TOWSON UNIVERSITY
ACADEMIC ADVISING HANDBOOK
2013-2014

Revised May 2013
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ADVISING ROLES AND RESPONSIBILITIES

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

Advice for Advisors:

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

Student Responsibilities
Students are ultimately responsible for all aspects of their academic experience, including enrolling in the correct GenEd/University Core courses, choosing a major, and selecting courses in the major. Students are also responsible for knowing their current academic status.
Furthermore, students are responsible for knowing and understanding academic standards, and the graduation requirements specified in the catalog the year in which they were admitted. The purpose of meeting with an advisor is to discuss academic and career goals while examining how best to meet those goals.

**Advice for Students**

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

**The Role of the Department and College**

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

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

**The Role of Academic Affairs**

The Provost or the Provost’s designee will provide leadership in the implementation of the University’s mandatory academic advising program. Academic Affairs will:
• Emphasize that academic advising is part of the teaching.
• Support the work of the Academic Advising Council (UAAC).
• Develop and implement assessment instruments to evaluate advising as part of the PTRM processes.

The Role of Student Affairs
In order to support academic advising, Student Affairs will:
• Communicate the importance of an integrated student experience that includes cognitive and non-cognitive experiences.
• Provide advisors with accurate information regarding student events and initiatives.
• Coordinate new student initiatives, programs and services with Academic Advising Center staff to eliminate redundancy and facilitate a smooth transition to Towson.
• Create programs, events, and services that promote campus life and student engagement.
• Partner with academic advisors to assist students with non-academic issues.
• Provide programmatic support for co-curricular initiatives organized by academic advisors or faculty members that enhance student engagement and learning.
ACADEMIC ADVISING: THE FOUR YEAR PLAN

FRESHMAN YEAR - TRANSITION

Advising:
- The Freshman Year Experience (FYE) advisors meet each semester with their advisees during their freshman year. During registration, FYE advisors meet one-on-one with their FYE advisees to discuss the student’s academic progress and any other issues. They remove the HOLD flag on the student’s account so the student may register.
- Advisors discuss the adjustment from high school to college-level learning and talk about the changes in living situations and workload. They also provide advice on time management.
- Advisors inform students about different student organizations and encourage them to get involved with clubs and groups to promote social integration.
- Advisors talk with students about their career interests. If students have not declared a major, advisors suggest University Core courses that would introduce students to diverse areas of study. TU has screened majors. In order to move further in some majors, students must complete the appropriate application, finish all lower-level core courses, and meet the minimum QPA. Each major has different admission requirements that vary by catalog year, so it is important to check with the appropriate catalog to verify the requirements.
- Advising Students with Disabilities: see page 30.

Course Scheduling:
- **15 units a semester.** If a student does not take an average of 15 units per semester, s/he may have to take summer or winter courses to graduate in four years with 120 units.
- **Check prerequisites** for courses every semester before registering for classes.
- **Explore different disciplines.** University Core requirements are designed to expand a student’s area of interest and provide essential intellectual skills and knowledge that will be important throughout students’ lives. Students should take University Core courses each semester to complement their major requirements.

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

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

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

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

Advising:

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

Course Scheduling:

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

Advising Tips for Juniors:

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

Advising:
- Advisors must review all graduation requirements with their advisees and continue to monitor Academic Requirements Reports before students register for the final semester.
- Advisors must remind students to APPLY FOR GRADUATION. This can be done by going to Towson Online Services. Click on Self Service, Student Center, under the heading Academics, click on the drop down and select Apply for Graduation and click the arrow (go). It’s that simple! The deadlines to apply for graduation are:
  - Spring - January 10 (online application deadline)
  - Summer - July 4 (online application deadline)
  - Fall - August 20 (online application deadline)
- After applying for graduation, the student will receive an information packet about graduation procedures, including how to order the cap and gown. Students will receive their diploma after graduation, which will be mailed to their permanent address.
- Advisors recommend capstone experiences within the major.
- Advisors recommend that students seek support with resume writing, interviewing, and assessing job opportunities from the Career Center.
- Advisors work with students who are preparing their graduate school applications, and remind them about graduate assistantships, scholarships, and so forth.
- Advisors discuss the transition from college life to professional life.

