

# **New Graduate Student Manual**

## **2023-24**

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## **General Information**

### **New Student Information**

Welcome to the Hood College Graduate School! Collected here you will find information and resources for you as a Hood College student.

### **Orientation Videos**

Welcome to Hood College Graduate School! For more information, check out the orientation videos uploaded for you on our Blackboard orientation site. Blackboard or Bb is Hood's learning management system, which is where all your courses will be housed. For details on how to locate and login to your personal Blackboard site, see the Bb sections below (starting on p. 23). Your New Student Orientation site will be listed with your other courses once you register for classes.

### **Hood College ID and Library Access**

Now that you are a Hood College graduate student, you need two pieces of identification: an ID card and a parking pass. You can get all three at your leisure. Simply visit campus during normal business hours, M-F, and stop by the Information Desk in Whitaker Campus Center. Someone on our security team will assist you. You will need to fill out a short form, have your picture taken, and they will print your ID with a library barcode on the back.

The Hood College Library utilizes a single sign-on system to provide you with access to online databases and resources. With a single sign on, once you have signed on to Hood (EX: Office365), you are automatically authenticated to access library resources. Single sign on also means you should not need a library barcode to access our resources whether you are on or away from campus. A library barcode will still be needed to check out print materials.

### **Hood College Parking Pass**

To register for your free parking pass, log in to Self Service and click on the 'student vehicle registration' link under the Reports menu. Enter the vehicle details and submit. Print the receipt and bring it to the front desk communications center at the main entrance to the Whitaker Campus Center. (If no one is at the desk, check with the security office immediately behind the communications center.) You will receive a commuter parking pass that allows you to park in any commuter spot. This can be done during orientation or at any time.

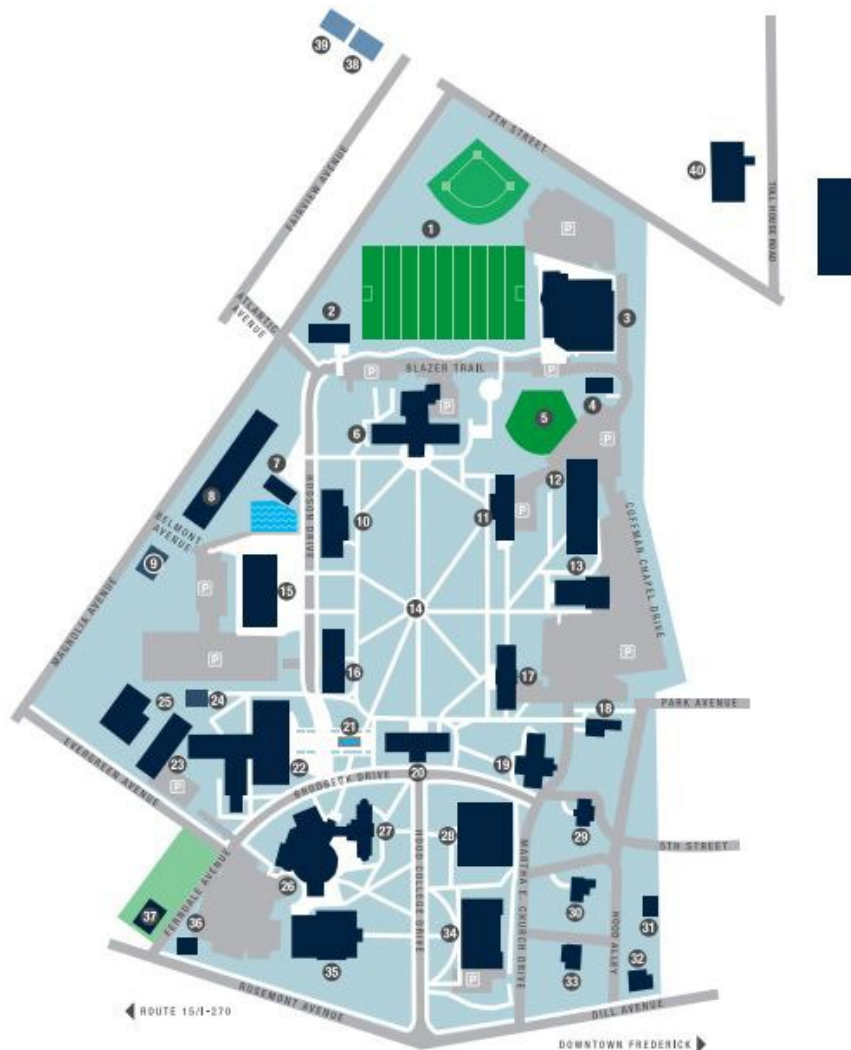
### **Sexual Assault Prevention Training**

Per federal government mandate, all students – graduate as well as undergraduate – must take mandatory training in Sexual Assault Prevention. This training covers protecting yourself as well as knowing when others around you are at risk. Hood College takes the safety Hood College takes Sexual Assault very seriously and we appreciate your participation in the program that is meant to make our students and our campus safer.

You will receive instructions on how to enter the training via email from the Graduate School office. Failure to complete the training will result in a hold placed on your student account preventing access to grades and transcripts until you have finished the training.

# Navigating Campus

HOOD COLLEGE CAMPUS MAP



- |                                   |  |  |
|-----------------------------------|--|--|
| 1 Thomas Athletic Field           | 17 Smith Hall  | 31 Georgetown Hill Lab School                                  |
| 2 Nicodemus Athletic Complex      | 18 Carson Cottage  | 32 East Cottage - President's House                            |
| 3 Ronald J. Volpe Athletic Center | 19 Brodbeck Music Hall   | 33 Alumnae House   |
| 4 Williams Observatory            | 20 Alumnae Hall  | 34 Beneficial-Hodson Library and Information Technology Center |
| 5 Hodson Outdoor Theater          | 21 The Jeanne Zimmerman Gearey '52 Alumni Plaza and Blazer Brick Promenade | 35 Rosenstock Hall   |
| 6 Coblenz Hall                    | 22 Hodson Science and Technology Center                                    | 36 College House   |
| 7 Huntsinger Aquatic Center       | 23 Hodson Annex  | 37 College House   |
| 8 Tennis Complex                  | 24 Klyn Pavilion   | 38 French House  |
| 9 College House                   | 25 Joseph Pastore Facilities Center  | 39 Spanish and German House                                    |
| 10 Meyran Hall                    | 26 Whitaker Campus Center  | 40 Health Center   |
| 11 Coblenz Memorial Hall          | 27 Joseph Henry Apple Academic Resource Center                             |  |
| 12 New Residence Hall             | 28 Tatem Arts Center   |  |
| 13 Coffman Chapel                 | 29 Strawn Cottage  |  |
| 14 Truxal Pergola                 | 30 Admission House   |  |
| 15 Gambrell Gymnasium             |  |  |
| 16 Shriner Hall                   |  |  |

## Important Areas on Campus

As a graduate student, you will spend most of your time in the southern part of the campus (the bottom of the map above). Here are some of the key spots for you. Please note the Whitaker Campus Center and the Joseph Henry Apple Building are connected through the first and second floors.

