

# New Graduate Student Manual

Fall 2019

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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 following orientation videos

[\*Overview of the Graduate School\*](#)

[\*Orientation for F-1 Graduate Students\*](#)

### **Hood College ID and Library Barcode**

Now that you're a Hood College graduate student, you need three pieces of identification: an ID card, a library barcode, 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. They will also add a library barcode onto the back of your ID, which allows you to use the library and their online resources.

### **Hood College Parking Pass**

To register for your free parking pass, log in to Self Service and click on the 'student vehicle registration' link on the main page. Print the form and bring it to the 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
- 2 Nicodemus Athletic Complex
- 3 Ronald J. Volpe Athletic Center
- 4 Williams Observatory
- 5 Hodson Outdoor Theater
- 6 Coblenz Hall
- 7 Huntsinger Aquatic Center
- 8 Tennis Complex
- 9 College House
- 10 Meyran Hall
- 11 Coblenz Memorial Hall
- 12 Marx Center
- 13 Coffman Chapel
- 14 Truxal Pergola
- 15 Gambrell Gymnasium
- 16 Shriner Hall
- 17 Smith Hall
- 18 Carson Cottage
- 19 Brodbeck Music Hall
- 20 Alumnae Hall
- 21 The Jeanne Zimmerman Gearey '52 Alumni Plaza and Blazer Brick Promenade
- 22 Hodson Science and Technology Center
- 23 Kiln Pavilion
- 24 Joseph Pastore Facilities Center
- 25 Whitaker Campus Center
- 26 Joseph Henry Apple Academic Resource Center
- 27 Tatem Arts Center
- 28 Strawn Cottage
- 29 Admission House
- 30 Onica Prall Child Development Laboratory
- 31 President's House
- 32 Alumnae House
- 33 Beneficial-Hodson Library and Information Technology Center
- 34 Rosenstock Hall
- 35 Wellness Center
- 36 College House
- 37 French House
- 38 Spanish and German House
- 39 Sunset Apartments



## 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.

<b>Building</b>	<b>Map #</b>	<b>Map Color</b>	<b>What's There</b>
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, Counseling, Human Behavior*, and Ceramics 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 pass. 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>

\*Because Human Behavior is a multidisciplinary course, classes may be in several different locations.

## Important Phone Numbers

<a href="#"><u>Accounting</u></a>	(301) 696-3607
<a href="#"><u>Alumnae and Alumnae Relations</u></a>	(301) 696-3900
<a href="#"><u>Bookstore</u></a>	(301) 696-3480
<a href="#"><u>Campus Safety</u></a>	(301) 696-3548
<a href="#"><u>Career Center</u></a>	(301) 696-3583
<a href="#"><u>Disability Services Coordinator</u></a>	(301) 696-3421
<a href="#"><u>End User Computing/IT Help Desk</u></a>	(301) 696-3622
<a href="#"><u>Financial Aid Office</u></a>	(301) 696-3411
<a href="#"><u>Fitness Center &amp; Pool</u></a>	(301) 696-3376
<a href="#"><u>Graduate School</u></a>	(301) 696-3600
<a href="#"><u>Institutional Advancement</u></a>	(301) 696-3712
<a href="#"><u>Library</u></a>	(301) 696-3909
<a href="#"><u>Main College Number</u></a>	(301) 6663-3131
<a href="#"><u>Multicultural affairs and international Student Programs</u></a>	(301) 696-3799
<a href="#"><u>Post Office</u></a>	(301) 696-3594

<a href="#">Provost</a>	(301) 696-3623
<a href="#">Registrar</a>	(301) 696-3628
<a href="#">Wellness Center</a>	(301) 696-3439
Whitaker Campus Center Information Desk	(301) 696-3964



## Academic Calendar

### **August**

Friday 2	Deadline for graduate students to upload thesis and final research projects for September graduation
Monday 19	New Graduate and New International Graduate Student Orientation
Thursday 22	New undergraduate students arrive; orientation begins
Saturday 24	Residence halls open for returning students, 9 a.m.
Sunday 25	Opening Convocation, 5 p.m.
Sunday 25	Last day for 100% tuition refund and undergraduate students; 100% refund for graduate students continues until the first class meeting

**Monday 26**      ***Classes begin, 8:30 a.m.***

**Monday 26**      ***80% tuition refund period begins and continues through Sept 3; 0% tuition refund thereafter***

### **September**

Monday 2	LABOR DAY-No classes
Tuesday 3	Classes resume, 8:30 a.m.

**Tuesday 3**      ***Drop/add ends at 5:00 p.m.; end 80% course refund for graduate and part-time undergraduate students; last day to declare/change SU or audit option***

Tuesday 3	Deadline for graduate students to petition for January graduation to the Registrar's Office
Friday 6	Deadline for graduate students to submit notification for fall comprehensive exams to the Registrar's Office
Saturday 7	First Day Doctoral Classes
Friday 27	Senior applications for graduation due to Registrar's Office

### **October**

Friday 4	Last day to file extra credit (X) study
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Saturday 12 - Tuesday 15	Midterm recess - no classes
Wednesday 16	Classes resume, 8:30 a.m.
Monday 21	Midterm grades due in Registrar's Office
Monday 21	Term II PE begins
Saturday 26	Masters' comprehensive examinations
<b>Monday 28</b>	<b><i>Advising period begins and continues through Friday, November 8</i></b>
Tuesday 29	Masters' comprehensive examinations
<b>November</b>	
Monday 11	Begin spring registration for seniors and current graduate students
Tuesday 12	Begin spring registration for juniors
<b>Tuesday 12</b>	<b>Last day to withdraw from any undergraduate class</b>
Wednesday 13	Begin spring registration for sophomores
Thursday 14	Begin spring registration for first-year students
Monday 18	Begin spring registration for new undergraduate, new graduate and non-degree students
<b>Tuesday 19</b>	<b>Last day to withdraw from graduate classes</b>
Wednesday 27 - Sunday December 1	Thanksgiving recess-No classes
Wednesday 27	Residence halls close for Thanksgiving recess, noon
<b>December</b>	
Sunday 1	Residence halls re-open, 9 a.m.
<b>Monday 2</b>	<b><i>Classes resume, 8:30 a.m.</i></b>
Friday 6	Deadline for graduate students to upload thesis and final research projects for January graduation
Tuesday 10	Undergraduate classes end
Wednesday 11	Undergraduate Reading Day
Thursday 12	Undergraduate exams begin

Saturday 14	Last day doctoral classes
Wednesday 18	Undergraduate exams end
Wednesday 18	Graduate classes end
Thursday 19	Residence halls close for winter break, noon
Saturday 21	Final grades due by 3 p.m.