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

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

Graduation Requirements Checklist:
- 120 total units completed (or more in certain programs).
- 32 upper level credits.
- Completed all GenEd/University Core categories in the catalog year.
- Declaration and completion of major for the catalog year.
- Application for graduation completed in time.
- Minimum 2.0 GPA
THE ADVISING PROCESS: CHECKLIST FOR FACULTY ADVISORS

Have the following reference materials and forms available:

- Copies of the University Catalog or go online to [http://www.towson.edu/main/academics/ugrad/undergraduatedecatalog.asp](http://www.towson.edu/main/academics/ugrad/undergraduatedecatalog.asp)
- Academic Advising Handbook
- Majors: [http://fusion.towson.edu/www/admissions/academic/majors/index.cfm](http://fusion.towson.edu/www/admissions/academic/majors/index.cfm)
- Access to PeopleSoft as an advising tool
- Student’s folder. Maintain a folder for each advisee. Keep a copy of the advising form and any updates. Some departments also maintain student files that contain University forms and transfer evaluations, if applicable. You should make a copy of the transfer evaluation form for your own file on the advisee.
- Advising form for each catalog and major. Departments have hard copies available or you may download them off the website.

Become familiar with the following processes:

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

_Formal:

- Petition for Acceptance of Transfer Units for Major/Minor (Student Academic Services)
- Catalog Selection Petition- [http://www.towson.edu/registrar/Forms/](http://www.towson.edu/registrar/Forms/)
- Petition to Transfer New Course Work to TU (to take at another institution)- [http://www.towson.edu/registrar/Forms/](http://www.towson.edu/registrar/Forms/)
- Change of Major/Minor (Declaration of Major)- [http://www.towson.edu/registrar/Forms/](http://www.towson.edu/registrar/Forms/)

**Information you may need to get from your department**

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

**Questions**

Ask the department chair or program director.
Starting the Process:

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

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

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

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

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

Beginning the Conversation

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

- Tell me about yourself.
- What do you hope to do with your life?
- What kind of extracurricular activities interest you?
- Have you had any difficulty in adjusting to the university?
- How can I help you the most?
  - Towson policies
  - scheduling
  - career guidance
  - problems—personal, academic
  - information
• What major or majors (concentration) are you considering and why?
• Are there any special circumstances that you need to consider in planning your schedule/degree plan such as work or family responsibilities?
• What questions do you have about the university, major, course requirements, scheduling?
• Are you aware of the resources available to you? (See: Student Support Services and Websites of Interest).
REGISTRATION ADVISING

Access Student’s Academic Requirements Report in PeopleSoft

Determine the Student’s Major and Catalog Year

Update the student’s advising form

Review Any Outstanding Placement Testing Requirements

Evaluate Completion of University Requirements: (GenEds/University Core)

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

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

Evaluate Completion of Major Requirements

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

Check Academic Progress

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

Check Credit towards Graduation

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

Plan Courses for Next Semester

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

There are two very useful tools in PeopleSoft to aid in advising. The Academic Requirements Report is a comprehensive tool for looking up the University requirements (either GenEd or University Core) and the major requirements. Both are discussed below.

GUIDE TO ACADEMIC REQUIREMENTS REPORT

Academic Requirements Report assesses the student’s academic progress in:

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

Go to the drop down box “other academic” and choose Academic Requirements Report.

Getting Started:

- In your browser, go to inside.towson.edu.
- On the top links, Towson Online Services/ PeopleSoft.
- Log in to your Towson Online Services Account.

- Log in to your Towson Online Services Account.

For Students
Use your Tiger account
Activate Your Account
Reset expired password
Reset forgotten password
Forward Your Email

Username: 
Password: 
Sign In

For Faculty/Staff
Use your TowsonU account
Activate your account
Change your password
Reset expired password
Reset forgotten password
• Click on Self Service, then My Advisees.