Building	Map #	Map Color	What's There
Whitaker Campus Center	25	Red	Commuter Lounge, Blazer Food Court, <a href="#">Bookstore</a> , <a href="#">Post Office</a> , Whitaker Commons
Joseph Henry Apple Center	26	Red	<a href="#">Graduate School Office</a> , <a href="#">Registrar</a> , <a href="#">Career Center</a> , <a href="#">Financial Aid Office</a> , Computer Lab
Hodson Science and Technology Center	22	Purple	Science and Math Classes
Tatum Arts Center	27	Purple	Education and Counseling Classes
Rosenstock Hall	34	Purple	Humanities and MBA classes
Beneficial-Hodson Library	33	Purple	<a href="#">Library</a> , <a href="#">IT Support</a> , Doctoral classes
Parking		Gray	Commuter Parking is open to graduate students with parking passes. You can also park on the streets in front of and around Hood College, but please make sure to park legally and be respectful of residents.
Brodbeck Music Hall	19	Orange	Music classes, rehearsal space, concert hall, <a href="#">concerts &amp; events</a> <b>(The building is currently closed for renovation).</b>

## Important Phone Numbers

<a href="#">Accounting</a>	(301) 696-3607
<a href="#">Alumnae and Alumnae Relations</a>	(301) 696-3900
<a href="#">Gear Shop</a>	(301) 696-3480
<a href="#">Campus Safety</a>	(301) 696-3548
<a href="#">Career Center</a>	(301) 696-3583
<a href="#">Disability Services Coordinator</a>	(301) 696-3421
<a href="#">End User Computing/IT Help Desk</a>	(301) 696-3622
<a href="#">Financial Aid Office</a>	(301) 696-3411
<a href="#">Fitness Center &amp; Pool</a>	(301) 696-3376
<a href="#">Graduate School</a>	(301) 696-3600
<a href="#">Institutional Advancement</a>	(301) 696-3712
<a href="#">Library</a>	(301) 696-3909
<a href="#">Main College Number</a>	(301) 6663-3131
<a href="#">Print &amp; Mail Services</a>	(301) 696-3593
<a href="#">Provost</a>	(301) 696-3623
<a href="#">Registrar</a>	(301) 696-3616
<a href="#">Health &amp; Wellness</a>	(301) 698-3439
Whitaker Campus Center Information Desk	(301) 696-3964

## Academic Calendar – Graduate School

### Fall 2023

<b>August</b>	
Friday 4	Deadline for graduate students to upload thesis and final projects for September graduation
Monday 14	Deadline for students to apply/petition for January graduation to the registrar's office
Wednesday 16	New Graduate and New International Graduate Student Orientation, 1:30 p.m. to 8 p.m.
Sunday 20	Last day for 100% tuition refund for undergraduate students; 100% refund for graduate students continues until the first-class meeting; last day students can adjust schedule via Self-Service
<b>Monday 21</b>	<b>First day of classes for undergraduate and graduate students</b>
Monday 21	Drop/add period begins; 80% tuition refund period begins and continues through Aug. 27; 0% tuition refund thereafter. Schedule adjustments must be processed through the registrar's office
Wednesday 30	Drop/add ends at 5 p.m.; end 80% course refund for graduate and part-time undergraduate students; last day to declare/change S/U or audit option
<b>September</b>	
Monday 4	Labor Day; no classes; offices closed
<b>October</b>	
Monday 9 –Tuesday 10	Fall Break; no classes; offices open
Wednesday 18	Classes Resume
Friday 13	Midterm grades due in registrar's office by 9 a.m.
Monday 31	Advising period begins and continues through November 11
<b>November</b>	



Monday 13	Last day to withdraw from graduate classes
Monday 13	Begin winter and spring registration for seniors and current graduate students
Monday 20	Begin spring registration for new undergraduate, new graduate, and non-degree students
Wednesday 22 - Sunday 26	Thanksgiving recess; no classes
Monday 27	Classes resume
<b>December</b>	
Monday 5 - Saturday 10	Last week of graduate classes
Friday 9	Last day to submit Incomplete grade requests for graduate students
Friday 16	Final grades due by 11:59 p.m. in the registrar's office
Friday 23 - Sunday 1	Winter Break; offices closed

### Winter and Spring 2024

<b>January</b>	
Tuesday 2	Winter term classes begin
Wednesday 3	Winter term drop/add ends at 5 p.m.
Monday 15	Martin Luther King, Jr. Day, no classes; offices closed
<b>February</b>	
Thursday 1	Drop/add ends at 5 p.m.; end 80% course refund for graduate and part-time undergraduate students
<b>March</b>	

Monday 11- Saturday 17	Spring Break; no classes; offices open
Monday 18	Classes resume
Friday 22	Midterm grades due in registrar's office
<b>April</b>	
Monday 1	Advising period begins and continues through April 14
<b>Monday 15</b>	<b>Last day to withdraw from graduate classes</b>
Monday 15	Begin fall and summer registration for juniors: non-graduating seniors and current graduate students
Monday 22	Begin fall and summer registration for new undergraduate: new graduate and non-degree students
<b>May</b>	
Mon 6 - Sat 11	<b>Last week of graduate classes</b>
Friday 10	Last day to submit Incomplete grade requests for graduate students
Friday 17	Final grades for graduating seniors and master's candidates are due in the registrar's office by 9 a.m.
Saturday 18	Commencement - Degree conferral will occur after confirmation of degree requirements have been met on June 15

### Summer 2024

<b>May</b>	
Monday 20	Term I begins
Monday 27	HOLIDAY - No classes; College closed
<b>June</b>	
Wednesday 19	Juneteenth; no classes; offices closed

Friday 21	Last day to withdraw from Summer I classes that meet the full length of the term. For requests to withdraw from other Summer I classes outside the standard meeting dates, contact <a href="mailto:registrar@hood.edu">registrar@hood.edu</a> for information
<b>July</b>	
Monday 1	Summer II begins
Wednesday 3	Term I grades due by 3 p.m. in the registrar's office
Thursday 4	July 4 <sup>th</sup> Holiday; no classes; offices closed
<b>August</b>	
Friday 2	Last day to withdraw from summer II classes that meet the full length of the term. For requests to withdraw from other Summer I classes outside the standard meeting dates, contact <a href="mailto:registrar@hood.edu">registrar@hood.edu</a> for information
Sunday 11	Term II ends
Wednesday 14	Term II grades due by 3 p.m.

**Withdrawal or tuition refund policy for summer terms**

100% tuition refund before the first day of class for all sessions

80% tuition refund within the first two calendar days of one and two-week sessions; 0% tuition refund thereafter

80% tuition refund within the first four calendar days of three and four-week sessions; 0% tuition refund thereafter

80% tuition refund within the first seven calendar days of five and six-week sessions; 0% tuition refund thereafter

Online coursework begins the first day of the term

## **Graduate Student Conduct**

### **The Honor Code**

Academic life at Hood College is guided by an honor system. The basic aims of the honor system are to encourage and promote a trustful relationship among all members of the College community; to offer students the opportunity to exercise responsibilities and shared governance on campus; and to make students more aware of their personal principles of honor.

#### **Our Honor Code**

*“As a place of honor and respect, all members of the College assume the obligation to maintain the principles of honesty, responsibility, and intellectual integrity in all activities related to their Hood College experience. Students are expected to adhere to the highest standards of academic honesty and integrity in all coursework and related matters. It is the responsibility of each student to support these values through maturity of thought, expression, and action. Members of the faculty and staff are available to assist students in this process.”*

### **Plagiarism**

Did you know that copying your own work can still be considered plagiarism? Everyone knows that copying an essay off the internet is plagiarism, but what are the boundaries between using your resources for support and plagiarism? Some of our graduate students created a short video to help explain the differences, when using your own work is permissible, and how to cite yourself as a reference. [Plagiarism Video](#)

### **Bullying Policy**

Hood College has developed a comprehensive anti-bullying policy and does not tolerate aggressive or violent behaviors among its student body.

### **Harassment, Discrimination, and Sexual Misconduct**

Hood College affirms the principle that its faculty, staff, and students have the right to be free from discrimination, harassment, and sexual misconduct by any member of the Hood College community, or by others who conduct business with the College or in any other way interact with it in an educational, extra-curricular, or business context, either on or off campus. The College is committed to the creation and maintenance of an academic and work environment in which all persons who participate in college programs and activities can do so in an atmosphere free from all forms of discrimination, harassment, and sexual misconduct based on the characteristics described and defined above.

