



HOOD COLLEGE

GRADUATE
SCHOOL

**New Graduate
Student Manual
2026-27**

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General Information

Welcome to Hood College Graduate School! This manual will provide you with information and resources for you as a Hood College student.

Orientation Videos

For more information, you can explore the orientation videos uploaded for you on our [Blackboard](#) orientation site. [Blackboard](#), or Bb, is Hood's learning management system 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 (section II – Online Resources). Your New Student Orientation site will be listed with your other courses once you register for classes.

Hood College ID and Parking Pass

Now that you are a Hood College graduate student, you need an ID card and a parking pass.

Hood College ID

Your ID can be acquired by visiting [Campus Safety](#) in Whitaker Campus Center room 219. Appointments for the ID can be made by emailing campus security (security@hood.edu). At the appointment you will complete a short form and have your picture taken. Your ID will then be printed for you. Appointment sign-ups for the first week of classes will be available during both the Fall and Spring Orientations.

Note – If you have class in Tollhouse, you will need your ID before your classes begin as this building requires an ID to be accessed.

Parking Pass

To register for your free parking pass, log in to [Self Service](#) and click on the 'student vehicle registration' link under the Important Forms menu. Then, enter your vehicle details and submit the form. Once submitted, you will receive a confirmation email to your Hood issued account. Print the confirmation email and bring it to the front desk communications center near the main entrance of the Whitaker Campus Center. If no one is at the desk, check with the Switchboard office immediately behind the Information Desk. You will receive a parking pass that allows you to park in any student spot. Please obtain your parking pass within two weeks of classes starting.

Sexual Assault Prevention Training (SAPT)

To ensure that all graduate students are equipped to make the most of their time at Hood, all new graduate students are required to complete a 6-minute training focused on sexual-assault prevention, which will be emailed to all new graduate students after drop/add deadline in their first fall or spring semester.

Navigating Campus

HOOD COLLEGE CAMPUS MAP



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

Updated July 2024

Important Areas on Campus

Below are a few key campus locations. Please note that the Whitaker Campus Center and the Joseph Henry Apple Building are connected through the first and second floors only.

Building	Map #	What's There
Whitaker Campus Center	26	Commuter Lounge, Blazer Food Court, Gear Shop , Whitaker Commons, Accessibility Services
Joseph Henry Apple Center	27	Graduate School Office , Registrar , Career Center , Financial Aid Office , Counseling Services , Computer Lab
Hodson Science and Technology Center	22	Science and Math Classes
Tatum Arts Center	28	Education and Counseling Classes
Rosenstock Hall	29	Humanities and MBA Classes, Hodson Auditorium
Beneficial-Hodson Library	30	Library , IT Support , Doctoral Classes, Student Success
Parking		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	18	Music Classes, Rehearsal Space, and Concert Hall (Closed for renovation.)
Gambrill Gym	15	Print and Mail Services
Joseph Henry Apple Center	27	Hood College Health and Wellness
Ruth Whitaker Holmes School of Behavioral and Health Sciences	36	Nursing, Nutrition, and Counseling Classes; NeighborHOOD Counseling Training Center

Important Phone Numbers

<u>Accounting</u>	(301) 696-3607
<u>Alumnae and Alumnae Relations</u>	(301) 696-3900
<u>Gear Shop</u>	(301) 696-3480
<u>Campus Safety</u>	(301) 696-3548
<u>Career Center</u>	(301) 696-3583
<u>Accessibility Services</u>	(301) 696-3569
<u>End User Computing/IT Help Desk</u>	(301) 696-3622
<u>Financial Aid Office</u>	(301) 696-3411
<u>Fitness Center & Pool</u>	(301) 696-3376
<u>Graduate School</u>	(301) 696-3600
<u>Institutional Advancement</u>	(301) 696-3712
<u>Library</u>	(301) 696-3909
<u>Main College Number</u>	(301) 6663-3131
<u>Print & Mail Services</u>	(301) 696-3593
<u>Provost</u>	(301) 696-3623
<u>Registrar</u>	(301) 696-3616
<u>Health & Wellness</u>	(301) 698-3439
Whitaker Campus Center Information Desk & Switchboard	(301) 696-3964

Tobacco, Alcohol, and Drug Use Policy

Smoking is prohibited in all Hood College campus buildings including residence hall rooms, hallways, porches, fire escapes and balconies; private offices, conference rooms and hallways; lounges, rest rooms and other enclosed workspaces. This policy prohibits all tobacco products, including e-cigarettes, vaporizers, and other smoking paraphernalia. Smoking also is prohibited in campus vehicles, leased and owned and outdoors on campus property. Violations of this policy will result in a fine. No drugs or alcohol may be consumed or possessed on campus or in classroom settings except for approved celebrations, where alcohol may be served to graduate students 21 and older. While recreational and medical use of cannabis is legal in Maryland for adults 21 years and older, its possession, distribution and use remain strictly prohibited on campus. Students in violation of tobacco, alcohol, or drug policies will be referred to the Graduate School for disciplinary action (See the College Catalog, under [Graduate Student Conduct](#) for more details).