Viewing My Academic Requirements Report:
Under Academics, choose Academic Requirements Report from the drop down menu.

Click next to the drop down menu. It may take a couple minutes for the My Academic Requirements Report to process.
You will now see the report.
Things to Note:

1. The report will tell you when it was last generated. Changes that a student makes, such as enrolling in a class, dropping a class, or changing a major, will generate updated data.

2. The report defaults to the satisfied requirements being collapsed and the not satisfied requirements being expanded.
   - To collapse all requirements, click collapse all, to expand all requirements, click expand all.
   - You can also expand or collapse individual requirements by clicking 🔄.

3. Note the course status icons.

You will see these next to courses on your advisement report like the example below:

| ART 229 | PAINTING I | 3.00 | Spring 2007 | A | ✔ |

We will now expand all the requirements for purposes of explaining the Academic Requirements Report further.
Things to Note:
1. This indicates the description of the highest level element, the requirement group. Anything that falls under this will impact whether or not it is satisfied.
2. This indicates the description of the second-level element, the requirement. If this is not satisfied, the requirement group is not satisfied.
3. This indicates the requirement line level, which contains the course information. If this is not satisfied, the requirement and the requirement group are not satisfied.
4. Unlike the Academic Requirements Report, the Satisfied and Not Satisfied indicators are not color coded. It simply says “Satisfied” or “Not Satisfied.” Below is an example of a requirement that is not satisfied.

As you move down, you will see courses that do not have a grade or status. These are courses that may be used to satisfy a requirement. When a student clicks on a course description, he/she will be able to enroll in that course.
What’s in My Academic Requirements Report?
The report contains a listing of your:

1. **Upper-Level Credits**
   Upper-level credits are those that are 300-level or above.

2. **Progress on each GenEd/ University Core category**
   There are twelve different categories for GenEd and fourteen different categories for the University Core.

3. **Overall credits towards graduation**
   At least 120 are required for graduation.

4. **Overall GPA**
   At least a 2.0 GPA is required for graduation.

5. **Major and minor course evaluation.**
   Courses evaluated for the completion of your major or minor.

**Important!**
This report evaluates the courses you are currently taking, and assumes successful completion.

**Cautions!**
Great care is being taken to create both accurate and complete reports of your academic progress; however, it is possible that the reports may contain errors or omissions.

If you have a question concerning a student’s audit, please contact Academic Advising at 410-704-2472 for GenEd/ University Core requirements and your department for m
ADVISOR’S QUICK GUIDE TO TOWSON’S ONLINE SERVICES

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

<table>
<thead>
<tr>
<th>Click on:</th>
<th>To Access:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Class Schedule (detailed)</td>
<td>Select Term, click on Continue for student’s current or future class schedule by term. Weekly calendar view is available. Click CANCEL to exit.</td>
</tr>
<tr>
<td>My Planner</td>
<td>The student-generated plan of courses for each term.</td>
</tr>
<tr>
<td>Academic Requirements Report</td>
<td>A display of the GenEd/ Core and Major requirements. Completed requirements are collapsed and unsatisfied requirements are expanded.</td>
</tr>
<tr>
<td>Course History</td>
<td>A sorted list of all courses, including course name, grade, term and status.</td>
</tr>
<tr>
<td>Grades</td>
<td>Class Grades by term. Also, Term Statistics, which include cumulative GPA and Grade Points, and Graded units taken towards GPA and not for GPA.</td>
</tr>
<tr>
<td>Transcript: View Unofficial</td>
<td>Academic record of classes, grades, etc. by term. Select Report Type - “Unofficial Transcript”, then click “Go.”</td>
</tr>
<tr>
<td>Transfer Credit Report</td>
<td>Transfer Courses accepted by TU and their Towson course equivalent sorted by each transfer institution. Click on &quot;View All&quot; for all institutions.</td>
</tr>
</tbody>
</table>

### Print a Copy of a Report

Select **File > Print** from your browser menu. In the print window, click the **Print** button, then the **OK** button.

