ROTC, call Loyola's Military Science Department at (410) 617-2387.

SAGE Program (Students Achieve Goals through Education)

University Union 313

x2051

www.towson.edu/sage

The SAGE program primarily encourages first and second semester African-American students to excel academically as well as involve themselves in campus-wide activities. All students, regardless of race or ethnic background, can participate in the SAGE program. Participants are invited to a weekly program activity that provides social and networking opportunities as well as information about career development, study skills, stress management, financial planning, campus-wide resources, celebrating academic success and informal academic advising.

Satisfactory/Unsatisfactory (S/U) Grading

The Academic Standards Committee and the University Curriculum Committee assign primarily to those courses offered for skill development and to other courses upon the recommendation of the appropriate academic department and approval this grading option.

Scholarships

Enrollment Services 339

x4236

<http://www.towson.edu/main/finaid/typesoffinaid/scholarships/index.asp>

Towson University offers many scholarships to both incoming and continuing students. A listing of these appears under 'Scholarships' in the front of the Undergraduate Catalog. If

students have questions beyond what appears in the catalog, they may contact the Scholarship Office.

Screened Majors

Certain major programs screen applicants to the program. Admission to the University does not guarantee admission to the major. Students who wish to declare those programs must fulfill specific pre-major requirements, which include, but are not limited to, completion of specific courses and attainment of a minimum cumulative grade point average. Refer to the Undergraduate Catalog for more information on these programs. (see “Declaring a Major”)

Second Bachelor’s Degree Program Enrollment Services 216 x2113

<http://www.towson.edu/main/admissions/secondbachelor/index.asp>

Students, who have earned a previous baccalaureate degree and have a 2.00 CQPA, may apply for admission to the Second Bachelor’s Degree Program at Towson. A maximum of 90 hours from the first degree may be applied toward the second degree.

Speech-Language-Hearing Center Van Bokkelen Lower Level x3095

www.towson.edu/asld/speechlanguagehearingcenter/

The Center offers diagnostic and therapeutic services without charge to all Towson faculty, staff, students, and dependents.

Student Activities, Office of University Union 217 x3307

www.towson.edu/studentactivities

This office offers advising to the Student Government Association and its affiliated organizations. Areas of responsibility for the office include: leadership development, Greek-letter organizations, commuter student services, non-traditional student services, campus programming, service and volunteerism, and student organization assistance.

Student Government Association University Union 226 x2711

www.towson.edu/sga

The SGA recognizes more than 150 clubs and organizations. These groups provide students with a variety of leadership opportunities and experiences. The SGA is dedicated to improving students’ academic, social, and cultural environments while hearing students’ concerns. Upon enrolling at TU, all students become members of the SGA. This is the primary organization, which represents all students in planning, organizing and directing student organizations and programs on campus. The SGA also works jointly with the faculty and administration in certain designated areas of governance of the university.

Study Abroad Office Administration 2nd Floor x2451

www.towson.edu/studyabroad

TU students can choose from hundreds of study abroad programs around the world and many programs are open to students from outside Towson University. Instruction is in a wide range of languages, including many options in English. Study abroad is available for summer, minimester, spring break, a semester or year. Academic credit can be applied toward

fulfilling major and minor as well as University Core/General Education requirements and electives for degree programs. Financial aid and scholarships are available.

Student Conduct and Civility Education Administration 236 x2057

<http://wwwnew.towson.edu/studentaffairs/judicialaffairs/>

When students are alleged to have violated the Student Code of Conduct or the Residence/Board Contract, this office ensures both sides of the case are heard. Student Conduct and Civility Education also handles complaints from students who feel they have been treated unfairly by faculty regarding grading, etc., and have not been able to resolve the matter within the academic department of college.

Summer Trimester Enrollment Services 223 x2701

http://www.towson.edu/registrar/Registration/Summer_Registration.asp

TU's summer sessions offer more than 900 classes, internships and independent study programs. The summer program is made up of four sessions, with classes offered in a variety of scheduling formats and time frames to meet student needs.

Technology Services, Office of Cook Library 28 x2041

www.towson.edu/adminfinance/OTS

This department is responsible for providing and supporting the central computing and network services of Towson University. This organization is a result of the merging of Academic Computing and Administrative Data Processing.