## **Spring 2020**

### **January**

Friday 10	Deadline for graduate students to petition for May graduation to the Registrar's Office
Monday 13	New Graduate and New International Student Orientation 1 p.m. to 7 p.m.
Tuesday 14	New undergraduate students arrive; orientation begins
Tuesday 14	Residence halls open for new and returning students, 9 a.m.
Tuesday 14	Last day for 100% tuition refund for undergraduate students; 100% refund for graduate students continues until the first class meeting

**Wednesday 15** *Classes begin 8:30 a.m.*  
*80% tuition refund begins and continues through January 23;*  
*0% tuition thereafter*

Monday 20	Martin Luther King Day observed- No Classes; Special educational activities
Tuesday 21	Classes resume, 8:30 a.m.

**Thursday 23** *Drop/add ends at 5:00 p.m.; end 80% course refund for graduate and part-time undergraduate students; last day to declare/change SU or audit option*

Friday 31	Deadline for graduate students to submit notification for spring comprehensive exams to the Registrar's Office
Friday 31	Deadline for graduate students to petition for September graduation to the Registrar's Office

### **February**

Friday 21	Last day to file for extra credit (X) study
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## **March**

Saturday 7 - Sunday 15	Midterm recess - No classes
Saturday 7	Residence halls close for spring break, noon
Sunday 15	Residence halls re-open, 9 a.m.
Monday 16	Classes resume 8:30 a.m.
Monday 16	Term IV PE begins
Monday 23	Midterm grades due in Registrar's Office
<b>Monday 23</b>	<b><i>Advising period begins and continues through Friday, April 3</i></b>
Saturday 28	Masters' comprehensive examinations
Tuesday 31	Masters' comprehensive examinations

## **April**

<b>Friday 3</b>	<b><i>Last day to withdraw from any undergraduate class</i></b>
Monday 6	Begin fall and summer registration for juniors, non-graduating seniors and current graduate students
Monday 6	Last day to submit petition for fall study abroad or study at another institution
Tuesday 7	Begin fall and summer registration for sophomores
Wednesday 8	Begin fall and summer registration for first-year students
Friday 10	Deadline for graduate students to electronically upload thesis and final research projects to Graduate School for May graduation
<b>Friday 10</b>	<b><i>Last day to withdraw from graduate classes</i></b>
Monday 13	Begin fall and summer registration for new undergraduate, new graduate, and non-degree students

## **May**

Friday 1	Undergraduate classes end
Saturday 2	Undergraduate Reading Day
Sunday 3	Undergraduate Reading Day
Monday 4	Undergraduate examination period begins

Friday 8	Undergraduate examination period ends
Friday 8	Graduate classes end
Saturday 9	Residence halls close for summer (non-graduating students), noon
Monday 11	Final grades for graduating seniors and master's candidates due to Registrar by 9 a.m.
Saturday 16	Commencement
Sunday 17	Residence halls close for graduating seniors, 2 p.m.
Monday 18	All other grades due to Registrar by 9 a.m.

## **Summer 2020**

### **May**

Monday 18	Term I begins
Monday 25	HOLIDAY - No classes; College closed

### **June**

Sunday 28	Term I ends
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### **July**

Wednesday 1	Term I grades due by 3 p.m.
Saturday 4	HOLIDAY - College closed
Monday 6	Term II begins

### **August**

Sunday 16	Term II ends
Wednesday 19	Term II grades due by 3 p.m.

## **Graduate Student Conduct**

### **Policies**

Judicial affairs encompasses the rights and responsibilities of all Hood College students regarding their behavior in and out of the classroom. With the dean of students and the provost, the Office of Residence Life has the responsibility to adjudicate alleged violations for all students (residents and commuters; undergraduate and graduate students) related to:

- The Code of Conduct;
- The Academic Honor Code;
- Housing policies; and
- Other College policies, as directed by the senior administration.

### **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 of 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 on the basis of the characteristics described and defined above.

Discrimination, harassment, and bias incidents can be reported here:

<https://www.hood.edu/node/9221>

### **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 expression nor the proper exercise of academic freedom, and such conduct is incompatible with the values of Hood College.

### **Dismissal Policy**

At the end of a semester, if a student's G.P.A. drops below the level to be considered in 'good standing' (2.0 and above cumulative G.P.A. for undergraduate students; and above 3.0 cumulative G.P.A. for graduate students) he or she will be placed on academic warning. 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 must restore their GPA to good standing within one to two semesters, depending on their program and status.

A student on academic warning who does not restore their G.P.A., or whom upon recommendation of the Committee on Academic Standards and Policies/Graduate Counsel, may be dismissed from the College for academic reasons. A student who has been found to be in extreme violation of the Hood College regulations of academic conduct will be dismissed from their program of study and from the College. Students have a limited amount of time in order to appeal an academic dismissal. Graduate Students will appeal to the Graduate Counsel.

### **Appeals Policy**

A student has the option to appeal a decision within the Student Conduct System. The student shall file a written notice of appeal with the appropriate party. This notice must be filed within five business days of notice of the sanction and shall specify, in detail, the grounds upon which the appeal is based. Failure to file the aforementioned notice within the prescribed timeline constitutes a waiver of the right to appeal. A decision may be appealed on the following grounds:

substantive new evidence that was unknown to the accused at the time of the hearing and that may have had an impact on the outcome, procedural error of fairness, or severity of sanction not consistent with severity of offense.

After a student has filed notice of appeal, the appeal officer or board will review the student's request and notify the student of the outcome of the appeal. An additional or new hearing with the appeal officer or board is not automatically granted. The decision of the appeal officer or board is final (i.e. no further appeals are granted). Hood College also reserves the right to immediately sanction a student without following the above procedures if warranted and to adjudicate any case purely administratively; in the event that a student is deemed a danger to themselves or to others, a summary decision may be issued, requiring the student to comply with sanctions (including suspension) immediately. A hearing will then be scheduled to resolve the incident. In the case of summary decisions imposed as the result of criminal charges, the summary decision may remain in effect until the matter is resolved both on and off campus.

## **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 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 short 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 and receive a 'W' grade on your transcripts, no tuition will be refunded. To withdraw from a class anytime 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.

### **General Forms**

[Share Scholarly and Professional Accomplishments](#) (*share your triumphs with us so we can share them*)

[Graduate School Registration Form](#) (*to register for classes for your first semester*)

[Dual Enrollment](#) (*for students wishing to enroll in two programs simultaneously*)

[Certificate Declaration Form](#) (*for students enrolled in a master's degree who would like to earn a certificate as well*)

[Degree Change](#) (*for students wishing to change from one program to another*)



[Graduate Readmission Request](#) (for students who have withdrawn and wish to re-enroll)

[Leave of Absence](#) (for students who will not be taking classes for one or two consecutive semesters)

[Graduate Withdrawal From the College](#) (for students who wish to withdraw from the college)

[Course Withdrawal](#) (for students who want to withdraw from a class after the semester starts)

### **Final Projects/Graduation Forms**

[Permission to Enroll](#) (for registration for independent studies, practicums, theses, capstones, etc.)