### Task

**Procedure**

**Find Student’s Information on the Academic Requirements Report**

- **Program and major**: middle of report after GenEd/UCore.
- **Catalog Year**: First Box of requirements
- **Total Credits and Cum GPA**: Under full 120 credit report and a 2.0 GPA required
- **GenEd/ Core not completed**: Expanded box in first section

**Understand the meaning of the symbols**

- This ❌ Negative Service Indicator signifies a Registration HOLD for advising, etc. Other icons are:
  - Positive Service Indicator: Athlete, Honors College, etc.
  - Academic Information: BS/BA, Major, Concentration/Track, etc.
  - FERPA Restrictions Apply: No Data Releasable

**Remove the Academic Advising Hold**

- On the Student Center page, click on the Hold ❌ icon. Click on ADV code for Academic Advising Hold. Intentional Advising Program (IAP). Click the Release button. Click **OK** for “Are you sure you want to release this Service Indicator?”

**View Schedule of Classes and find Open GenEds/ UCore**

- Click Self Service, Faculty Center, and then Class Search tab on top of page. Check Term.
- Enter Subject and course number (if known), then click SEARCH.
- To see all courses offered, uncheck show Open Classes Only.
- To find Open Sections of a GenEd/ UCore, Click on “Advanced Search Criteria.” Click the drop-down arrow and select a “GenEd/ UCore Category.” Click Search.
<table>
<thead>
<tr>
<th>View Course Details and Prerequisites</th>
<th>In <strong>Class Search, Search for Classes</strong> panel (see above), select course by clicking on next to course. Click on <strong>Section</strong>: Discipline, #, Section #,(class #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open a New Browser Window</td>
<td>On browser menu, click on <strong>File, New, Window</strong> hyperlink to open another transaction. Toggle between windows: press Alt + Tab.</td>
</tr>
<tr>
<td>Set Preferences for Academic Career and Term</td>
<td>On Menu, click <strong>Set Up SACR, User Defaults</strong>. Under User Defaults 1 tab, For Academic Career, select “UGRD” for Undergraduate; for Term, enter Term (e.g., 1092). Click Save.</td>
</tr>
<tr>
<td>Logoff</td>
<td>Click <strong>Sign Out</strong> in top right corner and close the browser window.</td>
</tr>
</tbody>
</table>

**PeopleSoft Terminology**

<table>
<thead>
<tr>
<th><strong>Academic Institution</strong> = TOWSN</th>
<th><strong>Term</strong> = Semester (e.g., 1104 = Fall 2010) Format is CYYT, where C= Last digit of 21st Century YY=last 2 digits of year T=1 digit for semester: 1 for Minimester; 2 for Spring; 3 for Summer; 4 for Fall.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID (or EMPLID)</strong> = Peoplesoft’s 7 digit ID Number</td>
<td><strong>Subject Area</strong> = Discipline (ACCT, ECON, etc.)</td>
</tr>
<tr>
<td><strong>Program</strong> = Degree (BS, BA, etc.)</td>
<td><strong>Catalog number</strong> = Course number</td>
</tr>
<tr>
<td><strong>Plan</strong> = Major, Minor or Certificate</td>
<td><strong>Class Section number</strong> = Section number</td>
</tr>
<tr>
<td><strong>Sub Plan</strong> = Concentration or Track</td>
<td><strong>Class number</strong> (4 digits) = Call number</td>
</tr>
<tr>
<td><strong>Requirement Term</strong> = Catalog year</td>
<td><strong>Class Permission</strong> numbers = Seat Codes</td>
</tr>
<tr>
<td><strong>Academic Level</strong> = Classification (Fr, So, Jr, Sr, Post-Bac, Grad, Non-degree)</td>
<td><strong>Units</strong> = Credits</td>
</tr>
<tr>
<td><strong>Academic Group</strong> = College (CBE, CSM, etc.)</td>
<td><strong>Catalog number</strong> = Course number</td>
</tr>
</tbody>
</table>

For detailed tutorials, go to inside.towson.edu, Help, Self Help Documents, PeopleSoft.
FREQUENTLY ASKED ADVISING QUESTIONS

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

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

The catalog year is written in the academic year format beginning with the fall semester; it is identified as fall/spring. Example: if the student's first semester is fall 2012; the catalog year is 2012/13. Transfer students entering Towson in fall 2012 and spring 2013 will follow the 2010-2011 catalog including the GenEd requirements.