- Discrimination, harassment, and bias incidents can be reported here:  
<https://www.hood.edu/node/9221>
- **Bias-related Incidents:** <https://www.hood.edu/node/12751>

## **Academic Freedom**

Academic Freedom is the professional judgment extended to faculty in determining the appropriate content and presentation of academic material. Hood College is committed to the principles of free inquiry and free expression. The College's policy against discrimination, harassment, and sexual misconduct, and retaliation is not intended to stifle this freedom, nor will it be permitted to do so. However, prohibited discrimination, harassment, sexual misconduct, and retaliation are neither legally protected expressions nor the proper exercise of academic freedom, and such conduct is incompatible with the values of Hood College.

## **Dismissal Policy**

A student whose cumulative grade point average is 3.0 or higher is in good academic standing, which is required for graduation. At the end of a semester, if a student's G.P.A. drops below 3.0, they will be placed on academic warning. The G.P.A. must be restored to 3.0 within the next 9 credits completed from the term in which the G.P.A. fell below 3.0. The 3.0 average may be restored by repeating courses or by taking additional courses. A student on academic warning who does not restore the G.P.A. to 3.0 as required may be dismissed from the College. To view the full policy on graduate academic conduct, please refer to the College catalog. Students will receive electronic (email) notice from professors if they are not making satisfactory academic progress. Students should work with their advisors to discuss options and to learn if they may be eligible to retake courses.

A student who has been dismissed for academic reasons may appeal to the Graduate Council Student Petitions Committee for reinstatement. Information about this process will be explained in letters of dismissal.

## **Registering for and Dropping Classes**

For your first semester, you will start by consulting with your advisor about what classes to take. Once you have decided on your classes, you can register for them on the [Graduate School Registration Form](#). For subsequent semesters, you will register through Self Service (see the 'online resources' section for instructions and screenshots). Doctoral students are registered by their program, as they progress as a cohort.

If you want to drop or withdraw from a class, how to do it depends on when it is. Before the semester starts, you can drop the class yourself using self-service and will not owe any of the tuition. After the semester starts, there is a brief period called the 'drop/add period,' during which you can drop a class and get 80% of your tuition refunded (check the academic calendar to see the dates). After the drop/add period is over, you can withdraw from the class up to the withdrawal deadline established in the Academic Calendar and receive a 'W' grade on your transcripts, no tuition will be refunded/reversed. To withdraw from a class any time after the semester starts, you must fill out the course withdrawal form (in the forms below).

## **Important Forms**

These are forms that many students may need to use. Depending on the form, they can either be submitted electronically or downloaded. All graduate forms can be found online at [www.hood.edu/gradforms](http://www.hood.edu/gradforms).

## Accounting Information

By registering for classes, a student acknowledges responsibility for payment of tuition and fees generated by the registration. Failure to make payment by the specified due date will result in late fees.

If the student fails to officially drop coursework before the first-class meeting, they are responsible for any tuition and fees associated with that coursework in accordance with the drop/add deadlines on the academic calendar. Students may withdraw from coursework after the drop/add deadline and up until the withdrawal deadline for the term, which will result in a grade of “W.” A course withdrawal has no impact on the GPA, but there are no refunds or credit on tuition and/or fees. Students can drop or withdraw from coursework by completing the Graduate Course Withdrawal form ([www.hood.edu/gradforms](http://www.hood.edu/gradforms)). Failure to attend classes or to pay a billing statement by the due date does not constitute an official withdrawal. This withdrawal policy applies to all students who have registered for classes, including financial aid applicants. Please contact the accounting office at 301-696-3607 or [accounting@hood.edu](mailto:accounting@hood.edu) with any questions or concerns.

Hood College offers the option of paying tuition bills over a four- or five-month period covering one semester. Paying your tuition over a period of months allows you to avoid paying in one lump sum and prevents late fees from being applied to your student account. This monthly payment plan is administered by Nelnet Business Solutions and there is a nonrefundable application fee of \$35 to participate in the plan. Payments will be made by debiting your checking or savings account or by credit card. Unfortunately, we are not able to offer a payment plan option for the summer sessions. Get more information and sign up for a payment plan at [My College Payment Plan](#).

## Tips from Former Graduate Students

To get an overview of advice from former students, here is an article interviewing graduated students: [Passing The Torch](#). Although the article is now a few years old, it still has some great gems of advice for new graduate students.

## Connecting with Other Graduate Students

One of the best ways to flourish in graduate school is to connect with other graduate students. Make connections with peers in your classes, exchange contact information to ask questions and give support. If you have a question about an assignment or just need to vent, being able to e-mail, text, or call one (or more) of your classmates is invaluable. Many graduate students set up a Yammer account for their classes and for study and project groups. You can also set up teams within PowerPoint, Microsoft Teams, and Skype for study and projects.

You can also participate in our [Graduate Student Association \(GSA\)](#) and follow us on social media for articles and information about events and opportunities

- [Graduate School Facebook](#)
- [Graduate School Twitter](#)
- [Graduate School LinkedIn](#)
- [Graduate School Instagram](#)
- [GSA on Facebook](#)

## Things to Think About

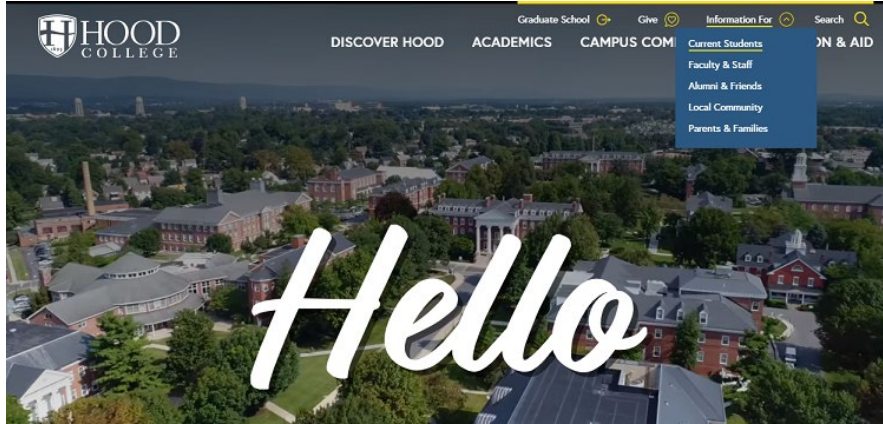
- Make sure that you check your Hood College e-mail, as professors and staff will often e-mail you, even before classes start. If you do not want to check several different e-mails, you can set up forwarding through Outlook (see the 'Online Resources' section for directions).
- Start in advance, particularly for research. You may need to request things through interlibrary loan, which can take up to ten days.
- Use your resources. Through the library, you have access to multiple databases. Do not just use one, if you need more texts or are not finding ones exactly on point, try another database. Also, you can use references from articles you have found to lead you to more sources. Try looking for other research from the same authors. You can also search the articles that they cite in their references.
- For doctoral students: there is a reference librarian who specifically assists doctoral students in their classwork and their dissertation research. This librarian can help with databases, search terms, and other specialized information.
- Also, for doctoral students, there is shelf space reserved for you in the office opposite the Reference Desk of the Library. Please speak to a librarian to have a shelf assigned to you.
- In your graduate program, most, if not all, of your classes will be focused directly on your area of interest. Do not just try to get through your classes, engage with them. The more you do the readings, participate in discussions, and make connections with your peers, the better your experience will be. It will also help you in your career by giving you more information and people to rely on.
- Unlike many traditional undergraduate students, most graduate students have many other things going on outside of school. Whether that is a job, a family, or something else, you will need to balance that with your graduate studies. Try to set aside designated time for graduate schoolwork. Find out what works for you; some graduate students prefer to set aside a whole afternoon to get work done weekly, while others find it easier to do an hour at a time several days a week. However, it works for you, having a set time where you can do your work without being interrupted by other plans or people. It may be helpful to do this outside of your home, such as at your local library or at the Hood College campus. Remember that, during the regular semesters, the Whitaker Campus Center is open 24 hours a day!
- Professors want you to succeed. They all have gone through years of school and understand the struggles of being a graduate student. If you are having a tough time with the content, an assignment, or with the time, talk to them about it. Most will tell you on their syllabus or in first class the best way to reach them, whether it is through e-mail, phone, or office hours. They may be able to help you, have some ideas for how to organize things, or be able to connect you with someone else who can help. Your professor is an expert in that field, so making those connections will also improve your academic experience and help you later.
- Also available to you is our Graduate Student Success Coordinator who is available to assist you in solving problems, to facilitate contact with appropriate departments, and to listen should you need to talk.