- Student Computing Services
- Technology Training Workshops
- CIAT Services and Workshops
- New Computing accounts/passwords
- Webmail for students
- Towson Unplugged Wireless Networking
- Upgrades and Repairs
- Software Installation Requests

Testing Services Center Administration 228 x2304

www.towson.edu/testing M-Th, 8-5:30pm; F, 8-1:30pm

The Testing Services Center provides proctored testing accommodations for students with disabilities who are registered with TU's Disability Support Service office. The center offers extended test time, minimal distraction space, readers, scribes, and computer access to students with appropriate documentation.

Transfer Evaluation Services 7800 York Road 217 x2113

<http://www.towson.edu/main/admissions/transfer/transferunits/>

Transfer Evaluation Services prepares the Evaluation of Transfer Credit for course work completed prior to Towson University enrollment. For information about transferring credit completed concurrently or after Towson University enrollment, refer to the Academic Regulations section of the Undergraduate Catalog.

www.towson.edu/police

The University Police is an independently organized, legally empowered agency responsible for law enforcement within the jurisdiction of the university. Each police officer is fully certified by the Maryland Police Training Commission and has full authority to enforce state, federal and local laws in accordance with Title 13, Subtitle 6, Section 13.601 of the Education Article, Annotated Code of Maryland. Call 410-704-2133 for emergencies.

University Store**University Union 1st Floor****x2665**

<http://store.towson.edu>

The University Store sells required textbooks, general interest books, including study aids, reference, classics, and magazines. Also sold are basic school, art, and computer supplies, film and film processing, health and beauty aids, and an interesting variety of general gifts and greeting cards. Food, snacks, and beverages can also be purchased at the University Store.

University Union**x4636**

www.towson.edu/adminfinance/auxservices/universityunion

Within the University Union there are faculty and staff meeting spaces, dining areas, and numerous other services. The Information Desk, located on the second floor, assists in directing people to the right department and building as well as answers general questions.

Verification of Enrollment Forms

www.towson.edu/registrar/Records/Enrollment_Verification.asp

Currently enrolled students should be directed to the office of the Registrar for verification of enrollment; bills must have been paid, or through Online Services. To verify past enrollment, students can obtain their transcript online or through the Records and Transcript Office.

Veterans Affairs**Enrollment Services 233****x3094**

www.towson.edu/registrar/va.asp

This office provides coordination between veterans and their dependents and the Baltimore regional office of the Veterans Administration.

Weather and School Closings

www.towson.edu

Any change in the academic calendar or schedule because of inclement weather or other emergency will be reported to the following radio and television stations: in the Baltimore area, on WBAL Radio (1090 AM), WWMX (106.5 FM), WLIF (101.9 FM), WYPR (88.1 FM), WTMD (89.7 FM), WBAL-TV (11), WJZ-TV (13), and WMAR-TV (2); in the Washington, D.C. area, on WTOP (820 AM/103.5 FM), WJLA-TV (7), and WRC-TV (4). There will also be a banner announcement on the TU homepage. Two TU phone lines that carry calendar or schedule change messages are 410-704-2000 and 410-704-NEWS. When a storm occurs overnight, a decision to cancel or delay classes will be made by 6 a.m. When a snowstorm occurs during the workday, a decision to delay or cancel classes will be made two hours prior to the beginning of evening classes. Radio and television stations are contacted

immediately. All students/faculty/staff who enroll their cell phone numbers with e2campus will receive a text message regarding delayed openings or closures.

Withdrawal from Courses

Enrollment Services 223

x2701

www.towson.edu/registrar/Registration/withdrawing.asp

To officially withdraw from a course (while remaining enrolled in at least one other), students may do so online before the semester/term deadline. Students cannot withdraw from a course through their instructors or departments. Students who fail to officially withdraw will receive a ‘FX’ grade. Students who withdraw after the Change of Schedule period, but before the Withdrawal Deadline will receive a ‘W’ grade, which does not affect their averages or academic totals.

Women’s Resources

University Union 311

x2666

www.towson.edu/womenscenter/

The Center houses a lounge, library, kitchen, and office. It sponsors programs and social events of particular interest to women.