[Petition to Graduate](#) (must be filled out by all students intending to graduate by the due dates listed)

[MD-SOAR Submission](#) (for submitting theses and final work)

### **International Student Forms**

[Curricular Practical Training Form](#) (for F-1 students interested in internships)

[OTP Anticipated Graduation Form](#) (for verifying enrollment for F-1 students)

### **Program Specific Forms**

[Ceramic Arts Comprehensive Exam Intent Form](#)

[Human Sciences/Human Behavior Comprehensive Exam Intent Form](#)

### **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.

Transcripts, grades and registration for future semesters will be held until all financial obligations have been paid in full.

If the student fails to officially withdraw by completing a withdrawal form in the registrar's office on or before the specified deadline dates, the student is responsible for all tuition and fees associated with the registration. 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 301-696-3621 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 \$30 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 Students**

To get an overview of advice from former students, here is an article interviewing graduated students [Passing The Torch](#)

### **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 will often e-mail you, possibly even before classes start. If you don't 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. Don't just use one, if you need more texts or aren't finding ones exactly on point, try another database. Also, you can use the 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.

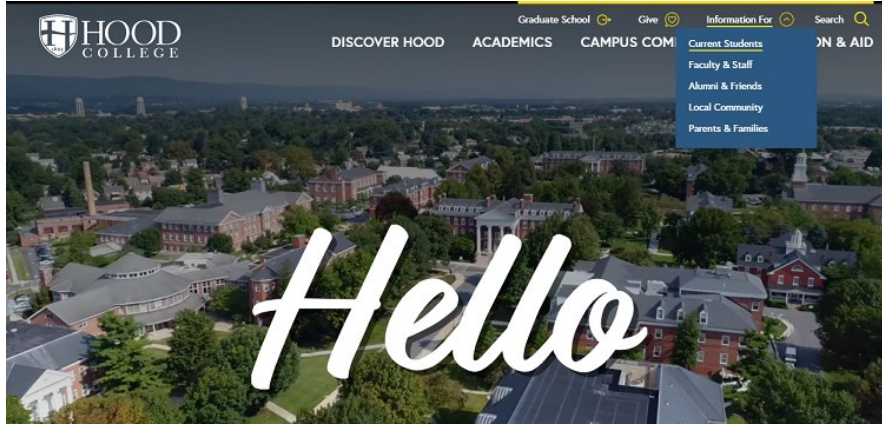
- Also for doctoral students, there is shelf space reserved for you in the office opposite the Reference Desk of the Library. Please speak to a librarian to have a shelf assigned to you.
- In your graduate program, most, if not all, of your classes will be focused directly on your area of interest. Don't 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 grad school work. 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 with 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 hard time with the content, an assignment, or with the time, talk to them about it. Most will tell you on their syllabus or in the 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 make help you later on.
- 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 of 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

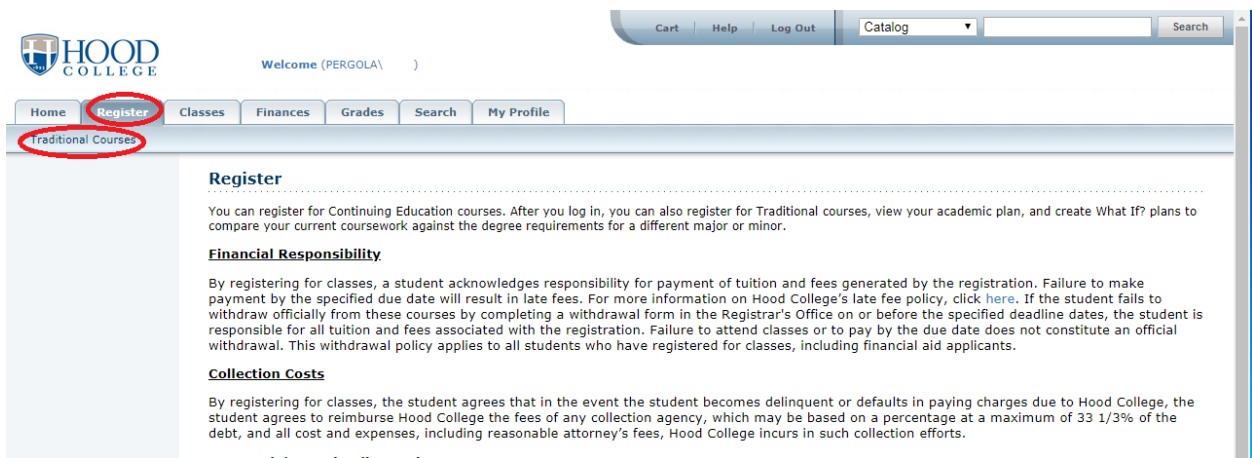
To access self service, click on self service and login using your Hood College account. This is where you can register for classes, check your schedule, pay your tuition online, look at your grades/unofficial transcript, and request a transcript.



## Scheduling Your 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.

After logging into your self-service account, click on the 'register' tab and then 'traditional courses'.



Next, select the semester you are registering for (in red), then 'section search' (blue).

The screenshot shows the Hood College registration interface. At the top, there is a navigation bar with 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. Below this is a 'Traditional Courses' section. On the left, a 'Related Links' sidebar contains 'Section Search' (circled in blue) and 'View Schedule'. The main content area has a progress bar with 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. Below the progress bar, a table lists registration periods. The '2019/Spring' period is circled in red, and its status is 'OK to register.'.

Period	Status
2019/Spring	OK to register.

Next, enter keywords or your course code (such as EDUC 5 to search for 500-level education classes) and click 'search'.

The screenshot shows the 'Section Search' page. The navigation bar includes 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. The 'Section Search' link in the left sidebar is highlighted in blue. The main content area has a 'Section Search' header with a 'Back to Registration' link. Below the header are two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is active. The form includes fields for 'Keywords', 'Course Code' (with 'EDUC 5' entered), and 'Registration Type' (with 'Traditional' selected). There are also dropdowns for 'Period' (with '2019 Spring' selected) and 'Session'. At the bottom of the form are 'Search' and 'Clear' buttons. A 'Results Per Page' dropdown is set to '10'.

When you find the course and section you want to register for, select 'Add'.