# Online Resources

## Where to Find Them

All the online resources you need are linked on the [Hood College webpage](#).

First, click on ‘information for’ and select ‘Current Students’



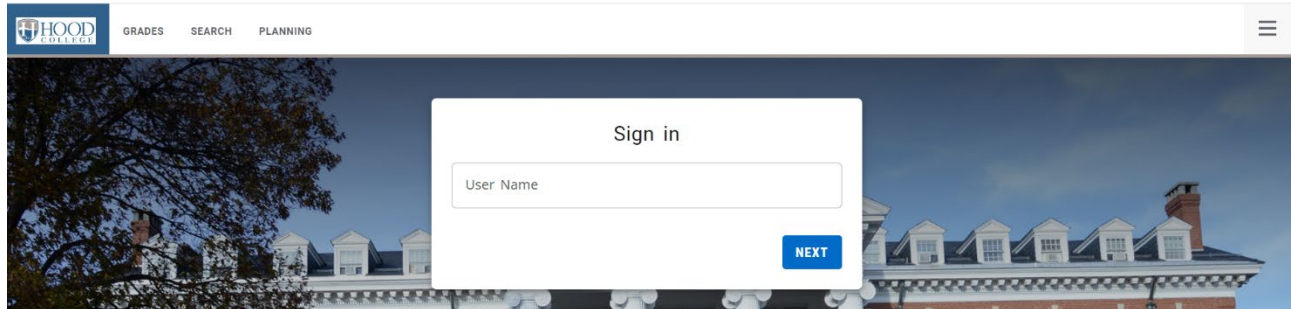
This will lead to a list of useful resources, including ApLinks in the left-hand column. Three resources you will use commonly, which are explained below, are Self Service, Blackboard, and Chalk & Wire (circled in red).

HOOD COLLEGE		DISCOVER HOOD	ACADEMICS
ApLinks	Helpful Links	Undergraduate Students	Graduate Students
<a href="#">Blackboard</a>	Academic Calendar	Blue and Grey	Federal Policy Updates for International Students
<a href="#">Chalk &amp; Wire</a>	Academic Services	Duplicating Services	Commuter Life
Office 365	Accounting Services	Information Technology	Residence Life
Email - Quarantine Messages	Bookstore	Library	Student Clubs & Activities
Facilities Work Order	Campus Status	Ombudsperson	GPA Calculator
Password Reset	Career Center	Pay my Bill	
<a href="#">Self Service</a>	College Catalog	Registrar	
	Consumer		



## Self Service

To access self-service, click on self-service and login using your Hood College account. This is where you can register for classes, check your schedule, pay your tuition online, look at your grades/unofficial transcript, review your academic plan, and request a transcript.



## Registering for Classes

Your first semester, you will receive an e-mail with special instructions for registering. In subsequent semesters, you can register online using the self-service. \* Once you have decided on what classes you will be taking with the help of your advisor, you can go online to find the classes and register.

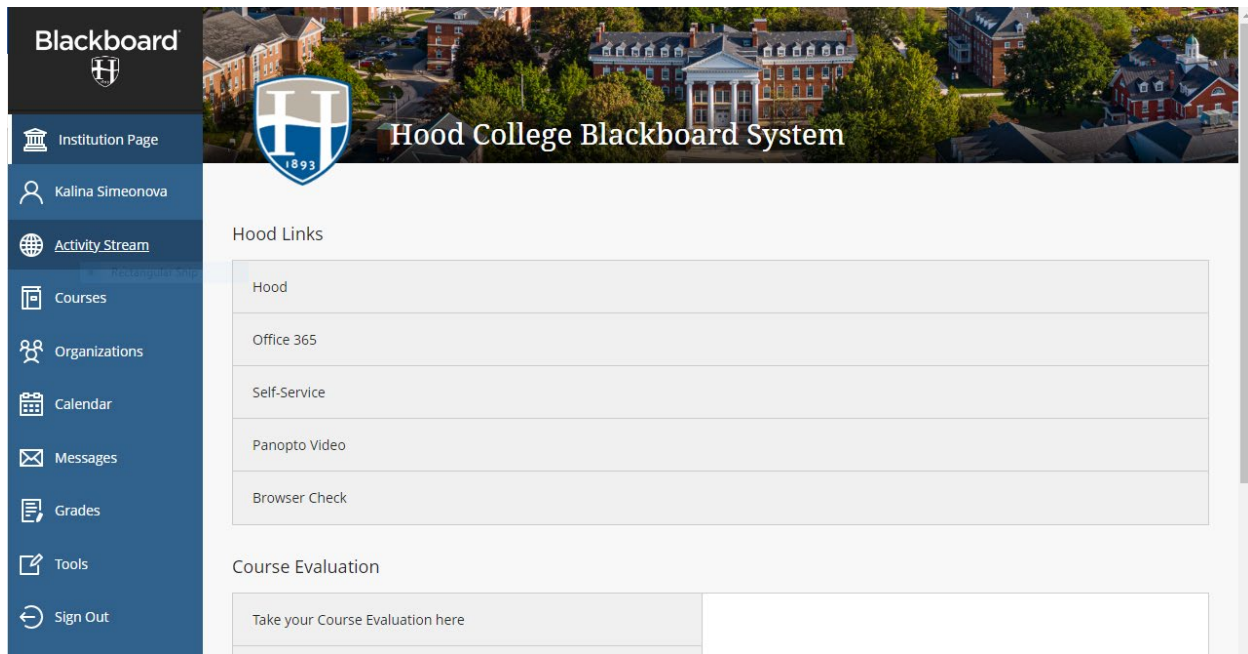
*\*Doctoral students cannot self-register; the registrar's office will continue to automatically register coursework each term.*

You can view the registration instructions in the Student User Guide under the Quick Links menu.

## Blackboard

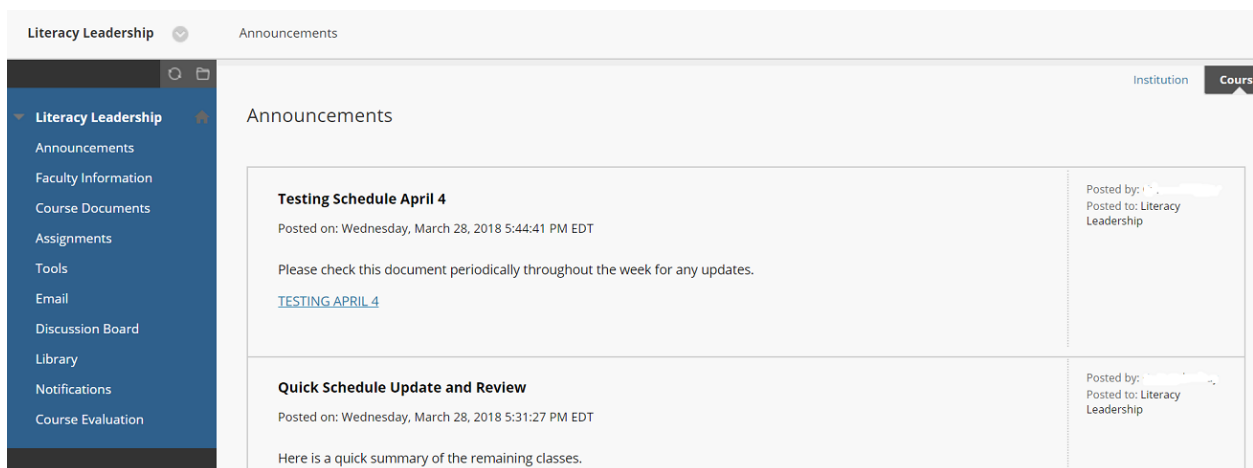
Blackboard is an academic program which hosts online resources for your class. Depending on exactly how your professor utilizes it, there may be course documents, assignments, discussion boards, and resources and tools for you. You can access it through the ApLinks list shown above.