IMPORTANT WEBSITES TO REMEMBER

Towson University’s Main website:

<http://www.towson.edu>

Towson University’s Webmail:

<http://webmail.towson.edu/>

Towson University’s Online Services:

<http://inside.towson.edu/>

<ul style="list-style-type: none"> • http://towson.edu/registrar <ul style="list-style-type: none"> ○ Registration ○ Graduation ○ Enrollment Verification ○ Grades, Records, and Transcripts ○ Readmission 	<ul style="list-style-type: none"> • http://www.towson.edu/registrar/Degree/ <ul style="list-style-type: none"> ○ GenEd requirements ○ Degree Requirements
<ul style="list-style-type: none"> • http://www.towson.edu/academicadvising/ <ul style="list-style-type: none"> ○ FYE Advising Program ○ Core Curriculum suggestions ○ Academic Intervention ○ Advising for Open Majors ○ Student Academic Advisors (HELP) 	<ul style="list-style-type: none"> ○ http://wwwnew.towson.edu/adminfinance/ots/support/scs/index.asp <ul style="list-style-type: none"> ○ Obtain tiger account ○ Guidelines on how to use Online Services ○ E-Mail: helpcenter@towson.edu ○ Location: Cook Library, Room 5 ○ Phone: 410-704-5151
<ul style="list-style-type: none"> • http://www.towson.edu/careercenter <ul style="list-style-type: none"> ○ Career Center ○ Hire@TU ○ Jobs & Internships 	<ul style="list-style-type: none"> • http://www.towson.edu/studyabroad/ <ul style="list-style-type: none"> ○ Study Abroad
<ul style="list-style-type: none"> • http://wwwnew.towson.edu/aac/ <ul style="list-style-type: none"> ○ Tutorial Services ○ Placement Testing ○ Workshops ○ Academic Coaching 	<ul style="list-style-type: none"> • http://artweb.usmd.edu/ <ul style="list-style-type: none"> ○ Transfer Equivalent & Articulation ○ Agreements per ARTSYS ○ Transfer packages from 2-year institutions ○ Transfer course equivalencies

WHO'S WHO AT TU

Knowing who to go to is half the battle, so find out "Who's Who at TU!"

PRESIDENT'S OFFICE

Administration Building 331
Main Office- 410-704-2356
Fax- 410-704-3488

Maravene Loeschke, President
Laslo Boyd, Interim Chief of Staff
Michael Anselmi, Esq., University Counsel
Jennifer Gajewski, Assistant to the President for Governmental Relations
Marina Cooper, Assistant to the President for External Relations and Communications
Debbie Seeberger, Special Assistant to the President for Diversity & Equal Opportunity
Dan Leonard, Director of the President's Leadership Institute & Assistant for Special Projects
Marilyn Dannenfels, Administrative Assistant to the President
Cassy Bennett, Assistant to the Chief of Staff

DIVISION OF ACADEMIC AFFAIRS

Administration Building 311
Main Office- 410-704-2125
Fax- 410-704-3129

Marcia Welsh, Provost and Vice-President of Academic Affairs
Tammy Adams, Executive Administrative Assistant
Jim Dilisio, Associate Provost
Gary Levy, Associate Provost for Academic Resources and Planning
Lonnie McNew, Senior Associate Vice-President of Enrollment Management
Toya Younger, Assistant Provost
Jo Schmidt, Executive Administrative Assistant
Robin Weisand, Executive Administrative Assistant

DIVISION OF STUDENT AFFAIRS

Administration Building 236
Main Office-410-704-2055
Fax-410-704-3411

Deb Moriarty, Vice President of Student Affairs
Cyndi Zimmerman, Executive Administrative Assistant
Nicole Kazanecki, Acting Coordinator for Civic Engagement

DIVISION OF UNIVERSITY ADVANCEMENT

Administration Building 325
Main Office-410-704-2358
Fax-410-704-3086

Gary Rubin, Vice President of University Advancement
John Mease, Vice President of TU Foundation
Char Libertini, Executive Assistant to the Vice President, TU Foundation

Lori Armstrong, Associate Vice President, Alumni Relations
Diane Mello, Executive Assistant
Margaret Paulson, Administrative Assistant
Ellen Stokes, Associate Vice President of University Marketing
Carol Dunsworth, Director of University Relations
Rick Pallansch, Director Design Center

DIVISION OF ECONOMIC AND COMMUNITY OUTREACH

Administration Building 301
Main Office- 410-704-3326
Fax-410-704-2152

Dyan Brasington, Vice President
Darius Irani, Associate Vice President, DECO
Director, Economic and Workforce Development
Donna Guillott, Executive Administrative Assistant

COLLEGES AND DEPARTMENTS

COLLEGE OF BUSINESS & ECONOMICS

Stephens Hall 216, 410-704-3342, www.towson.edu/cbe

Shohreh Kaynama, Dean
Louise Laurence, Associate Dean
Janet Gaver, Assistant to the Dean
Michael Donahue, Executive-in-Residence
Ron Desi, MBA Director
Heather McComas, Coordinator of Academic Operations
Jeremy Farkas, Tech Support Specialist
Vacant, Communications Specialist
Alison Netzer (part-time), Coordinator for Panama Program