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

Q. **How can I determine the catalog year?**
A. The catalog year is printed at the beginning of the Academic Requirements Report or at the end of the Unofficial Transcript.

Q. **How long is a catalog in effect?**
A. Catalog is in effect for ten years. All degree requirements must be completed within 10 years of the student’s catalog year.

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

Q. **How does a student change a catalog?**
A. A completed Catalog Selection Petition form must be submitted to the department chairperson of the student’s major/concentration. The office will forward the petition to the Academic Standards Committee for final approval. The committee will inform the student of the ramifications on graduation requirements including admission to the major (if applicable), the major, the concentration/track (if applicable), GenEd/ University Core and the degree.

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

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

TRANSFERRING COURSE WORK

The University Admissions Office is responsible for evaluating a student’s coursework from other institutions for potential transfer of units. The Admissions Office evaluates coursework to determine the total number of units awarded, General Education or Core Curriculum requirements fulfilled, and direct equivalencies. Towson will accept up to 64 units of coursework from a regionally accredited community, junior, or technical college and up to 90 units of coursework from an accredited four year college or university. Towson will also accept a total of 90 units of coursework from a combination of regionally accredited institutions with no more than 64 from a two year college.

Q. What is a Transfer Package?
A. A Transfer Package is a method for awarding a student credit for having satisfied portions of Towson’s General Education or Core Curriculum requirements while at the sending institution. General Education Transfer Packages are for students using a Towson catalog year of 2010-11 or earlier. They are labeled as either Package A, B, or C with varying numbers of units accepted and different requirements remaining to be completed. Core Transfer Packages are for students using Towson catalog year, 2013-14. They are labeled as Package 1, 2, 3, 4, 5, 6, or 7 with varying numbers of units accepted and different requirements remaining to be completed. The Transfer Package designation is indicated in the first line of a student’s Transfer Credit Report in PeopleSoft.

Q. Who qualifies for a Transfer Package?
A. Towson offers Transfer Packages to students transferring from University System of Maryland schools and Maryland public community colleges. The exact package varies according to the general education requirements at the sending institution and is not directly related to whether a student earned an Associate’s degree. Transfer packages are not available to students transferring from private or out-of-state institutions. The transfer coursework of those students will be applied to the General Education or Core requirements on a course by course basis.

Q. Are additional General Education or Core courses needed with a Transfer Package?
A. In most cases, additional coursework in General Education or Core Curriculum is required. For General Education (GenEd) Package A, Advanced Composition and one Scientific Inquiry course must be completed at Towson. For GenEd Package B, Advanced Composition is required. With GenEd Package C, all GenEds are satisfied in transfer. Please refer to the chart below for information about the Core Transfer Packages.
### Core Packages

<table>
<thead>
<tr>
<th>Core Package</th>
<th>Title</th>
<th>Course ID</th>
<th>To be completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AACR 100</td>
<td>013062</td>
<td><em>(1)</em> Towson Seminar <em>(9)</em> Advanced Writing <em>(10)</em> Metropolitan Perspectives <em>(12)</em> Global Perspectives <em>(14)</em> Ethical Issues</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AACR 200</td>
<td>013063</td>
<td><em>(1)</em> Towson Seminar <em>(9)</em> Advanced Writing <em>(10)</em> Metropolitan Perspectives <em>(14)</em> Ethical Issues</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>AACR 300</td>
<td>013064</td>
<td><em>(1)</em> Towson Seminar <em>(9)</em> Advanced Writing <em>(14)</em> Ethical Issues</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>AACR 400</td>
<td>013065</td>
<td><em>(9)</em> Advanced Writing</td>
<td>2nd Bach non-TU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>AACR 500</td>
<td>013066</td>
<td><em>(1)</em> Towson Seminar</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>AACR 600</td>
<td>013067</td>
<td>Core satisfied in transfer</td>
<td>2nd Bach TU</td>
</tr>
</tbody>
</table>

**4-year schools ONLY**

| 7            | AACR 700 | 013184    | *(1)* Towson Seminar *(2)* English Composition *(9)* Advanced Writing *(10)* Metropolitan Perspectives |                        |

**International Admissions Use ONLY!**

(1) Towson Seminar will be waived for all transfer students AT LEAST until Fall 2014. AACR 800 is used for every student and will always waive Core 1.