Once you log in with your Hood College account, you will see a welcome page which includes any classes for the current semester, plus classes from previous semesters. You will also see some recent announcements.



The screenshot shows the Hood College Blackboard System home page. On the left is a dark blue navigation sidebar with the Blackboard logo at the top. Below the logo are icons and labels for: Institution Page, user profile (Kalina Simeonova), Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area features a banner with the Hood College logo and the text "Hood College Blackboard System". Below the banner is a "Hood Links" section with a list of links: Hood, Office 365, Self-Service, Panopto Video, and Browser Check. At the bottom of the main area is a "Course Evaluation" section with a button labeled "Take your Course Evaluation here".

If you select a class, you will see more information on any announcements that the professor sent out, as well as tools in the left navigation bar. Depending on how your professor chooses to organize Blackboard, there may be icons on the left.



The screenshot shows a Blackboard course page for "Literacy Leadership". The top navigation bar includes "Literacy Leadership" and "Announcements". On the left is a dark blue navigation sidebar with icons and labels for: Literacy Leadership, Announcements, Faculty Information, Course Documents, Assignments, Tools, Email, Discussion Board, Library, Notifications, and Course Evaluation. The main content area is titled "Announcements" and contains two announcement cards. The first card is titled "Testing Schedule April 4", posted on Wednesday, March 28, 2018 5:44:41 PM EDT, and includes the text "Please check this document periodically throughout the week for any updates." and a link "TESTING APRIL 4". The second card is titled "Quick Schedule Update and Review", posted on Wednesday, March 28, 2018 5:31:27 PM EDT, and includes the text "Here is a quick summary of the remaining classes." Both cards show the user profile of the poster, "Literacy Leadership".

## Chalk & Wire

Chalk & Wire is an online portfolio which is used to track progress in most programs. Important assignments and papers may be uploaded to this portfolio for assessment. Professors will tell you, usually in the syllabus and through the assignment links, which assignments should be uploaded to Chalk & Wire. Not only does it connect to the grading rubric for your professors, it creates an e-portfolio that is easily accessible to you for your later reference and use. There are two ways to access the program, through the ApLinks on the main website (as shown above), or through an upload link from your professor. After submission, Chalk & Wire compares your work with thousands of sources to check for plagiarism, and then forwards it on to your professor for assessment.

For more information on how to upload (including screenshots) go to [Submitting an Assignment in Chalk & Wire](#) or the [Chalk & Wire User Guide](#)

## Microsoft Office 365 and Outlook

As a Hood College student, you automatically have an account with Office 365. This includes the Microsoft family of products, OneDrive, and e-mail. You will need to use your Hood e-mail (@hood.edu), and the others will give you some extra resources. All of these can be accessed through the ApLinks lists by clicking on 'Office 365'.

## Microsoft Word, Excel, and PowerPoint

This gives you access to an online version of these programs. If your computer does not have a subscription, you can also use your Hood College login to use these programs on your personal computer free of charge.

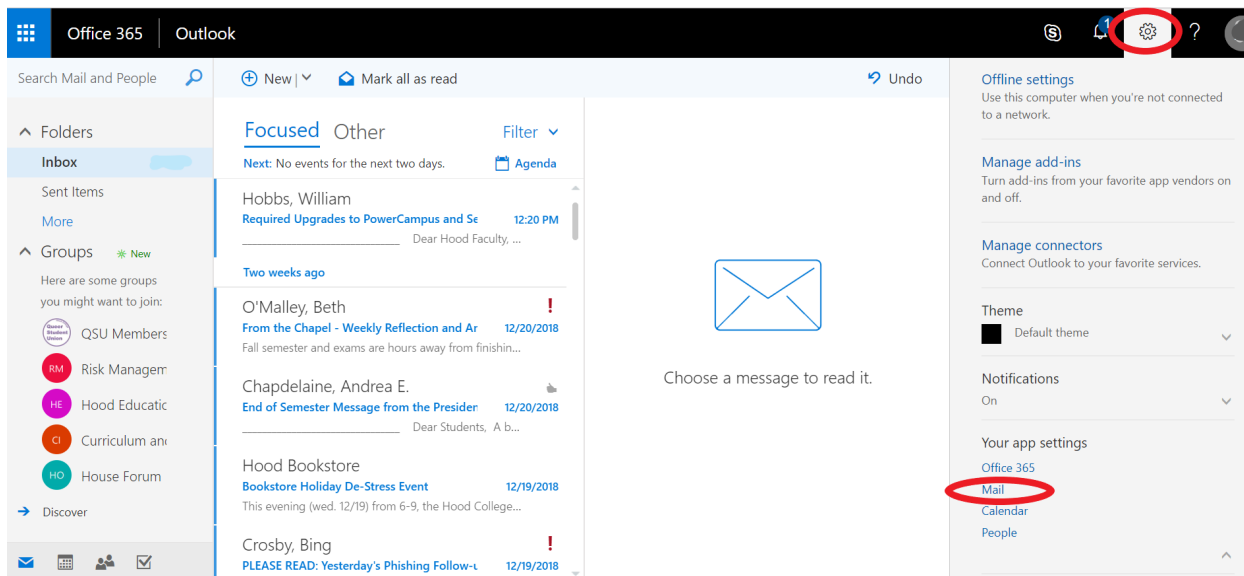
## OneDrive

OneDrive is like your Google drive. It allows you to upload and/or edit word, excel, and PowerPoint online as well as easily share your documents with others. This makes it easier to work on multiple devices as well as with others, as you can all access and edit.

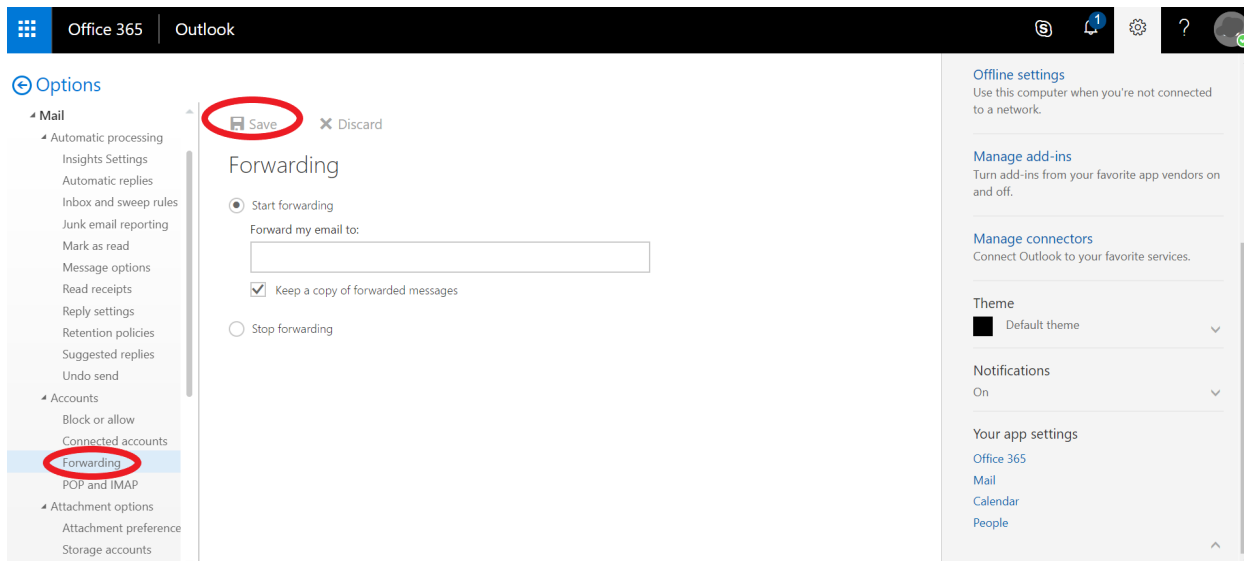
## Hood College E-mail (and E-mail Forwarding)

As a graduate student, you will need to check your Hood College e-mail on a regular basis. Professors, administrators, and peers will e-mail you often, before class starts. ***If you do not check your Hood College e-mail, you will miss valuable information and announcements about the Graduate school and class information.*** You have two options: you can either check your Hood College e-mail regularly, or you can set up forwarding to your regular e-mail. If you want to set up forwarding, instructions are below. If you select to use forwarding, all your e-mails from Hood College will be sent to your primary e-mail, but when you reply, it will come from your primary e-mail.