Academic Calendar – Graduate School

Always consult the [Registrar webpage](#) for the most current academic calendar.

Graduate Student Conduct

The Honor Code

Academic life at Hood College is guided by the 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 have created a [short](#)

[video](#) to help explain the differences, when using your own work is permissible, and how to cite yourself as a reference.

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](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.

Students who have 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 Classes

In your first semester, you will receive an e-mail with special instructions for registering. In subsequent semesters, you can register online using 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. If you are struggling to register for classes online, you can use the online registration form which gets sent directly to the registrar's office. Please click [here](#) for the form.

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 either by using the [Graduate School Registration Form](#) or by using Self-Service (see the 'online resources' section for instructions and screenshots). Doctoral students are registered by their program, as they progress as a cohort.

**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.

Withdrawal or tuition refund policy for summer terms

For support, contact the registrar team at HoodGrad@hood.edu.

- 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.

Procedures for dropping or withdrawing from a class vary depending on when in the semester you'd like to do so. Before the semester starts, you can drop the class yourself through [Self Service](#) and will not owe any portion of tuition. At the beginning of the semester, 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, no tuition refunds will be issued, but you can still withdraw from the class until the withdrawal deadline is established in the [Academic Calendar](#) and receive a 'W' grade on your transcripts. 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.

Accounting Information

By registering for classes, you acknowledge 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 meets, 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). 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 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 graduate alumni: [*Passing The Torch*](#). Although the article is now a few years old, its advice is still applicable 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/X](#)
- [Graduate Bluesky](#)
- [Graduate School LinkedIn](#)
- [Graduate School Instagram](#)
- [GSA on Facebook](#)

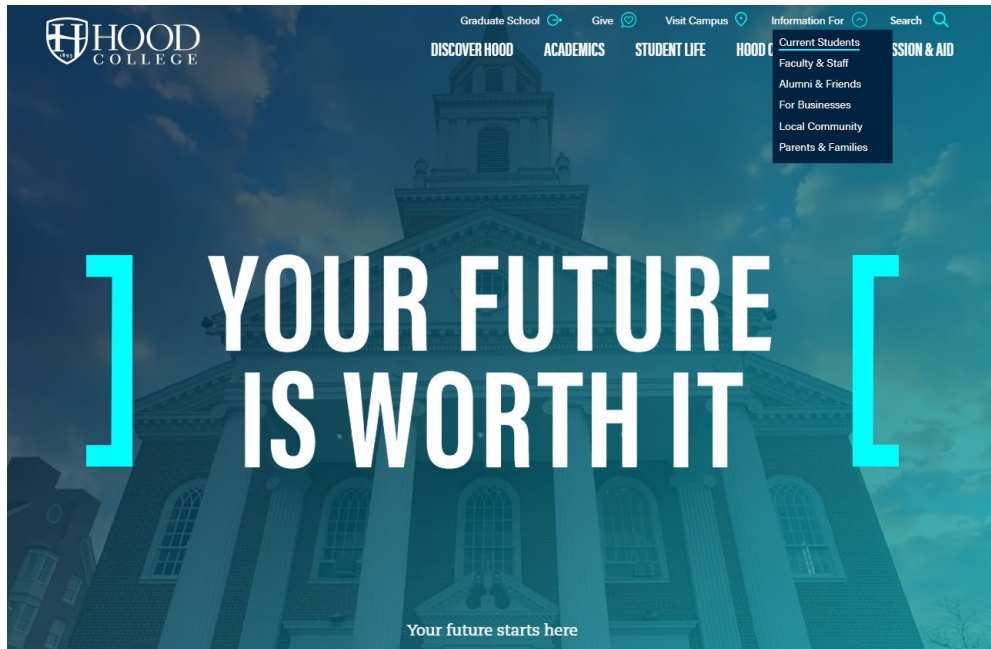
Additional Tips to Consider

- 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.
- 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.
- Whether you are working, taking care of family, or something else, you will need to balance that with your graduate studies. Try to set aside designated time for 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. We strongly recommend choosing 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 semester, the Whitaker Campus Center is open 24 hours a day!
- Professors want you to succeed. They have all 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 time management, 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 Harriet Caesley, who is available to assist you in solving problems, to facilitate contact with appropriate departments, and to listen should you need to talk. Harriet can be reached at aGradSuccess@hood.edu

Online Resources

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. The resources you will use often, which are explained below, are Self Service and Blackboard (circled in red).