Departments:

Accounting, Stephens Hall 102, 410-704-2227, www.towson.edu/accounting
Department Chair: *Joseph Szendi*
Director of MS in Accounting & Business Advisory Services: *Marty Freedman*
Administrative Assistant: *Paulette Pearson*
Business Excellence, Stephens Hall 301, 410-704-4682, www.towson.edu/busx
Director of Professional Experience: *Lisa Michocki*
Director of Legal Studies and Business Writing: *Quincey Johnson*
Administrative Assistant: *Wanda Rogers*
e-Business and Technology Management, Stephens Hall 314, 410-704-2783, www.towson.edu/ebtm
Department Chair: *Sharma Pillutla*
Administrative Assistant: *Donna Rogers*
Economics, Stephens Hall 103, 410-704-2959, www.towson.edu/econ
Department Chair: *Timothy Sullivan*
Administrative Assistant: *Chris Eifert*
Finance, Stephens Hall 314, 410-704-2783, www.towson.edu/finance
Department Chair: *Joanne Li*

Administrative Assistant: *Donna Rogers*
Management, Stephens Hall 116, 410-704-2934, www.towson.edu/management
Department Chair: *Thomas Basuray*
Administrative Assistant: *Carol Lindsay*
Marketing, Stephens Hall 123, 410-704-3351, www.towson.edu/marketing
Department Chair: *Judy Harris*
Administrative Assistant: *Diane Hornbuckle*
Student Academic Services, Stephens Hall 301, 410-704-3496, www.towson.edu/cbe
Director: *Patricia Atkinson*
Administrative Assistant: *Linda Sawyer*
Academic Adviser (part-time): *Joan Harrison*

COLLEGE OF EDUCATION

Hawkins Hall 304, 410-704-2570, www.towson.edu/coe

Raymond Lorion, Dean
Thomas Proffitt, Associate Dean
Natsuko Chow, Academic Program Specialist
Jeffery Kenton, Assistant Dean
Susan Turnbaugh, Executive Administrative Assistant
Susan Wentz, Administrative Assistant

Departments:

Early Childhood Education, Hawkins Hall 019, 410-704-2572, <http://www.towson.edu/coe/eced/>
Department Chair: *Ocie Watson-Thompson*
Administrative Assistant: *Victoria Martin*
Elementary Education, Psychology Building 105, 410-704-2176, <http://www.towson.edu/coe/eled/>
Department Chair: *Karen Robertson*
Administrative Assistant: *Kate Saunders*
Secondary Education, Hawkins Hall 404, 410-704-2562, <http://www.towson.edu/coe/sced/>
Department Chair: *Jeff Passe*
Administrative Assistant: *Josie Irvine*
Special Education, Psychology Building 307, 410-704-4984, <http://www.towson.edu/coe/sped/>
Department Chair: *Elizabeth Neville*
Administrative Assistant: *Cathy March*
Education Technology & Literacy, Hawkins Hall 216, 410-704-2576, <http://www.towson.edu/coe/rset/>
Department Chair: *David Wizer*
Administrative Assistant: *Diane Lanahan*
Instructional Leadership and Professional Development, Hawkins Hall 417, 410-704-4623,
<http://www.towson.edu/coe/ilpd/>
Department Chair: *Jane Neapolitan*
Administrative Assistant: *Rene Hunter*

COLLEGE OF FINE ARTS & COMMUNICATIONS

Center for the Arts 3001, 410-704-3288, www.towson.edu/cofac

Susan Picinich, Dean
Trudy Cobb Dennard, Associate Dean
Dianne Thompson, Executive Administrative Assistant

Denise Chlumsky, Administrative Assistant
Heather Sorensen, Events & Operations Manager

Departments:

Art & Design, Art History, Art Education, Center for the Arts 3103, 410-704-2808,
<http://www.towson.edu/art/>

Department Chair: *Stuart Stein*

Administrative Assistant: *Ginger Ross*

Assistant to the Chair: *Leslie Varga*

Assistant, Community Art Center: *Mark Cooper*

Director, Community Art Center: *Bonnie Reynolds*

Dance, Center for the Arts 1002, 410-704-2760, <http://www.towson.edu/dance/>

Department Chair: *Susan Kirchner*

Administrative Assistant: *Ryan Mahon*

Community Dance Center, Education Manager: *Candice Webster*

Community Dance Center, Office Manager: *Pat Klink*

Electronic Media & Film, Media Center 103, 410-704-3184, <http://www.towson.edu/emf/>