First, log in to your outlook through the Office 365 link or through this [direct link](#). Then select the settings wheel (circled in red in the upper right corner). At the bottom of the settings, choose Mail.



On the left menu, choose 'Forwarding.' Select for it to start forwarding and enter the e-mail which you want to use. You can choose to keep a copy of the forwarded e-mail in your Outlook inbox just in case, or have the program automatically delete them after forwarding.



## Resources Around Campus

### [Accessibility](#)

Hood College is committed to serving all students with disabilities in all aspects of their college life. Students with diagnosed conditions rising to the level of a disability (i.e., medical, learning disabilities, mental health, mobility, etc.) must consider requesting Hood College academic accommodations. Academic Accommodations can be requested at any time; however, it is highly recommended you get a plan in a place at the start of the semester. If you have ever received any accommodation in another education setting or are not sure if you are eligible, the Accessibility Services Office at the College is to help you navigate the accommodation process, so you are successful during your time at Hood. If you have any questions, please email [AccessibilityServices@hood.edu](mailto:AccessibilityServices@hood.edu) or call 301-696-3421.

More information can also be found on the [Accessibility Services webpage](#).

### [Beneficial-Hodson Library and Learning Commons](#)

The Beneficial-Hodson Library ([www.hood.edu/library](http://www.hood.edu/library)) is the center of research on campus, and as a student, you have access to a vast array of resources and services to support your coursework and research needs. The Learning Commons centralizes the academic support programs of the library, Information Technology, and the Josephine Steiner Student Success Center.

### **Library Resources**

Once you log into your Hood account, you'll be able to instantly access the library's many digital resources, including top research journals, newspapers, videos, ebooks, and more. You can also reserve workspaces in the library, get help from research librarians, and, of course, check out books from our collection of more than 170,000 items on the third floor. If you need a book or article that the library doesn't have, you also have access to print and electronic materials from other libraries through our interlibrary loan program.

### **Study Rooms**

The library has 20 designated study rooms, some of which are first come, first served, and others you can reserve ahead of time. Many of these rooms are equipped with sharable screens, floor-to-ceiling whiteboards, and comfortable seating. Click "[Study Rooms](#)" on the library homepage to review available rooms and reserve a space.

### **Hood College ID and Library Access**

Now that you are a Hood College graduate student, you need three pieces of identification: an ID card and a parking pass. You can get all three at your leisure. Simply visit campus during normal business hours, M-F, and stop by the Information Desk in Whitaker Campus Center. Someone on our security team will assist you. You will need to fill out a short form, have your picture taken, and they will print your ID. The Hood College Library utilizes a single sign-on system to provide you with access to online databases and resources. With a single sign on, once you have signed on to Hood (EX: Office365), you are automatically authenticated to access library resources. Single sign on also means you should not need a library barcode to access our resources whether you are on or away from campus.

## **Research Consultations and Workshops**

All students can make an appointment with our team of research & instruction librarians to get help with research and citation management. To make an appointment with a librarian, visit our [Booking](#) page.

The library also hosts workshops and other events designed to support student research. Learn more about our programming on the [Library Events](#) tab.

## **Visit the Library**

Library hours vary to accommodate campus needs throughout the year. You can find the most updated library schedule at <https://hood.libcal.com/>. Questions? Get in touch with a librarian via [email](#), [phone](#), [text](#), or [chat](#).

## **[Career Center](#)**

The Catherine Filene house Center for Career Development & Experiential Education is a resource for all Hood College graduates for life. They hold events to help you make yourself more marketable and connect you with employers. They also offer a resume critique service, opportunities to meet with a career counselor, and access to a variety of job and internship search resources.

*For more information, check out the [Career Center website](#) and their [Resources for Graduate Students](#).*

## **[Student Success Center](#)**

The Student Success Center houses resources for student support including accessibility services, tutoring, and student success.

Graduate students are encouraged to reach out to their faculty and advisors for tutoring. However, Student Success may be able to provide tutoring support depending on the subject area through Thinking Storm, Hood's online tutoring platform. For more information on tutoring, the writing center, and how to use ThinkingStorm check out [tutoring on our website](#). Graduate students are also encouraged to make an appointment with the student success office ([studentsuccess@hood.edu](mailto:studentsuccess@hood.edu)) for individual coaching appointments for support with time management, study skills, goal setting, motivation, and to create a personal success plan.

Hood College is committed to serving all students with disabilities in all aspects of their college life. Students with diagnosed conditions rising to the level of a disability (i.e., medical, sensory, learning disability, mental health, impaired mobility, etc.) should strongly consider requesting academic accommodations at Hood College. Academic Accommodations can be requested at any time; however, it is highly recommended you get a plan in place at the start of the semester. If you have ever received accommodation in another educational setting, you likely qualify for services at Hood College. If you are not sure you are eligible, the Accessibility Services Office at the College can help you navigate the accommodation process and answer any questions. For more information please email [AccessibilityServices@hood.edu](mailto:AccessibilityServices@hood.edu), call 301-696-3421, or visit the [Accessibility Services website](#).

## **[Military Students](#) – Active Duty, Reserve, National Guard, and [Veterans](#)**

At Hood College we applaud your service to our country and your dedication. We also applaud your desire to further your education, your career, and your dreams here at Hood College and we are prepared to assist you in any way we can.

We welcome all active-duty military personnel, National Guard Reserve personnel, veterans, and all dependents to our campus. We hope that as the military has been your family, that you will also come to view Hood College as a special place in your life where your gifts and service are valued, and you are a member of our campus life and family.

Veteran and Active Military student support is coordinated on campus through the following staff members:

Graduate Active-Duty Fort Detrick Military liaison, Tanith Fowler Corsi [fowlercorsi@hood.edu](mailto:fowlercorsi@hood.edu).  
Graduate Military Educational Benefits liaison, Sue Erb [erb@hood.edu](mailto:erb@hood.edu)

### **Fort Detrick Personnel**

This link provides information for Hood College Graduate Students from Fort Detrick. This link may also provide information for Army personnel not connected with Fort Detrick. [Active Duty/Fort Detrick Personnel](#)

### **Veterans' Educational Benefits**

Hood College serves as a liaison/informational resource to veterans by providing Veterans Administration forms and certifying military students for benefits. Hood College Office of Financial Aid provides services to veterans and dependents of veterans eligible for education benefits. To initiate or continue benefits, veterans must contact the Office of Financial Aid, 301-696-3411, at the beginning of each semester to complete the required paperwork, in compliance with the policies and procedures established by the Office of Financial Aid and the Department of Veterans Affairs. Information and application forms may be obtained from the Office of Financial Aid or via the Hood College Financial Aid web page, under forms. Educational benefit programs include:

- Chapter 30, Montgomery GI Bill
- Chapter 31, Vocational Rehabilitation
- Chapter 33, Post-9/11 GI Bill [Forever GI Bill]
- Chapter 35, Survivors', and Dependents' Educational Assistance
- Chapter 1606, Selected Reserve

For information on each of these programs, current payment rates, availability of benefits or approvals call the local Regional VA Office at 1-888-442-4551.

