Locations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Alumnae Hall</td>
</tr>
<tr>
<td>AR</td>
<td>Joseph Henry Apple Academic Resource Center</td>
</tr>
<tr>
<td>BR</td>
<td>Brodbeck Music Hall</td>
</tr>
<tr>
<td>CH</td>
<td>Coffman Chapel</td>
</tr>
<tr>
<td>DCTEE</td>
<td>Fort Detrick (Off Campus)</td>
</tr>
<tr>
<td>GA AERO</td>
<td>Gambrill Aerobics Room</td>
</tr>
<tr>
<td>GA CRTS</td>
<td>Gambrill Tennis Courts</td>
</tr>
<tr>
<td>GA DNCE</td>
<td>Gambrill Dance Studio</td>
</tr>
<tr>
<td>GA GYM</td>
<td>Gambrill Gymnasium</td>
</tr>
<tr>
<td>HT</td>
<td>Hodson Science and Technology Center</td>
</tr>
<tr>
<td>LB</td>
<td>Beneficial-Hodson Library and Information Technology Center</td>
</tr>
<tr>
<td>OB</td>
<td>Williams Observatory</td>
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<tr>
<td>OFFCAMP</td>
<td>Off Campus</td>
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<tr>
<td>OC WMS</td>
<td>Walkersville Middle School (Off Campus)</td>
</tr>
<tr>
<td>OPCDL</td>
<td>Onica Prall Child Development Laboratory</td>
</tr>
<tr>
<td>OC TJ</td>
<td>Thomas Johnson Middle School (Off Campus)</td>
</tr>
<tr>
<td>RO</td>
<td>Rosenstock Hall</td>
</tr>
<tr>
<td>TA</td>
<td>Tatem Arts Center</td>
</tr>
<tr>
<td>TBA</td>
<td>To Be Announced</td>
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</table>

Days

<table>
<thead>
<tr>
<th>Abbreviation</th>
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</thead>
<tbody>
<tr>
<td>M</td>
<td>Monday</td>
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<tr>
<td>T</td>
<td>Tuesday</td>
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<tr>
<td>W</td>
<td>Wednesday</td>
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<td>S</td>
<td>Saturday</td>
</tr>
<tr>
<td>N</td>
<td>Sunday</td>
</tr>
</tbody>
</table>
Frequently Called Numbers

Accounting Office ......................................................... (301) 696-3607
Alumnae and Alumni Relations Office ................................ (301) 696-3900
Bookstore ........................................................................ (301) 696-3480
Campus Safety ................................................................. (301) 696-3548
Campus Scheduler ............................................................. (301) 696-3711
Career Center ..................................................................... (301) 696-3583
Disability Services Coordinator ........................................... (301) 696-3421
End User Computing/IT Help Desk ................................. (301) 696-3622
Financial Aid Office .......................................................... (301) 696-3411
Graduate School ............................................................... (301) 696-3600
Institutional Advancement ............................................... (301) 696-3712
Library .............................................................................. (301) 696-3909
Main College Number ..................................................... (301) 663-3131
Multicultural Affairs and International Student Programs .... (301) 696-3799
Post Office ........................................................................ (301) 696-3594
Provost ............................................................................ (301) 696-3623
Registrar’s Office ............................................................... (301) 696-3616
Wellness Center .................................................................. (301) 696-3439
Whitaker Campus Center Information Desk ..................... (301) 696-3964
Your billing statement reflects registrations as of the statement date. Be advised that changes in registration or financial aid can affect your account balance. Please refer to Self Service for access to your current account balance: https://selfservice.hood.edu/selfservice/home.aspx

Due Date
Tuition due dates are stated for each term.
- Spring Term - January 15
- Summer Term I - prior to first class meeting
- Summer Term II - prior to first class meeting
- Fall Term - August 15
Payment is due at the time of registration for registrations made after the due date.

Late Fees
Please refer to the accounting website for additional information including late fees: www.hood.edu/accounting

Refunds
Overpayments, account adjustments or excess financial aid may result in a credit balance on your account. Refunds will be processed within 14 days after financial aid is disbursed and will be distributed via campus mail or mailed to the billing address on file. Hood College does not provide advances on financial aid refunds.

Financial Aid
All federal and state aid, loans and grants will be on your bill as “anticipated” aid. All outside scholarships will be credited to student accounts only upon receipt of the funds by the school. Please note that the amount remaining after the anticipated aid is posted is your responsibility and will need to be paid by the due date to avoid late fees. Once financial aid has been credited, if your account has a credit balance, a refund will be issued. Also note that “anticipated” aid becomes an actual credit on your account only after all financial aid requirements have been met. If you have questions about whether your file is complete, please contact the Financial Aid Office at (301) 696-3411 or finaid@hood.edu

Payment Plan
Hood College offers a Tuition Payment Plan administered by NelNet Business Solutions through the accounting office. Paying your tuition over a period of months allows students to avoid paying tuition in one lump sum and avoids late fees on their student account.