The screenshot shows the 'Section Search' page on the Hood College website. The page header includes the Hood College logo, a welcome message for 'PERGOLA', and navigation links for 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. The 'Section Search' page displays search results for 'Course Code = EDUC 5' and 'Registration Type = Traditional' and 'Period = 2019 Spring'. The results table shows two course sections. The first section, 'Tech for Literacy, Leadership & Learning EDUC 502/Lecture/01', has 9 of 15 available seats. The 'Add' button for this section is circled in red. The second section, 'Administration of Student Services EDUC 514/Lecture/01', has 19 of 25 available seats. The page also includes a sidebar with options like 'Open Sections Only', 'New Search', and 'Refine Search', and a 'My Cart' section on the right.

Course	Date	Session	Credits	Fees	Schedule	Available Seats	Action
Tech for Literacy, Leadership & Learning EDUC 502/Lecture/01	1/14/2019 - 5/10/2019	2019 Spring Main Session	3.00		HYBRID - ; Tu 5:00 PM - 7:30 PM; Hood College, Tatam Hall, Room 107	9 of 15	Add
Administration of Student Services EDUC 514/Lecture/01	1/14/2019 - 5/10/2019	2019 Spring Main Session	3.00		HYBRID - ; Tu 5:00 PM - 7:30 PM; Hood College, Rosenstock Hall, Room 215	19 of 25	Add

If you are taking more than one class, click 'New Search' (in blue) and repeat until you have added all of your classes. Once you have added all of your classes, click 'Proceed to Registration'.

The screenshot shows the 'Section Search' page on the Hood College website. The 'New Search' button in the sidebar is circled in blue. A 'Course Added' pop-up window is displayed over the first course section, indicating that 'Course EDUC 502/Lecture/01 was added to your shopping cart for period 2019/SPRING, from 5/10/2019 to 5/10/2019'. The 'Proceed to Registration' button in the pop-up is circled in red. The 'My Cart' section on the right shows the added course item. The page also includes a sidebar with options like 'Open Sections Only', 'New Search', and 'Refine Search', and a 'My Cart' section on the right.

Course	Date	Session	Credits	Fees	Schedule	Available Seats	Action
Tech for Literacy, Leadership & Learning EDUC 502/Lecture/01	1/14/2019 - 5/10/2019	2019 Spring Main Session	3.00		HYBRID - ; Tu 5:00 PM - 7:30 PM; Hood College, Tatam Hall, Room 107	9 of 15	Add
Administration of Student Services EDUC 514/Lecture/01	1/14/2019 - 5/10/2019	2019 Spring Main Session	3.00		HYBRID - ; Tu 5:00 PM - 7:30 PM; Hood College, Rosenstock Hall, Room 215	19 of 25	Add

The registration screen will have all of the classes you added. Once you have checked that there are no conflicts or flagged problems, click 'next'.

HOOD COLLEGE  
Welcome (PERGOLA)

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Related Links  
Section Search  
View Schedule

**Traditional Courses - 2019/Spring**

**IMPORTANT!!** You must reach the "Complete" step of the registration process before you will be registered for **ANY** courses in your cart! If **ANY** errors appear below before reaching the "Complete" step, they **MUST** be cleared up or removed from your cart before you can complete your registration.

Select Period 
  Review Schedule 
 Finalize 
 Complete

**Courses to Add**

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/> Tech Ltrcy,Ldrsh,Lrn - EDUC 502 / Lecture / 01	1/14/2019 - 5/10/2019	Main Session	3.00	Graduate Credit	HYBRID, - ; Tu, 5:00 PM - 7:30 PM;	Location to be announced Hood College, Tatem Hall, Room 107	In Cart <input type="button" value="Remove"/>
<b>Instructors:</b> Hanna, Harold							
<input checked="" type="checkbox"/> Reading Diagnosis - EDUC 520 / Lecture / 01	1/14/2019 - 5/10/2019	Main Session	3.00	Graduate Credit	Th, 5:00 PM - 7:30 PM;	Hood College, Tatem Hall, Room 110	In Cart <input type="button" value="Remove"/>
<b>Instructors:</b> Freimanis, Justine							

Previous **Next**

The finalize screen will look very similar. You must select 'Next' once again to get to the complete screen and finish your registration.

HOOD COLLEGE  
Welcome (PERGOLA)

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Related Links  
Section Search  
View Schedule

**Traditional Courses - 2019/Spring**

**IMPORTANT!!** You must reach the "Complete" step of the registration process before you will be registered for **ANY** courses in your cart! If **ANY** errors appear below before reaching the "Complete" step, they **MUST** be cleared up or removed from your cart before you can complete your registration.

Select Period 
  Review Schedule 
  Finalize 
 Complete

**Updated Schedule**

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Tech Ltrcy,Ldrsh,Lrn - EDUC 502 /Lecture /	1/14/2019 - 5/10/2019	Main Session	3.00	Graduate Credit	HYBRID, - ; Tu, 5:00 PM - 7:30 PM	Location to be announced Hood College, Tatem Hall, Room 107	Registered
<b>Instructor:</b> Hanna, Harold							
Reading Diagnosis -EDUC 520 /Lecture /	1/14/2019 - 5/10/2019	Main Session	3.00	Graduate Credit	Th, 5:00 PM - 7:30 PM	Hood College, Tatem Hall, Room 110	Registered
<b>Instructor:</b> Freimanis, Justine							

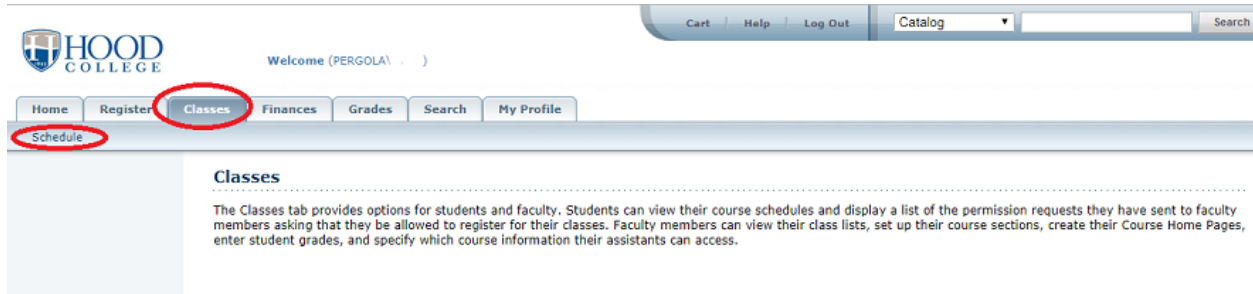
Previous **Next**

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## Check Your Schedule

To view your schedule, find your professor, or check what room you are meeting in, go to the 'Classes' tab and select 'Schedule'.