Hood College participates in the Department of Veterans Affairs Yellow Ribbon Program. The Yellow Ribbon GI Educational Enhancement Program (Yellow Ribbon Program) is a provision of the post-9/11 Veterans Educational Assistance Act of 2008. Participating students remain in the Yellow Ribbon program throughout their enrollment at Hood College and remain eligible for Yellow Ribbon program scholarship if each of the following applies: Hood College continues to



participate in the Yellow Ribbon Program, the students remain in good academic standing, and the students have remaining VA Educational Benefits entitlement.

**Resources:**

24/7 Veterans Crisis Line: 800-273-8255

The 24/7 Vet Center: 866-644-5371 or [www.va.gov](http://www.va.gov)

GI Bill: [www.gibill.va.gov](http://www.gibill.va.gov)

Educational inquiries: 888-442-4551

Enrollment Verification: 877-823-2378

Address/Direct Deposit Change: 877-838-2778

Debt Management Center: 800-827-0648

Other Benefits: 800-827-1000

E-benefits: [www.ebenefits.va.gov](http://www.ebenefits.va.gov) or [www.vets.gov](http://www.vets.gov)

**People to know:**

Amanda Dymek, Wellness Services  
[rzepkowski@hood.edu](mailto:rzepkowski@hood.edu) 301-696-3439

Tanith Fowler Corsi, Director Graduate Admission  
Military Liaison  
[fowlercorsi@hood.edu](mailto:fowlercorsi@hood.edu) 301-696-3603

Vanessa Solis, Assistant Director Graduate Admission  
Diversity & Inclusion Liaison  
[solis@hood.edu](mailto:solis@hood.edu) 301-696-3604

Nick Masucci, Assistant Director Graduate Admission  
4PLUS and ALTY Liaison  
[masucci@hood.edu](mailto:masucci@hood.edu) 301-696-3601

Gordon Nero, Educational Services Officer, Fort Detrick, and Walter Reed  
[Gordon.d.nero.civ@mail.mil](mailto:Gordon.d.nero.civ@mail.mil) 301-619-4537

Susan Erb, Certifying Official for Graduate Students  
[rood@hood.com](mailto:rood@hood.com) 301-696-3319



## **Commuter Lounge**

The commuter lounge is located on the second floor of the Whitaker Campus Center. It is open to both undergraduate and graduate commuters. During regular semesters, it is open 24 hours a day and includes a kitchen for your use, as well as comfortable seating and study areas. There are also lockers available at no charge, on a first come, first-serve basis.

## **[Hood College Health & Counseling Services: 301-698-8374](#)**

Access to health and wellness services is one of the most important things we can provide for you.

Hood College Health Services at Frederick Health's Toll House  
501 West 7th Street  
Phone: [301-698-8374](tel:301-698-8374)  
Fax: [301-698-0182](tel:301-698-0182)

Our partnership with Frederick Regional Health System provides the following services for all Hood College students:

- Primary Care -- including routine healthcare and referrals, as needed
- Urgent Care -- including treatment for illness and minor injuries
- Sports Physicals
- Women's Health -- including routine pelvis and breast exams, birth control, pregnancy testing, supportive education, and STD testing/treatment
- Men's Health -- including physical exams, contraception, supportive education, and STD testing/treatment
- Health and Wellness -- including immunization and referrals, as needed
- Mental Health -- including support for anxiety and depression. Counseling with a licensed counselor is available for all Hood students. It is mostly by appointment, but there are some drop-in times available. *For more information and hours, check out the [Counseling Center website](#)*
- There is a free fall yoga class open to staff, faculty, and students on Tuesdays from 12pm to 12:45pm in Gambrill Gym (yoga studio). RSVP to Tanith Fowler Corsi at [fowlercorsi@hood.edu](mailto:fowlercorsi@hood.edu).

## **International Student Resources**

*For more information, check out the [international student resources website](#)*

## **Photocopying & Printing**

For information on photocopying and printing, please refer to this [website](#).

## **Study Areas**

There are many different areas and environments to study and do work in. Whether you want to get a little bit of work done before class or want to avoid distractions by not studying at home, you have plenty of places to choose from. Most have been mentioned earlier, but here are some options:

- Whitaker Campus Center: Open 24 hours during regular semesters, there are multiple study areas on the first, second, and third floors. The first floor is a little livelier, with food options and lots of people. The second and third floors are quieter. There are several types of tables and chairs. There is also a computer lab with printers in the Apple Building.
- Beneficial-Hodson Library: Like Whitaker, the library has a variety of seating. On the first floor there are some computers as well as regular seating. On the second floor, there are large tables, as well as smaller tables and armchairs on the reading porch (to the left after you reach the second floor). These areas are sometimes used for events or classes (particularly on Saturdays for the Doctoral Program), but otherwise are open for use. There are also smaller tables and chairs around the perimeter of the building on the 2nd and 3rd floors as well as the study rooms. (Please check with the library staff for availability as the library will be under renovation beginning with Spring semester 2020.
- Academic Buildings: The academic buildings (Hodson, Tatem, and Rosenstock) all have plenty of classrooms. If there is not a class in there, you are always welcome to use them. Tatem and Hodson also have a little bit of seating inside the front entrance.

## **Where to Find Food**

Graduate Students have the option to enroll in a meal plan or pay a la carte for meals. For more information on meal plans, visit the [\*Dining Website\*](#)

## **The Blazer**

The Blazer, located in the Whitaker Campus Center, strives to meet the needs of students on the has food served “food court” style. There is a B&F station that serves burgers, fries, chicken sandwiches and other options. The Blazer also has a Fresh Flats station which serves freshly made flat breads. There is a Swirl smoothie station and Peet’s gourmet coffee.

### **Swirl**

Monday – Friday: 8am – 11pm  
 Saturday & Sunday: Closed

### **Fresh Flats**

Monday – Thursday: 11am – 8pm  
 Friday: 11am - 4pm  
 Saturday & Sunday: Closed

### **B+F Grill**

Monday – Friday: Breakfast 8am -11am / Lunch/Dinner 11am – 8:30pm /Late Night 8:30pm – 11pm  
 Saturday: Closed  
 Sunday: 7pm – 11pm

**Peet’s Coffee & Tea** – Peet’s Coffee is available whenever the Blazer is open

## **Coblentz**

The Coblentz dining hall is on the ground floor of the Coblentz residence hall. It is a traditional dining hall, with many options including freshly made pizza, salad bar, soup, grill options, and

daily made-to-order items, as well as special events and a soft serve machine, all of this is offered buffet-style for a reasonable fee for students, staff, and faculty with Hood College IDs. There is vegetarian, vegan, and gluten-free options and there is a True Balance allergen free station as well. Currently there are no Kosher or Halal certifications.

#### Service Hours for Coblentz Dining Hall:

Monday – Thursday

Full Breakfast 7 am – 9:30 am

Continental Breakfast 9:30 am - 10:30 am

Closed 10:30am – 11:00 am

Full Lunch 11am - 2:00 pm

Soup, Salad & Deli 2pm – 4:00 pm

Closed 4:00 pm – 4:30 pm

Dinner 4:30 pm – 8:00 pm

Friday: Same as above, but closes at 7:30 pm

Saturday & Sunday

Continental Breakfast 10 am – 11 am

Full Brunch 11am - 1:30 pm

Closed 1:30 pm – 4:30

Dinner 4:30 pm - 7:30 pm

### Off Campus

There are also many options off campus to go to before or after class. For quick options, right behind the school (off 7th street), are a Subway, a Chinese restaurant, Starbucks, and the 7th St. Sandwich Shop. If you want to get a more extensive meal with your classmates, there are many great restaurants in the nearby historic district of downtown Frederick.

Visit: [www.visitfrederick.org/eat-and-drink/downtown-dining/](http://www.visitfrederick.org/eat-and-drink/downtown-dining/)

### Food Insecurity/Hunger Assistance

Sometimes finances do not stretch far enough, but at Hood College, we believe that no one should have to choose between paying bills and eating. We believe that as a community, we are here to support each other. To that end, we have a Food Pantry available to graduate students. To access this service, which includes food and hygiene items, please contact [HoodPantry@hood.edu](mailto:HoodPantry@hood.edu). All requests and inquiries are held in the strictest of confidence.