Department Chair: *Greg Faller*

Administrative Assistant: *Yvonne Eder*

Mass Communication & Communication Studies, Media Center 114, 410-704-3431,
<http://www.towson.edu/mccs/>

Department Chair: *Cynthia Cooper*

Administrative Assistant: *Mary Hickey*

Administrative Assistant: *Donna Warrington*

Assistant to the Chair: *Kathy Marsalek*

Advising Coordinator: *James Armstrong*

Music, Center for the Arts 3095, 410-704-2839, www.towson.edu/music

Department Chair: *Leneida Crawford*

Administrative Assistant: *Debra Walker*

Assistant to the Chair: *Mary Ann Criss*

Theatre Arts, Center for the Arts 3103, 410-704-2792, <http://www.towson.edu/theatre/>

Department Chair: *Tom Cascella*

Department Chair (a/o January 2012): *Robyn Quick*

Administrative Assistant: *Michele Madden*

Administrative Assistant: *Catie Tindell*

COLLEGE OF HEALTH PROFESSIONS

Towson Center 337, 410-704-3288, <http://www.towson.edu/chp/>

Charlotte Exner, Dean

Marcie Weinstein, Associate Dean

Diana Miller, Executive Assistant I

Veronica Boulware, Technology Coordinator

Robert Karp, Admissions and Placement Coordinator

Departments

Audiology, Speech-Language Pathology, and Deaf Studies, Van Bokkelen Hall 105, 410-704-4153,
<http://www.towson.edu/asld/>

Department Chair: *Sharon Glennen*
Administrative Assistant: *Erin Wertz*
Secretary: *Donna Fox*

Health Science, Burdick Hall 141, 410-704-2637, <http://www.towson.edu/healthscience/>

Department Chair: *Mary Helen McSweeney-Feld*
Administrative Assistant: *Donna Rettaliata*
Administrative Assistant (part-time): *Sue Willis*

Kinesiology, Towson Center 200, 410-704-2376, <http://www.towson.edu/kinesiology/>

Department Chair: *Kevin Burke*
Administrative Assistant: *Carol Clafferty*
Administrative Assistant: *Briana Cordner*

Nursing, Burdick Hall 134, 410-704-2067, <http://www.towson.edu/nursing/>

Department Chair: *Kimberly Christopher*
Administrative Assistant II: *Ruth Hipkins*
Administrative Assistant I: *Peggy DiBasilio*
Administrative Assistant (part-time): *Sue Mayes*
Retention and Success Specialists: *Dorothy Mundy*
Coordinator of Admissions and Retention: *Brook Necker*
ATM Program Management Specialists: *Natalie Williams*

Occupational Therapy and Occupational Science, Enrollment Services 245, 410-704-2762,
<http://www.towson.edu/ot/>

Department Chair: *Maggie Reitz*
Administrative Assistant II: *Mycala Shaulis*
Fieldwork Secretary (part-time): *JoAnn Albrecht*
Fieldwork Administrator: *Jerry Bentley*
Admissions and Placement Coordinator: *Robert Karp*

Office of Collaborative Programs, Burdick Hall 101, 410-704-4049,
<http://www.towson.edu/chp/aboutthecollege/collaborativeprograms.asp>

Director: *Marcie Weinstein*
Allied Health, Burdick Hall 101, 410-704-4049, <http://www.towson.edu/chp/alliedhealth/index.asp>
Program Director: *Nadine Braunstein*
Administrative Assistant: *Cynthia Wolfe*

COLLEGE OF LIBERAL ARTS

LA 2213, 410-704-2128, <http://wwwnew.towson.edu/cla/>

Terry Cooney, Dean
Irena Makarushka, Associate Dean
Robert Rook, Director of Interdisciplinary Studies
Gail Lukens, Executive Administrative Assistant
Bonnie Alexander, Administrative Assistant
Theresa Jenkins, Coordinator of Facilities, Information, and Events

Departments:

English, LA 4210, 410-704-2871, <http://www.towson.edu/english/>

Department Chair: *George Hahn*
Administrative Assistant: *Deana Johnson*
Administrative Assistant: *Susan Weininger*

Family Studies & Community Development, LA 2210, 410-704-5851, <http://www.towson.edu/fmst/>