The payment plan offers a five-month or four-month plan. All enrollment will be done online at http://hood.edu/campus-services/accounting-services/payment-information.html#plan
Payment will be made by debiting your checking or savings account or by credit card.

Plan Options:
- Five-month Start Date July 15, 2012
- Four-month Start Date August 15, 2012

Enrollment Fee:
$30 Five- or Four-month Plan

The Enrollment Fee will be added to your first payment. The fee is non-refundable.
To enroll online please go to http://hood.edu/campus-services/accounting-services/payment-information.html#plan, or for more information please contact the Accounting Office at (301)696-3607 or accounting@hood.edu
DEGREE PROGRAMS

Master of Science

Biomedical Science
Oney Smith, Ph.D. osmith@hood.edu (301) 696-3653

Computer Science
Xinlian Liu, Ph.D. liu@hood.edu (301) 696-3981

Curriculum and Instruction
Judy Sherman, Ed.D. sherman@hood.edu (301) 696-3464

Educational Leadership
Roger Stenersen, stenersen@hood.edu (301) 696-3766

Environmental Biology
April Boulton, Ph.D. boulton@hood.edu (301) 696-3649

Information Technology and Management of Information Technology
Liz Chang, Ph.D. chang@hood.edu (301) 696-3564

Mathematics Education
Betty Mayfield, Ph.D. mayfield@hood.edu (301) 696-3736

Reading Specialization
Ellen Koitz, Ph.D. koitz@hood.edu (301) 696-3466

Master of Business Administration

M.B.A.
Anita Jose, Ph.D. ajose@hood.edu (301) 696-3691

Master of Arts

Humanities
Amy Gottfried, Ph.D. gottfried@hood.edu (301) 696-3744

Human Sciences
Elizabeth MacDougall, Ph.D. macdougall@hood.edu (301) 696-3892

Thanatology
Elizabeth MacDougall, Ph.D. macdougall@hood.edu (301) 696-3892

Master of Fine Arts

M.F.A. in Ceramic Arts
Joyce Michaud, M.F.A. jmichaud@hood.edu (301) 696-3526

Graduate Certificate Programs

Ceramic Arts
Joyce Michaud, M.F.A. jmichaud@hood.edu (301) 696-3526

Educational Leadership Preparation Program
Roger Stenersen stenersen@hood.edu (301) 696-3766

Information Security
Ahmed Salem, Ph.D. salem@hood.edu (301) 696-3731

Regulatory Compliance
Judy Pace-Templeton, Ph.D. judypdra@aol.com (301) 696-3650

Secondary Mathematics Education
Betty Mayfield, Ph.D. mayfield@hood.edu (301) 696-3736

Thanatology
Elizabeth MacDougall, Ph.D. macdougall@hood.edu (301) 696-3892
Services for Students

Below are some selected services that the College provides for students. If you have any questions, or need more information, please call the Dean of Students Office at (301) 696-3573.

Athletics
Gib Romaine, B.S., M.S., Athletic Director
Gambrill Gymnasium (301) 696-3493

The Athletic Department adheres to the philosophy of the National Collegiate Athletic Association (NCAA), Division III. The Hood College Athletic Program is designed to contribute to the student’s overall educational experience. Each athletic program is conducted in a manner that protects and enhances the physical, educational and spiritual well-being of the student athlete. The 20 varsity sports offered include: women’s and men’s basketball, women’s and men’s cross country, track and field, women’s field hockey, women’s and men’s golf, women’s and men’s lacrosse, women’s and men’s soccer, women’s softball, women’s and men’s swimming, women’s and men’s tennis and women’s volleyball. Club sports include cheerleading and equestrian team.

Campus Ministries
Chaplain, Rev. Beth A. O’Malley, B.A, M.Div., Dean of the Chapel
Coffman Chapel, (301) 696-3436

Informal worship gatherings are held in Coffman Chapel on a regular basis when classes are in session. There are also traditional worship services to celebrate religious holidays and other enriching faith experiences at various times throughout the year. Catholic Mass is celebrated weekly. Religious student groups on campus include the Muslim Student Association, Jewish Student Union, Catholic Campus Ministries and InterVarsity Christian Fellowship. These groups hold services or events that are open to the campus community.

Campus Safety
Rick Puller, B.S., M.L.A., Director of Campus Safety and Security
Charles I. Tobery Jr., Assistant Director of Campus Safety and Security
Doreen Jarvis, Communications Supervisor
Second floor of Whitaker Campus Center, “0” on campus, (301) 663-3131

The law enforcement function of Hood College is provided to the campus community by a propriety Campus Safety Department 24 hours a day, seven days a week. Officers patrol the campus on foot, by bicycle and vehicle. The staff of 11 includes a mixed force of special police officers appointed by the Governor of Maryland, with full police powers, as well as campus safety officers. All officers undergo continuous training in accordance with College and state guidelines. For more information, see the Campus Safety Section located later in this section.