Here are some other resources that may help:

#### **The Soup Kitchen Program Located at the Frederick Community Action**

**Agency 100 south Market Street Frederick MD 21701** provides an evening meal, seven nights a week from 5:30 to 6:30 pm to anyone in need of a hot, nutritious meal. 301-600-1506 <http://www.cityoffrederick.com/183/Frederick-Community-Action-Agency>

**Bread of Life Community Kitchen** - The Mission serves breakfast and lunch 365 days a year to anyone in need of a meal, Breakfast Every day: 7 a.m. – 8 a.m. Lunch Monday – Saturday: 12 -1:30 p.m. Sunday: 1-2 p.m. 301-695-6633 <https://www.therescuemission.org>

## **Food Banks:**

**Frederick Community Action Agency** (FCAA) food bank Program provides a 3-5-day supply of food to individuals/families that are experiencing an economic crisis and cannot afford their groceries. 100 South Market Street Frederick MD 21701 301-600-1506  
Hours of operation: Mon, Tue, Thu, Fri 2-4 p.m. and Wed 7-9 p.m. Thursday: 5 -7 pm

## **Food Distribution Center**

The Frederick Rescue Mission's Food Distribution Center offers families and individuals free donated perishable goods, which they can take home with them to help provide food for themselves and their families. <https://www.therescuemission.org> 301-695-6633  
West South Street Frederick, MD 21701 Tues-Weds 1:30 -3:30 pm and Fri-Sat: 1:30 -3:30 pm.

## **Community Food Banks:**

Brunswick: 601 East Potomac Street Brunswick, MD 21710 301-834-9718

Emmitsburg: 502 E. Main Street Emmetsburg, MD 21727 717-642-6963

Frederick City: Frederick Community Action Agency 100 S. Market Street,  
Frederick, MD 301-600-1506

Jefferson: St. Paul's Lutheran Church 3866 Jefferson Pike Jefferson, MD 21755  
301-371-5721

Middletown: Old Municipal Building 301 W. Main Street,  
Middletown, MD 21769 301-371-9429

Thurmont: 10 Frederick Rd Thurmont, MD 21788 240-288-1865

Walkersville/Glade Valley: 21 W. Frederick Street Walkersville, MD 21793 301-845-4229

Knoxville: Mt. Zion AME 202 Jefferson Pike Knoxville, MD 21758 301-834-7221

Urbana: Please Call for Location 240-529-4815 [allsodifferent@yahoo.com](mailto:allsodifferent@yahoo.com)

More ways to find help:

**Catholic Charities:** A sustainable, social enterprise of that helps EVERYONE save money on nutritious, healthy food. SHARE is a non-profit, community-based organization dedicated to offering healthy, nutritious groceries at a 50 percent discount.

<https://www.catholiccharitiesdc.org/share/>

**Second Street & Hope Inc.:** 8 W 2nd St Frederick, MD 21701 (301) 639-5962

**Website:** <http://www.secondstreetandhope.org/>

**Salvation Army:** 223 W 5th St Frederick, MD 21701 (301) 662-2311

<http://www.tsamwv.org>

**Second Harvest:** You do not have to choose between paying bills or buying food. Respectful and confidential help is available. Contact us today! Learn more at: [shfb.org/food](http://shfb.org/food)  
Call (Weekdays 8 a.m.–5 p.m.): 1-800-984-3663 Text “food” to: 1-408-455-5181  
[food@shfb.org](mailto:food@shfb.org)

### **Religious Services/Chapel**

In addition to Coffman Chapel, which holds weekly worship as well as events such as meditation, there is the McHenry Interfaith Prayer Room/Meditation Room open to all students and available for daily prayer located on the lower level of Coffman Chapel. Students of the Muslim faith are welcome to pray here at any time. Weekly lunch-time meditation circles are open to students, faculty, and staff.

Rev. Beth O’Malley, McHenry Dean of the Chapel, [omalley@hood.edu](mailto:omalley@hood.edu), 301-696-3436

### **Gear Shop**

The Gear Shop is in the Whitaker Campus Center, offers e-textbooks, school supplies, school spirit wear – including t-shirts and sweatshirts, gifts, snacks, and sells many small necessities. The bookstore also rents texts, be sure to check availability and the dates for return of your rented texts. Gear Shop regular hours are Monday-Friday from 9am to 5pm (closed when College closed).

### **Athletic Facilities**

#### **Hodson Fitness Center**

Located in the Ronald Volpe Athletic Center—the two-level Hodson Fitness Center is open to all full-time or part-time students enrolled at Hood for the current semester as well as current Hood staff and faculty. All fitness center patrons must present their Hood ID and sign in at the fitness center welcome desk (Ext. 3501). All fitness center patrons must sign a written waiver of liability prior to using the facility. We house a two-level fitness center and cardio room.

- Monday - Thursday (8am - 9pm)
- Friday (8am - 8pm)
- Sat & Sun (11am-3pm)

Note: The Hodson Fitness Center will be closed for weight training classes at the following times: *Mondays and Wednesdays from 10:30-11:20 a.m. AND 2-2:50 p.m.*

[www.hoodathletics.com/athletics-about/facilities/facilities-main](http://www.hoodathletics.com/athletics-about/facilities/facilities-main)

#### **Huntsinger Aquatic Center**

The Huntsinger Aquatic Center houses an eight-lane, 25-yard, heated pool with an extended shallow end area. This is a year-round indoor pool used for lap swim, rec swim, lessons, and swim team. The water temperature is kept between 81 and 82 degrees.

Free Entry to the pool with valid Hood College ID.

[www.hoodathletics.com/aquatics/aqu-Pool Schedule](http://www.hoodathletics.com/aquatics/aqu-Pool_Schedule)

### **Other Conveniences**

On campus, there is also a post office and an ATM, both located in the Whitaker Campus Center.

The nearest Grocery Store is the [Giant Eagle](#) in the Frederick Shopping Center at 1305 West 7<sup>th</sup> St., Frederick, MD. In the same center, you will find [Staples](#) office supply.

The nearest pharmacy is the [CVS](#) pharmacy/drugstore in the College Plaza Shopping Center. Also in this center is the closest [Starbucks](#).

The closest gas/fuel/petrol is available at the [Sheetz](#) on Rosemont, which also carries snacks and beverages, as well as made to order breakfast and sandwiches; and the [Get Go](#) on 7<sup>th</sup> St, which carries snacks and beverages as well as gas/fuel/petrol.

## Hood Graduate Program Websites

- [Accounting \(Certificate\)](#)
- [Bioinformatics \(M.S., Certificate\)](#)
- [Biomedical Science \(M.S.\)](#)
- [Business Administration \(MBA\)](#)
- [Business Administration \(DBA\)](#)
- [Computer Science \(M.S.\)](#)
- [Counseling, Clinical Mental Health \(M.S.\)](#)
- [Counseling, School Counseling \(M.S.\)](#)
- [Curriculum and Instruction \(M.S.\)](#)
- [Cybersecurity \(M.S., Certificate\)](#)
- [Educational Leadership \(M.S., C\)](#)
- [Elementary Stem \(Certificate\)](#)
- [Environmental Biology \(M.S.\)](#)
- [Financial Management \(Certificate\)](#)
- [Geographic Information Systems \(Certificate\)](#)
- [Humanities \(M.A.\)](#)
- [Informational Technology \(M.S.\)](#)
- [Management Informational Systems \(M.S.\)](#)
- [Mathematics Education \(M.S.\)](#)
- [Mathematics Instructional Leadership \(M.S.\)](#)
- [Nutrition Science \(M.S.\)](#)
- [Organizational Leadership \(DOL\)](#)
- [Organizational Management \(Certificate\)](#)
- [Reading Specialization \(M.S.\)](#)
- [Thanatology \(Certificate\)](#)
- [Trauma, Crisis, Grief & Loss \(Certificate\)](#)