ApLinks	Helpful Links		Undergraduate Students	Graduate Students
Blackboard	Academic Calendar	Counseling Services	Blazer Radio	Federal Policy Updates for International Students
	Accessibility Services	Freedom of Expression Policy		
Office 365	Accounting Services	Print and Mail Services	Blue and Grey	Graduate Course Registration
Email - Quarantine Messages	Bookstore (Gear Shop)	Information Technology	Hood College Broadcasting	Graduate Forms & Guidelines
Facilities Work Order	Campus Status	Library and Learning Commons	Hood College Ring	Research Funds & Awards
Password Reset	Career Center	Ombudsperson	Residence Life	Submit Graduate Students Accomplishments
Self-Service	College Catalog	Pay My Bill	Student Clubs & Activities	Grad-Student Wellness
Campus Directory	Consumer Information	GPA Calculator	Pergola Connect	

Self Service

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. To access Self Service, navigate to selfservice.hood.edu and login using your Hood College account.



[GRADES](#)
[SEARCH](#)
[PLANNING](#)

Sign in

NEXT

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. Using the selection bar on the left, you can navigate to your courses, grades, messages and much more.

Blackboard

Harriet Caesley

Institution Page

Activity

Courses

Organizations

Calendar

Messages

Grades

Tools

Sign Out

Privacy • Terms • Accessibility



Hood College Blackboard System

Hood Links

Hood	Hood Cybersecurity Training
Office 365	Career Center
Self-Service	Library
Panopto Video	Blazer Navigate
Browser Check	Student Success Center

Blackboard Ultra Modernization for Fall 2025

	Blackboard Ultra Modernization for Fall 2025 Information Blackboard Ultra information for Faculty
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All courses you are registered for appear on the Courses Page. 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.

Navigate360 App for Events and Academics

[Navigate360 Quick Start Guide](#)

BLAZER NAVIGATE

STAY ORGANIZED, STAY ON TRACK, STAY CONNECTED.

Blazer Navigate is your personalized academic compass which helps you stay organized, connected, and on track to graduation. With a full range of activities and resources, the app makes navigating graduate school at Hood College easier than ever!



GET SET UP IN 3 STEPS:

1. Download the Navigate Student app from your device's app store.
2. Search for Hood College from the drop-down menu options of schools.
3. Login with your Hood email credentials.

DOWNLOAD THE APP & WIN!



The first **50** to download the app on their phone will be entered into a drawing for \$100 gift cards.

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.

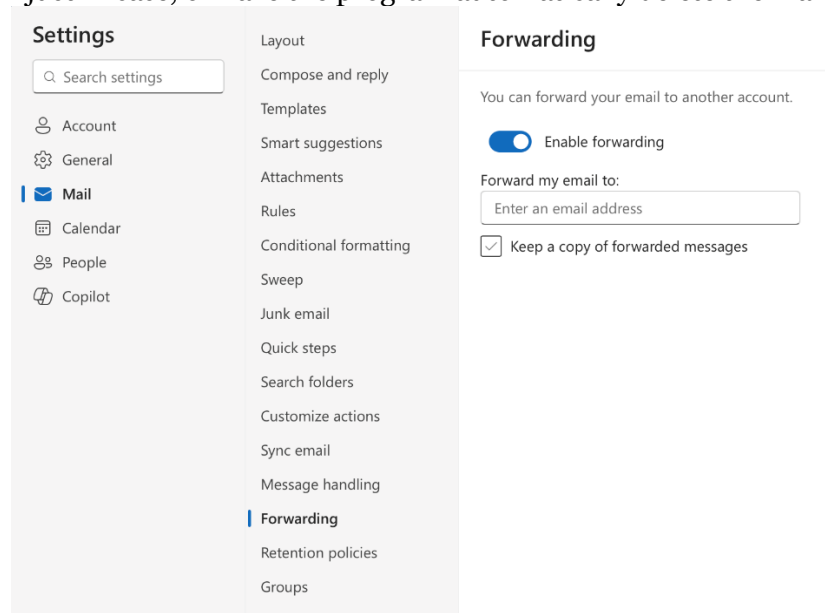
OneDrive

OneDrive allows you to upload, share and/or edit Word, Excel, and PowerPoint documents online. This makes it easier to work on multiple devices and collaborate with others, allowing everyone to view and edit the same document shared.