Career Services and Office of Service Learning
Nancy Hennessey, B.A., Director of Career Services and Service Learning
Second floor of the Apple Resource Center, (301) 696-3583

The Catherine Filene Shouse Career Center offers assistance to students at all stages of the career exploration and decision-making process. All career center services are free and available to students, alumnae and alumni. Sample services include:

- individual career assessment and counseling
- mentoring opportunities with alumnae and alumni
- workshops, job fairs and on-campus interviews
- a large career library
- internships designed to encourage students to explore career fields and specific work environments before graduation (students may obtain academic credit for internship experience)
Counseling Services
Delores Grigsby, M.S.W.-C, Director of Counseling Services
Second floor of the Wellness Center, (301) 696-3440

The Counseling Center is staffed by licensed clinical professional counselors. Services provided include brief, supportive counseling; psychoeducational and support groups; consulting and referral services; and wellness programming to increase self-knowledge and teach skills that will enhance emotional well-being.

Disability Services
Tom Kranz, B.A., M.Ed., M.A.T., Disability Services Coordinator
The Josephine Steiner Center for Academic Achievement and Retention, Rosenstock Hall, Room 322, (301) 696-3421

Hood College actively supports the rights of students with disabilities to have equal access to education in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who will need accommodations should notify the Disability Services Coordinator as soon as possible. Students should present documentation of a disability from a licensed professional. This documentation should state accommodations the student requires to participate fully in the educational programs at Hood College. The Disability Services coordinator will meet with the student to develop an individualized plan for services and prepare the student to advocate for him or herself.

For more information on Disability Services, see the Disability Services Section in the Academic Information Section.

Multicultural Affairs and International Student Programs
Kiran Chadda, B.A., M.A., Ph.D., Director of Multicultural Affairs and International Student Programs
Second floor of the Whitaker Campus Center in the Student Activities Suite, (301) 696-3799

Hood College is committed to enrolling a diverse student population. The Office of Multicultural Affairs and International Student Programs (OMA/ISP) provides programs for students and supports activities for AHANA-I (African-American, Hispanic, Asian, Native American and International) students and organizations such as the International Club; Black Student Union; La Union Latina; Jewish Student Union; Tolerance, Education and Acceptance (TEA); and the Hood African Student Association.

Office of Academic Services
Bonnie Hagerman, B.A., M.S., Director, Academic Services
The Josephine Steiner Center for Academic Achievement and Retention, Rosenstock Hall, Room 324, (301) 696-3569

Academic Services are provided through the Josephine Steiner Center for Academic Achievement and Retention on the third floor of Rosenstock Hall. The center offers a variety of services and programs to the entire Hood College community—to assist students who are experiencing difficulty in a course as well as students who want to be more effective and efficient learners.

Wellness Center
Teresa Cevallos, R.N., B.S.N., Director of Health Resources
First floor of the Wellness Center, (301) 696-3439

The Wellness Center/Health Resource Center is staffed by a team of healthcare professionals. The full-time director is a registered nurse. An internist holds a bi-weekly medical clinic and a nurse practitioner has a weekly gynecological clinic. All students are eligible for services at the center.

The center operates on a wellness model, focusing on preventive care and education to help students develop skills to maintain a healthy lifestyle. The center staff provides outpatient care for illnesses and injuries as well as referrals for services beyond the scope of the center. Staff members are available for consultation to faculty, staff and students. The center sponsors Health Education and Awareness Programs on campus.

Students are required to have immunization records and medical history forms on file at the center. All medical records are confidential. Access to information is limited to authorized health center personnel, unless the student gives written consent or upon receipt of court-ordered subpoena. Medical records are destroyed seven years post graduation and/or withdrawal.
Convenient locations for food

Whether you’re a night owl, an early bird or something in between, you won’t ever have to worry about finding somewhere to eat.

Coblentz Dining Hall

Meet your friends for breakfast, lunch or dinner at our comfortable, all-you-care-to-eat location. Watch the preparation of your made-to-order meal or try one of our international or home-style entrees. Your favorites from the grill, deli or salad bar are always available, too.

Hours:

**Monday-Thursday:**
- Breakfast: 7 – 9:30 a.m.
- Continental: 9:30 – 10:30 a.m.
- Lunch: 11 a.m. – 1:30 p.m.
- Lite Lunch: 1:30 – 4 p.m.
- Dinner: 4:30 – 8 p.m.