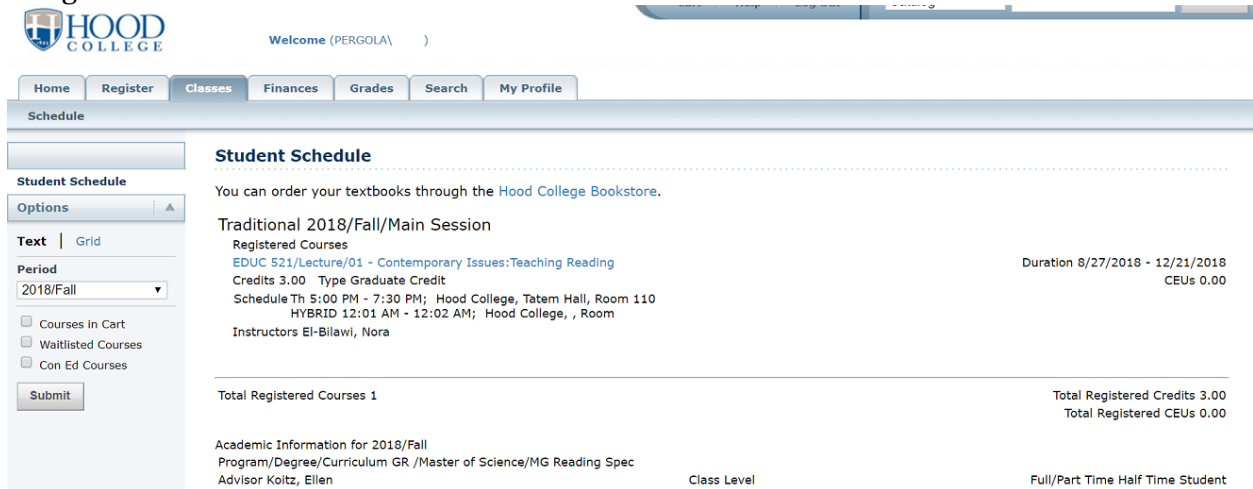
The screenshot shows the Hood College website interface. At the top left is the Hood College logo. To its right is a welcome message: "Welcome (PERGOLA)". In the top right corner, there are links for "Cart", "Help", and "Log Out", along with a "Catalog" dropdown menu and a search box. Below the header is a navigation bar with tabs: "Home", "Register", "Classes", "Finances", "Grades", "Search", and "My Profile". The "Classes" tab is highlighted with a red circle. Below the navigation bar, the "Schedule" link is also highlighted with a red circle. The main content area is titled "Classes" and contains a paragraph explaining the functionality of the Classes tab for students and faculty.

Next, select 'Student Schedule'.



This screenshot shows the same Hood College website interface as the previous one, but with the "Schedule" link in the left-hand navigation menu highlighted with a red circle. The "Classes" tab remains selected in the top navigation bar. The main content area is titled "Schedule" and contains a sub-link for "Student Schedule".

You will then see your schedule for the upcoming semester. Under each class you see what day, time, professor, and classroom it is. To see your schedule for a different semester, use the navigation menu on the left.



This screenshot shows the "Student Schedule" page on the Hood College website. The left-hand navigation menu is expanded, showing "Student Schedule" and "Options". The "Student Schedule" section is active. The main content area is titled "Student Schedule" and contains a link to the Hood College Bookstore. Below this, there is a section for "Traditional 2018/Fall/Main Session" with a list of registered courses. The first course listed is "EDUC 521/Lecture/01 - Contemporary Issues:Teaching Reading" with 3.00 credits, a type of Graduate Credit, and a duration of 8/27/2018 - 12/21/2018. The course is scheduled for Thursday 5:00 PM - 7:30 PM in Hood College, Tatem Hall, Room 110, and also has a hybrid option on Monday 12:01 AM - 12:02 AM. The instructor is El-Bilawi, Nora. At the bottom of the page, there is a summary of registered courses: "Total Registered Courses 1" and "Total Registered Credits 3.00" / "Total Registered CEUs 0.00". There is also a section for "Academic Information for 2018/Fall" with a link to "Program/Degree/Curriculum GR /Master of Science/MG Reading Spec" and an advisor "Koltz, Ellen". The page also includes "Class Level" and "Full/Part Time Half Time Student" information.

## Blackboard

Blackboard is an academic program which hosts the 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 any recent announcements.

The screenshot shows the Blackboard dashboard for a user. At the top, there is a navigation bar with 'Hood', 'Courses', and 'Community'. Below this, there are tabs for 'My Institution' and 'Notifications Dashboard'. The main area is divided into three columns. The left column, titled 'Tools', contains links for 'Announcements', 'Calendar', 'My Grades', 'Send Email', 'Address Book', 'Personal Information', and 'Course Quick Tools'. The middle column, titled 'My Announcements', shows a notification about fall 2018 online course evaluations and a link to 'Download Blackboard's Student App Today'. The right column, titled 'My Courses', lists courses where the user is a student, including 'EDUC\_524\_01\_PRC\_SUMMERII\_2018: Adv Clinical Reading Exper: Elementary', 'EDUC\_525\_01\_PRC\_SUMMERII\_2018: Adv Clinical Reading Exper: Secondary', and 'EDUC\_521\_01\_LEC\_FALL\_2018: Contemporary Issues:Teaching Reading'. Each course listing includes a link to 'Announcements' with sub-links for 'Presentation holistic rubric' and 'Interview papers' submission'.

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 more or less icons on the left.

The screenshot shows the Blackboard course page for 'Literacy Leadership'. The left navigation bar is expanded, showing options like 'Announcements', 'Faculty Information', 'Course Documents', 'Assignments', 'Tools', 'Email', 'Discussion Board', 'Library', 'Notifications', and 'Course Evaluation'. The main content area is titled 'Announcements' and displays two announcements. The first announcement is titled 'Testing Schedule April 4', posted on Wednesday, March 28, 2018 at 5:44:41 PM EDT. It includes a link to 'TESTING APRIL 4'. The second announcement is titled 'Quick Schedule Update and Review', posted on Wednesday, March 28, 2018 at 5:31:27 PM EDT. Both announcements are posted by '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 Alinks 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 ApLink 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 doesn't have a subscription, you can also use your Hood College login to use these programs on your personal computer free of charge.