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. ***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, the 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. On the menu, choose 'Forwarding.' Select 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 conditions that substantially limit one or more major life activity (e.g. breathing, walking, talking, hearing, seeing, caring for oneself, working, studying) should strongly consider requesting academic accommodations at Hood. Even if a student does not have documentation of a formal diagnosis, they are encouraged to meet with the Office of Accessibility Services to discuss accommodations. Meetings are confidential, and students control what information is shared with professors. Academic accommodations can be requested at any time; however, we strongly recommend you request accommodations at the beginning of the semester to make the necessary arrangements with your instructors. If you have previously received accommodation in another educational setting, you likely qualify for services at Hood. If you have questions about your eligibility or other aspects of the accommodation process, please email AccessibilityServices@hood.edu or call 301-696-3421. Additional information can be found on the [Accessibility Services website](#). Looking to speak with someone in person, visit the Accessibility Services office in Apple 238

Beneficial-Hodson Library and Learning Commons

The Beneficial-Hodson Library (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.

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/>.

Hood College students have 24-7 access to the library building. To access the library building during non-regular hours, swipe your Hood ID to unlock the door to the building. Visit the Information Desk in the Whitaker Campus Center (M-F 8:00-4:30) to obtain a Hood ID. While you're there, pick up a parking pass so you can park in campus parking lots designated for student use. A member of the Security team will assist you with both the Hood ID and parking pass.

The library has 20 study pods that can be used for individual or group study. Most pods are outfitted with floor-to-ceiling whiteboards and screen sharing technology. Half the pods are open on a first-come basis, and half can be reserved by clicking the [Study Room](#) link on the library's web site. The pods are all open on a first-come basis during non-regular hours.

You can check out books from our collection of more than 120,000 items. The library supports leisure reading by providing best sellers and popular fiction and non-fiction books on the first floor. The library has various special collections and an archive for specialized research using mostly primary sources.

A self-serve café is located on the main floor to help support long stays in the library and operates on the honor system. There is a self-checkout style kiosk where you can purchase your items.

Online Access

The Hood College Library utilizes a single sign-on system to provide you access to online databases, journals, newspapers, eBooks, media, and other resources. With single sign on, once you have signed on to Hood (EX: Office365), you are automatically authenticated to access online library resources both on and off campus. You can search for library materials using the Library's [OneSearch](#) tool. Sign into Onesearch to get complete results and place requests to borrow articles, books, and media held at other libraries. You can also access databases directly and view research guides by visiting our website.

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 [bookings page](#).

The library also hosts workshops and other events designed to support student research. Learn more about our programming on the [Library Events](#) tab. Questions? Get in touch with a librarian via [email, phone, text, or chat](#).

Catherine Filene Shouse Center for Career Development & Experiential Education

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 for certain subject areas 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) 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 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. A formal diagnosis is not required, but an assessment by the [Accessibility Office](#) is needed to receive accommodation. Academic accommodation can be requested at any time; however, we strongly recommend you request accommodation at the beginning of the semester in order to make the necessary arrangements with your instructors. If you have previously received accommodation in another educational setting, you likely qualify for services at Hood. If you have questions about your eligibility or other aspects of the accommodation process, please email 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, you will also come to view Hood College as a special place in your life. A place 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.
Graduate Military Educational Benefits liaison, finaid@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, please 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.

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.

Resources:

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

The 24/7 Vet Center: 866-644-5371 or www.va.gov

GI Bill: 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.vets.gov

Useful Contacts:

Samantha Capacillo k, Wellness Services, capacillo@hood.edu, 301-696-3439

Tanith Fowler Corsi, Director Graduate Admission, Military Liaison, fowlercorsi@hood.edu, 301-696-3603

Christian Villarosa, Assistant Director Graduate Admission, International Student Liaison
villarosa@hood.edu, 301-696-3604

Cameron Rogers, Assistant Director Graduate Admission, 4PLUS and ALTY Liaison,
crogers@hood.edu, 301-696-3601

Amani Al-Dajane, Director of International Student Services & PDSO, al-dajane@hood.edu,
301-696-3811

Georgia Braun, Executive Assistant and Event Planner, braun@hood.edu, 301-696-3602

Renee Gulino, Financial Aid Counselor, Finaid@hood.edu, 301-696-3830

Harriet Casely, Graduate Student Success Coordinator, GradSuccess@hood.edu

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 yoga class open to staff, faculty, and students on Tuesdays from 12pm to 12.50pm in the Chapel. RSVP to Tanith Fowler Corsi at fowlercorsi@hood.edu.