**Friday:**
- Breakfast: 7 – 9:30 a.m.
- Continental: 9:30 – 10:30 a.m.
- Lunch: 11 a.m. – 1:30 p.m.
- Lite Lunch: 1:30 – 4 p.m.
- Dinner: 4:30 – 7 p.m.

**Saturday and Sunday:**
- Continental: 10 – 11 a.m.
- Brunch: 11 a.m. – 1:30 p.m.
- Dinner: 4:30 – 7 p.m.

The Blazer Snack Bar

In the mood for something fast or light, or light and fast? Soups, salads, sandwiches and more are all made just the way you like them: To go or stay! The Blazer, located in the Whitaker Campus Center, can accommodate your dining needs.

Hours*:

**Monday-Friday:** 8 a.m. – 11 p.m.

**Saturday:** Closed

**Sunday:** 6 – 11 p.m.

Java City

For the quick pick-me-up or to keep you going through an afternoon or evening of classes, visit Java City, Hood’s very own coffee shop. Located inside the Blazer, this coffee bar can prepare all your favorite lattes, cappuccinos and smoothies.

Hours*:

**Monday-Friday:** 8 a.m. – 11 p.m.

**Saturday:** Closed

**Sunday:** 6 p.m. – 11 p.m.

FLEX Accounts

We realize that a traditional meal plan may not suit your needs, so we created FLEX accounts. What is FLEX? This is money you can deposit into an account at Coblentz Dining Hall and use on a debit system. This money is attached to your ID card so when you are on campus you don’t have to worry about carrying cash or credit cards; your ID is the only card you need.

For more information about campus meal plans check out www.campusdish.com/en-us/csma/hood

*Hours for Blazer Snack Bar and Java City are subject to change.
Hood College is always open, unless the president determines that weather is a factor for Hood to delay opening, cancel classes or close. If that happens, the College will inform local radio and TV stations of the decision. Rather than overloading the switchboard with calls, please check the College's operating status via radio, TV or the Web. (See listings below)

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>TV Stations</th>
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<tbody>
<tr>
<td><strong>Frederick Area</strong></td>
<td><strong>Montgomery Co. Area</strong></td>
</tr>
<tr>
<td>WFMD (930 AM)</td>
<td>WMAL (630 AM)</td>
</tr>
<tr>
<td>WFRE (99.9 FM)</td>
<td>WTOP (1500AM)</td>
</tr>
<tr>
<td>WAFY (103.1 FM)</td>
<td><strong>Washington Area</strong></td>
</tr>
<tr>
<td>WARX (106.9 FM)</td>
<td>WTOP (1500 AM)</td>
</tr>
<tr>
<td><strong>Hagerstown, Martinsburg and Waynesboro Area</strong></td>
<td><strong>Hagerstown</strong></td>
</tr>
<tr>
<td>WHAG (1410 AM/96.7 FM)</td>
<td>WHAG (Ch. 25)</td>
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<tr>
<td>WJEJ (1240 AM)</td>
<td><strong>Baltimore Area</strong></td>
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<td><strong>Gettysburg, PA</strong></td>
<td><strong>Washington Area</strong></td>
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<tr>
<td>WGTY (107.7 FM)</td>
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<tr>
<td>WGET (1320 AM)</td>
<td>WQSR (102.7 FM)</td>
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<td><strong>Washington, D.C.</strong></td>
<td><strong>Baltimore</strong></td>
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<td>WJLA (Ch. 7)</td>
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<td>WUSA (Ch. 9)</td>
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<td>WRC (Ch. 4)</td>
<td>WBAL (Ch. 11)</td>
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<tr>
<td><strong>Hood College Homepage</strong></td>
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<tr>
<td>Find out Hood's operating status by visiting the home page at <a href="http://www.hood.edu">www.hood.edu</a>. Click on the “Inclement Weather Schedule Changes” link in the hood news section, which will link you to Hood's message on the School's Out website.</td>
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| **Schools Out Website** | |
| Find out Hood's operating status by visiting the Web at www.schoolsout.com. When you are at the site, click on Maryland. Under the College listing, click on Hood College. You will then link to the Hood College page where you can read the status message for a day. When there are no schedule changes, the message usually reads: “Hood College is operating normally.” You can also sign up for text or e-mail alerts at this website. |

| **Hood Alert Update** | |
| Hood Alert has a new convenient quick link—**www.hood.edu/hoodalert**. We encourage all new and returning students, faculty, staff and parents to sign up for the Hood College mass notification system. Hood Alert sends an emergency notification, when appropriate, by phone cell, phone or e-mail to all subscribers. Hood Alert offers enhanced campus-wide communication and information to the Hood community during an emergency. A second option for non-urgent messaging, which provides information regarding school closings due to inclement weather, or specific class or event cancellations, is also available. If already a member, you will remain enrolled but you may want to update any information that has changed. |