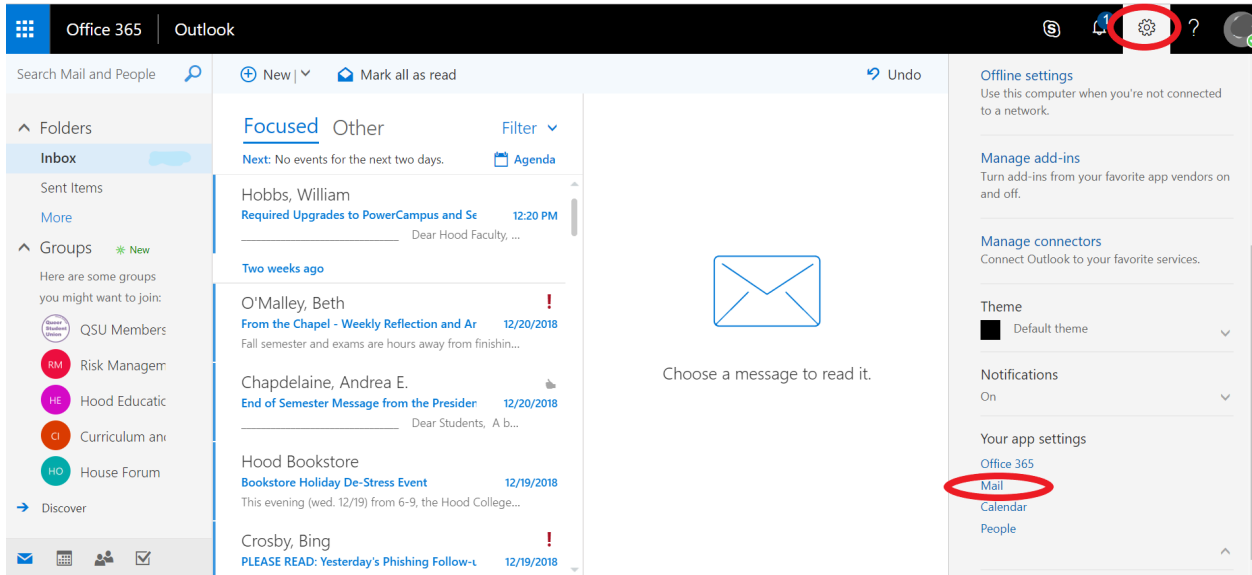
## OneDrive

OneDrive is similar to 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.

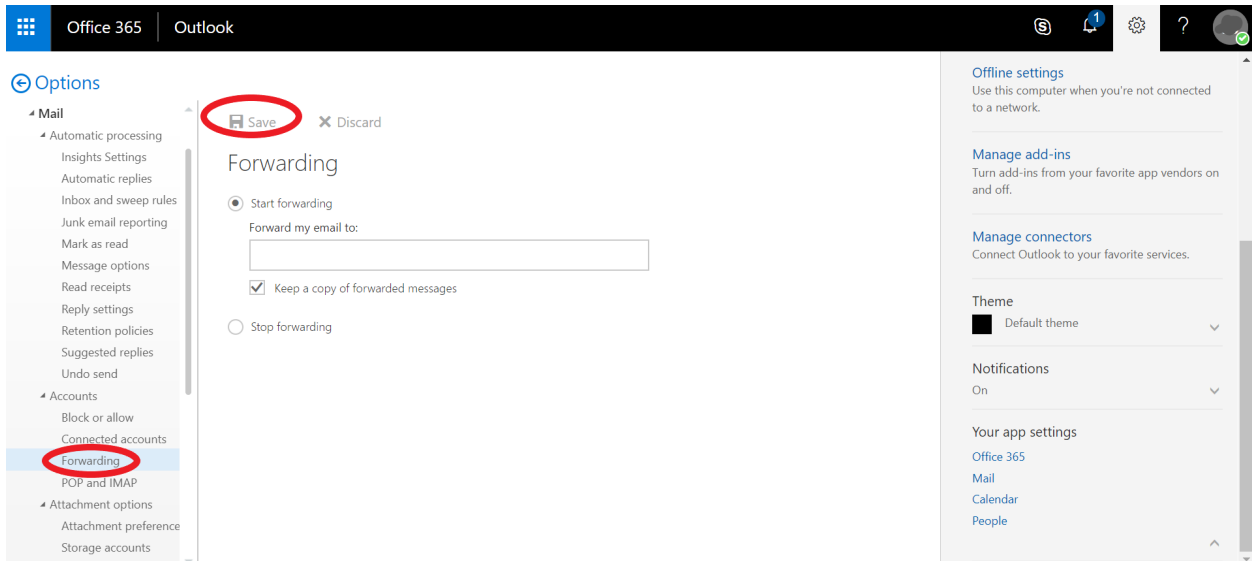
## Hood College E-mail (and E-mail Forwarding)

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, possibly before class starts. ***If you do not check your Hood College e-mail, you will miss important information and announcements with regard to 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 of 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](#)

The Beneficial-Hodson Library has an extensive collection of books including both those you would read for your classes and those you would read for your own entertainment. There are also collections of other texts, such as magazines, journals, and microfilm/microfiche. You can also borrow DVDs and board games. All of these are available for you to borrow using the barcode on the back of your student ID.

A computer lab, computer stations, printers, copiers, and many work spaces are available for your use in the library.

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.

### **Study Rooms**

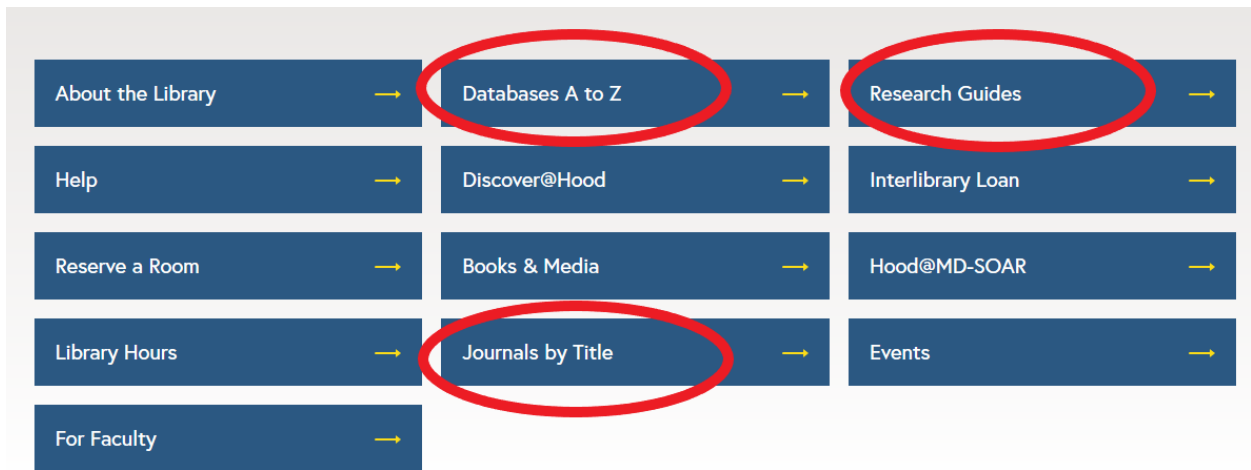
There are a variety of work spaces in the library and these include designated study rooms. They range in size, from those designed for 2 people to those which can fit 10 people. If you need to do some work with other students, you can reserve the room in advance through the [reservation website](#) at least 24 hours in advance. Rooms which were not reserved in advance can be checked out through the circulation desk on a first-come, first-serve basis.