Department Chair: *Karen Eskow*
Administrative Assistant: *Karen Corthell*
Administrative Assistant: *Gretchen Armington*
Foreign Languages, LA 4210, 410-704-2883, <http://www.towson.edu/FORL/>
Department Chair: *John McLucas*
Administrative Assistant: *Susan Donley*
Geography & Environmental Planning, LA 2210, 410-704-2973, <http://www.towson.edu/geography/>
Department Chair: *Virginia Thompson*
Administrative Assistant: *Diane Bandurchin*
History, LA 4210, 410-704-2923, <http://www.towson.edu/history/>
Department Chair: *Ronn Pineo*
Administrative Assistant: *Emily Daugherty*
Philosophy, LA 4210, 410-704-2755, <http://www.towson.edu/philosophy/>
Department Chair: *Anne Ashbaugh*
Administrative Assistant: *Stephannie Faison*
Political Science, LA 3210, 410-704-2958, <http://www.towson.edu/polsci/>
Department Chair: *Toni Marzotto*
Administrative Assistant: *Sandra Grey*
Psychology, LA 2210, 410-704-2634, <http://www.towson.edu/psychology/>
Department Chair: *Craig Johnson*
Administrative Assistant: *Barbara Skinner*
Administrative Assistant: *Jennifer Johns*
Administrative Assistant: *Elizabeth Piette*
Sociology, Anthropology & Criminal Justice, LA 3210, 410-704-2852, <http://www.towson.edu/sociology/>
Department Chair: *Samuel Collins,*
Administrative Assistant: *Paula Zyne*
Women's and Gender Studies, LA 3210, 410-704-3874, <http://www.towson.edu/womensstudies/>
Department Chair: *Karen Dugger*
Administrative Assistant: *Lisa Pressman*

THE JESS & MILDRED FISHER COLLEGE OF SCIENCE & MATHEMATICS

Smith Hall 312, 410-704-2121, <http://www.towson.edu/fcsm/>

David Vanko, Dean
Gail Gasparich, Associate Dean
Diane David, Executive Administrative Assistant
Howard Kaplon, Special Assistant

Departments:

Biological Science, Smith 341, 410-704-3043, <http://www.towson.edu/biology/>
Department Chair: *Joel Snodgrass*
Administrative Assistant: *Dolores Reuther*
Administrative Assistant: *Cindy Evans*
Chemistry, Smith Hall 543, 410-704-3058, <http://www.towson.edu/chemistry/>
Department Chair: *Richard Preisler*
Director, CSM Tutoring Services: *Liina Ladon*
Director, Forensic Chemistry/ Science Program: *Mark Profili*
Administrative Assistant: *Valerie Smith*
Administrative Assistant: *Georgiana Cover*
Computer & Information Science, 7800 York Road 406, 410-704-2757, <http://www.towson.edu/cosc/>
Department Chair: *Chao Lu*

Associate Chair: *Robert Hammell*
Director of CS Program: *Charles Dierbach*
Student Services Coordinator: *Mary Hackley*
Administrative Assistant II: *N. Helen Harrison*
Director of IT Program: *J. Scott Hilberg*
Director of IS Program: *Jonathan Lazar*
Mathematics, 7800 York Rd 316, 410-704-3091, <http://www.towson.edu/math/>
Department Chair: *Raouf Boules*
Administrative Assistant: *Shannon Helm*
Administrative Assistant: *Diana Bohle*
Molecular Biology, Biochemistry and Bioinformatics Program, Smith Hall 360, 410-704-3491,
<http://www.towson.edu/mb3/>
Program Director: *Larry Wimmers*
Administrative Assistant: *Natasha Walker*
Physics, Astronomy, & Geosciences, Smith Hall 445, 410-704-3020, <http://www.towson.edu/physics/>
Department Chair: *David Schaefer*
Administrative Assistant: *Renee Watkins*
Administrative Assistant: *Kim Anderson*
Physics Instructional Resource Center & Labs: *Mark Edmondson*
Instructional Support Specialist: *S. Mark Monk*
Internship Coordinator/ Elementary Education: *Karen Cimino*
Environmental Science and Studies, Admin Building 213, 410-704-4920, <http://www.towson.edu/ess/>
Director Environmental Science and Studies Program: *Jane Wolfson*
Administrative Assistant: *Linda Morton*

HONORS COLLEGE

Stephens Hall 302, 410-704-4677, <http://www.towson.edu/honors/>

Joseph McGinn, Dean
Erin Mountz, Assistant Dean
Erek Perry, Director of Academic Operations
Phyllis Brown, Administrative Assistant