International Student Resources

Our Director of International Student Services, Amani Al-Dajane, al-dajane@hood.edu can provide many additional resources for our international students. *For immediate information on international student resources, please refer to 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 work on campus. 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.
- 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 first floor of Whitaker Campus Center, strives to meet the needs of students and has food served “food court” style. The Blazer hosts a B&F station that serves burgers, fries, chicken sandwiches and other options, as well as a Fresh Flats station which serves freshly made flat breads, 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 food is offered buffet-style at a reasonable price for students, staff, and faculty with Hood College IDs. There are vegetarian, vegan, and gluten-free options in addition to a True Balance allergen free station. There are currently 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 Monday-Thursday, 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/

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 having enough food to eat. In support of student success and well-being, the [Campus Cupboard](#) is an initiative that provides non-perishable food staples (such as oatmeal, rice, canned vegetables and fruit) and hygiene items (such as deodorant, soap and laundry detergent) to all Hood students in need. Students have multiple ways to utilize the Cupboard. You can visit the Cupboard (open 24/7) and "self-check out" or email our secure mailbox at campuscupboard@hood.edu and we'll pack your bags (during business hours). More information can be found on the Campus Cupboard website: <https://www.hood.edu/hood-community/hood-college-health-wellness/campus-cupboard>

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://therescuemission.org/programs/bread-of-life/>

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 Emmitsburg, 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

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: <https://www.shfb.org/get-food> Call (Weekdays 8 a.m.–5 p.m.): 1-800-984-3663; Text “food” to: 1-408-455-5181

food@shfb.org

Religious Services/Chapel

Coffman Chapel hosts weekly worship as well as meditation and other spiritually focused events. In addition to the main chapel, the lower level of Coffman Chapel hosts the McHenry Interfaith Prayer Room/Meditation Room, which is open to all students and available for daily prayer. 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, 301-696-3436

Gear Shop

The Gear Shop is located on the first floor of the Whitaker Campus Center and offers e-textbooks, school supplies, school spirit wear, gifts, snacks, and many small necessities. The bookstore also rents physical texts, be sure to check availability and the return dates for your rented texts. Gear Shop regular hours are Monday-Friday from 9am to 5pm with reduced hours during the summer; 9am to 2pm. The Gear Shop is closed when the College is 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 **from 10:30-11:20 a.m. AND from 2-2:50 p.m. every Monday and Wednesday.**

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. Entry to the pool is free with a valid Hood College ID.

<https://hoodathletics.com/sports/2019/11/4/aquatics-aqu-welcome.aspx>

Other Conveniences

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

The nearest Grocery Store is the [Giant Eagle](#) in the Frederick Shopping Center at 1305 West 7th 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 7th St, which carries snacks and beverages as well as gas/fuel/petrol.

Hood Graduate Program Websites

- [Accounting \(Certificate\)](#)
- [Bioinformatics \(Certificate\)](#)
- [Bioinformatics \(M.S.\)](#)
- [Biomedical Science \(M.S.\)](#)
- [Business Administration \(DBA\)](#)
- [Business Administration \(MBA\)](#)
- [Computer Science \(M.S.\)](#)
- [Counseling, Clinical Mental Health \(M.S.\)](#)
- [Counseling, School Counseling \(M.S.\)](#)
- [Counselor Education and Supervision \(Ph.D.\)](#)
- [Creative Writing \(MFA\)](#)
- [Curriculum and Instruction \(M.S.\)](#)
- [Cybersecurity \(M.S., Certificate\)](#)
- [Education, Multidisciplinary Studies \(M.S.\)](#)
- [Educational Leadership \(M.S., Certificate\)](#)
- [Environmental Biology \(M.S.\)](#)
- [Financial Management \(Certificate\)](#)
- [Geographic Information Systems \(Certificate\)](#)
- [Health Informatics \(M.S., Certificate\)](#)
- [Humanities \(M.A.\)](#)
- [Informational Technology \(M.S.\)](#)
- [Management Informational Systems \(M.S.\)](#)
- [Mathematics Education \(M.S., Certificate\)](#)
- [Mathematics Instructional Leadership \(M.S.\)](#)
- [Nutrition Science / Dietetics \(M.S.\)](#)
- [Nutrition Science / Nutrition Science Track \(M.S.\)](#)
- [Organizational Leadership \(DOL\)](#)
- [Organizational Management \(Certificate\)](#)
- [Project Management \(Certificate\)](#)
- [Reading Specialization \(M.S.\)](#)
- [Skill Accelerator Badges](#)
- [Thanatology \(Certificate\)](#)
- [Trauma, Crisis, Grief & Loss \(Certificate\)](#)