### **Online Databases**

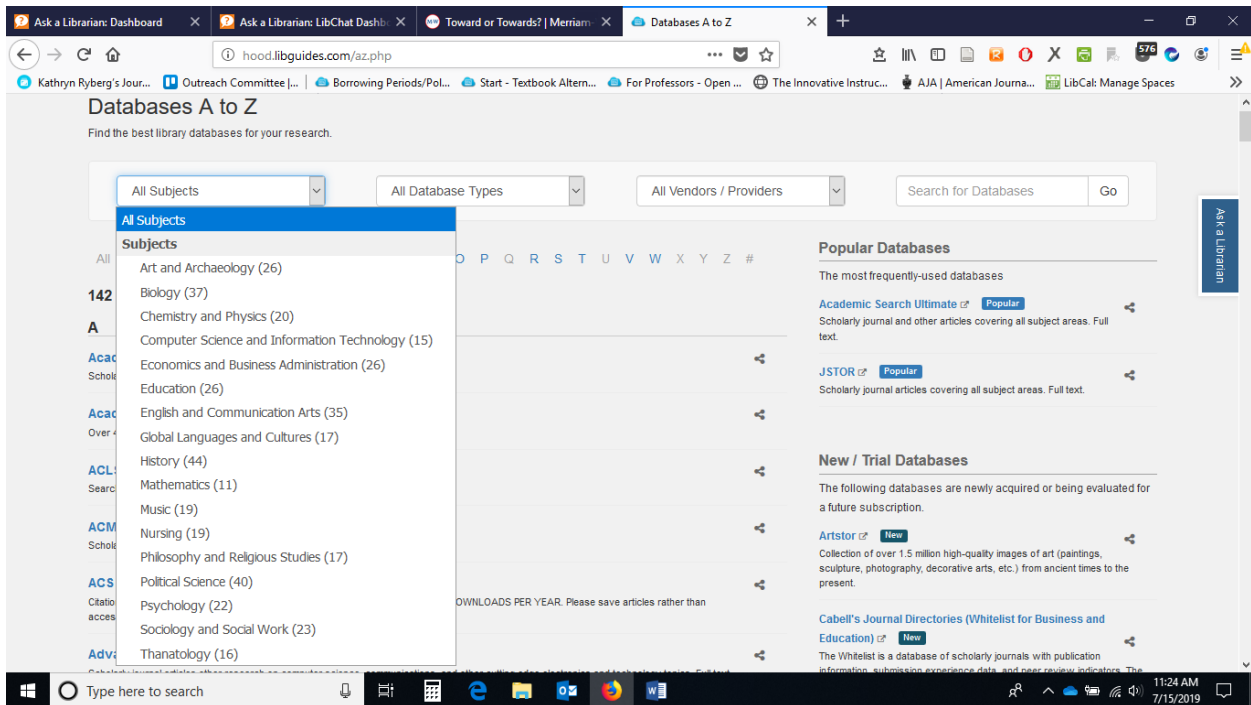
Hood College pays for access to multiple databases. As a Hood College student, you have access to these both on and off of campus. To access the databases, go to the [library website](#), and select 'Databases A to Z' towards the bottom of the page. If you looking for a certain journal, you

can also select 'Journals by Title' instead. For more specific information on researching a certain topic, select 'Research Guides'.

Through the library, you have access to multiple databases. Don't just use one, if you need more texts or aren't finding ones exactly on point, try another database. Try looking for other research from the same authors. You can also search the articles that they cite in their references.



Once you select your subject, you will see the recommended and most popular databases with articles on that topic, as well as any research guides available listed on the right.



Once you select your subject, you will see the top databases with articles on that topic, as well as any research guides available.

The image displays three screenshots of a library database search interface, each showing search results for a different subject. Each screenshot includes a search bar with filters for subject, database type, and vendor, a search button, and a list of results categorized into 'Best Bets' and 'Guides'. The 'Biology' search shows 37 databases found, with 'Best Bets' including Academic Search Complete, Biological Science, and ScienceDirect. The 'Education' search shows 26 databases found, with 'Best Bets' including Academic Search Complete, Education Journals, ERIC (EBSCO), and ERIC Website. The 'Computer Science and Information Technology' search shows 16 databases found, with 'Best Bets' including Academic Search Complete, ACM Digital Library, Advanced Technologies & Aerospace, and IEEE Xplore Digital Library. Each screenshot also features a 'Guides' section with links to subject-specific research guides.

You can select any databases (for larger assignments, such as action research, you may need to search several databases). If you are researching from home, you will be asked to enter your library barcode to access library databases. Once you find an article you want, if it is in the database you will be able to view the full text in either HTML or PDF. If that database doesn't include the full text, you can request a copy through [interlibrary loan](#) (also try searching the other databases to see if they have it in full text). The article will be e-mailed to you, usually within 3-10 days.

For more research help, [contact a librarian](#) via phone, email, chat, text or in person at the 1<sup>st</sup> floor Reference desk.

For more information, check out the [library website](#) and the library's [Graduate Student Toolkit](#)

#### 4. Using Curriculum-Based Measures for Identifying Gifted Learners.



Academic  
Journal

By: McGowan, Mark R.; Runge, Timothy J.; Pedersen, Jason A. Roeper Review. Apr-Jun2016, Vol. 38 Issue 2, p93-106. 14p. DOI: 10.1080/02783193.2016.1150376.

**Subjects:** CURRICULUM-based assessment; EDUCATION of gifted children; LEARNING; EDUCATION research; Administration of Education Programs; All Other Miscellaneous Schools and Instruction; Educational Support Services; ORAL reading ability testing

Cited References: (70)

PDF Full Text (267KB)

#### 5. Disentangling the Roles of Institutional and Individual Poverty in the Identification of Gifted Students.



Academic  
Journal

By: Hamilton, Rashea; McCoach, D. Betsy; Tutwiler, M. Shane; Siegle, Del; Gubbins, E. Jean; Callahan, Carolyn M.; Brodersen, Annalissa V.; Mun, Rachel U. *Gifted Child Quarterly*. Jan2018, Vol. 62 Issue 1, p6-24. 19p. DOI: 10.1177/0016986217738053.

**Subjects:** EDUCATION of gifted children; POVERTY

Request through interlibrary loan

For more information, check out the [library website](#) and the library's [Graduate Student Toolkit](#)

### [Career Center](#)

The Catherine Filene Shouse 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 search resources.

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

### [Center For Academic Achievement and Retention](#)

The Center for Academic Achievement and Retention (CAAR) 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, CAAR may be able to provide tutoring support depending on the subject area. For more information on tutoring and how to use Tutor Trac 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, 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 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:

<https://www.hood.edu/academics/josephine-steiner-center-academic-achievement-retention/accessibility-services/about-services-accommodations>

### **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.

Hood College Staff hold office hours at Fort Detrick on Wednesdays. Please contact staff listed below for details.

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

Undergraduate Veteran support coordinator Travis Eichelberger, director of diversity and inclusion. [Diversity@hood.edu](mailto:Diversity@hood.edu)

Graduate Veteran and Active Military support coordinator, Tanith Fowler Corsi  
[fowlercorsi@hood.edu](mailto:fowlercorsi@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 as long as 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:**

Teresa Cevallos, Wellness Services  
[cevallost@hood.edu](mailto:cevallost@hood.edu) 301-696-3439

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

Travis Eichelberger, Director of Diversity and Inclusion  
[eichelberger@hood.edu](mailto:eichelberger@hood.edu) 301-696-3563

Susan Erb, Certifying Official for Undergraduate Students  
[erb@hood.edu](mailto:erb@hood.edu) 301-696-3414

Kate Gmuer, Coordinator of Accessibility Services  
[gmuer@hood.edu](mailto:gmuere@hood.edu) 301-696-3319

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

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

Amy Warren, Veterans Admission Counselor  
[warren@hood.edu](mailto:warren@hood.edu) 301-696-3354

## **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 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 FMH 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). See flyer [here](#).

## **International Student Resources**

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

## **Photocopying & Printing**

There are printers everywhere at Hood College. Don't use up all of your ink and paper at home, as a current student you can print from any Hood College printer using your account (500 black and white pages/semester for a part-time student or 1000 for full-time). There are computer labs with printers in the Apple building as well as the library, and all of the academic buildings have at least one classroom with a printer. There is also a color printer in the Apple building computer lab. In that lab, you can select to use that print, but be aware that a color page counts as 5 black and white pages.

Hood College provides each student the ability to print at various locations throughout the campus. Printing is available through Hood's wired and wireless networks. Both black-and-white and color printing are available, either through single or dual sided documents. Every Hood student account has a dollar-based print quota for printing. A student must be currently enrolled in classes each semester (including summer sessions) in order to have printing capabilities. NOTE: charge examples reflect black and white printing only, although color printing is available:

By default, all Hood students are provided the initial printing setup below:

- Full time students (minimum of 12 credits for undergraduate or 9 credits for graduate) are authorized to print up to \$50.00 (1000 black and white pages) per semester on Hood printers without charge.
- Part time students (less than 12 credits either undergraduate or graduate) are authorized to print up to \$25.00 (500 black and white pages) per semester on Hood printers without charge.
- Doctoral students are authorized to print up to \$25.00 (500 black and white pages) per semester on Hood printers without charge.

NOTE: In order to print from a Hood lab/dorm computer, you must login to the provided Hood computer with your Hood ID and Password. A pre-installed printer will then be available.

The table below details current print prices for Hood IT-maintained printers. Print prices apply only to students, not faculty or staff:

<b>Print Service</b>	<b>Cost / Page</b>
Black and White - Single Sided	\$0.05
Black and White - Double Sided	\$0.10
Color - Single Sided	\$0.25
Color - Double Sided	\$0.50

### **How Student Print Quotas work**

Every student account is given either \$50.00 (full-time) or \$25.00 (part-time) at the beginning of each semester. For each black and white page that is printed, .05 ¢ is deducted from that amount and .25 ¢ is deducted for color printing. For example, if a student's current balance is \$35.50, that means \$14.50 has been used towards the allocated \$50.00 with a remaining 710 black and white pages that can be printed.

A student's print quota will be reset to \$50.00 (full-time) and \$25.00 (part-time) at the beginning of each semester including summer sessions. If you exceed this quota, you can purchase additional increases in increments of \$2, \$5, \$10 and \$20. For information on purchasing additional printing quota, click [here](#). Please note that a student's remaining quota, at the end of any semester, will not carry over to the next semester.

### **Finding Student Print Quota Information**

Hood manages student printing through the use of a commercial software program called PaperCut. This product allows the student to view and manage their print use by logging onto a website using their Hood ID (i.e. "abc1") and password. To check/manage your printing account, click [here](#).

### **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 more lively, with food options and lots of people. The second and third floors are quieter. There are various 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 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. As long as 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 go and has food served “food court” style. There is a grill that includes things like burgers, fries, and other cooked items. The cafe includes sandwiches, muffins, and cookies, as well as coffee and sodas. There are also drinks, snacks, ready-made options, and frozen treats.

#### **Sandwich Shack**

Monday – Thursday 11:00 am – 8:00 pm

Friday 11 am – 4:00 pm

Saturday & Sunday Closed

#### **Grillworks**

Monday – Friday 8:00am – 11:00pm

Saturday Closed

Sunday 7:00 pm – 11:00 pm

Peet’s Coffee & Tea – Open when Sandwich Shack and Grillworks is open

#### **Summer Blazer Hours**

Grillworks Only

Monday – Friday 9:30 am – 1:30 pm / Closed Saturday & Sunday

### **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 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 are vegetarian, vegan and gluten-free options and there is a True Balance allergen free station as well. At this time 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 pm  
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 don't 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 Dean April Boulton at [boulton@hood.edu](mailto:boulton@hood.edu) or our chaplain, Rev. Beth O'Malley [omalley@hood.edu](mailto:omalley@hood.edu). All requests and inquiries are held in the strictest of confidence.

Here are some resources that may help:

#### **Hood Food Pantry**

[hoodpantry@hood.edu](mailto:hoodpantry@hood.edu)

Rev. Beth O'Malley, McHenry Dean of the Chapel

Email: [omalley@hood.edu](mailto:omalley@hood.edu)

Phone: 301-696-3436

**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 roughly 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 don't 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

### **Campus Bookstore**

The campus bookstore is located in the Whitaker Campus Center, offers textbooks, school supplies, school spirit wear – including t-shirts and sweatshirts, gifts, snacks, and also sells many small necessities. The bookstore also rents texts, be sure to check availability and the dates for return of your rented texts.

The current hours are:

Mon 9am-5:30pm

Tue 9am-5:30pm

Wed 9am-4pm

Thu 9am-4pm

Fri 9am-4pm

Sat CLOSED

Sun 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. Includes 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. Water temperature is generally 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.