Q. **Are transfer students required to complete the Towson Seminar?**
A. Transfer students are not required to complete Towson Seminar (TSEM 102). Currently, only entering freshmen are required to complete TSEM 102. For transfer students, TSEM 102 is noted as waived on their Transfer Credit Report.

**PETITION FOR ACCEPTANCE OF TRANSFER UNITS FOR MAJOR/ MINOR**

Q. **When should a student petition to have a transfer course evaluated to potentially fulfill a major or minor requirement?**
A. A Petition for Acceptance of Transfer Units form, which is available on the Transfer Evaluation Services website [http://www.towson.edu/main/admissions/apply/transfers/policies.asp](http://www.towson.edu/main/admissions/apply/transfers/policies.asp), should be submitted as soon as possible. A course description of the intended course from the other institution for evaluation must be attached. A transfer course from a non-articulated
program may be equivalent to a course and thus satisfy a major or minor requirement. If a course is not accepted as equivalent, the student must complete the course at TU.

**TAKING COURSES ELSEWHERE WHILE ENROLLED AT TOWSON**

Q. **To take a course at another institution, what does a student need to do?**  
A. The student must submit a Transferring New Coursework - Transfer Petition Form that is found at [www.towson.edu/registrar/forms/](http://www.towson.edu/registrar/forms/) and a catalog description of the intended course from the other institution to the department offering the course at TU.  
  - The petition must then be submitted to the Registrar's Office.  
  - After the course has been completed, the student must send an official transcript to the Records Office for the credit to be posted to the TU academic record.  

Important points about this policy are:  
  - Only credit is transferred. The grade will be posted on the transcript but will not be included in the TU QPA calculation.  
  - Courses completed at TU may NOT be repeated at another institution.  
  - Two-year institutions: up to a total of 64 units may be transferred until 90 units at TU are earned.  
  - The last 30 units must be completed at TU. A student may petition to the Academic Standards Committee for an exception.

**PETITION FOR A THIRD ATTEMPT OF A COURSE FORM**

Q. **What does a student need to do to make a third attempt of a course?**  
A. First, remember that a grade of W does not count as a course attempt. The student must submit a Petition to Make a Third Attempt form that is found at [www.towson.edu/registrar/forms](http://www.towson.edu/registrar/forms) to the Academic Standards Committee in care of the Registrar’s Office.  
Ordinarily, a student is given permission to make a third attempt only ONCE.  
  - Permission must be obtained prior to enrolling in the third attempt.  
  - The student must have a minimum cumulative QPA of 2.0.  
  - After the course is completed, the approved attempt will have a “Repeat Included” notation under the course listed on the Academic Requirements Report.  
  - See the section below regarding the impact Financial Aid on academic advising.

**CHANGING A MAJOR OR CONCENTRATION/TRACK**

Q. **How does a student drop, change or add a major, minor or concentration/track?**  
A. Changing is easily done online by logging into the link on the Registrar’s Office webpage [http://www.towson.edu/registrar/changingmajor.asp](http://www.towson.edu/registrar/changingmajor.asp).  

Q. **May a student declare a major and minor in the same discipline?**  
A. No. The major and minor must be different. An ECON major may not declare an ECON minor.
IMPACT OF FINANCIAL AID ON ACADEMIC ADVISING

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

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

   More information may be found at: http://wwwnew.towson.edu/main/finaid/typesoffinaid/index.asp

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

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

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

A. No, but it is important to understand that a student who receives financial aid must meet the Satisfactory Academic Progress (SAP) standards in the areas of:
   1. Minimum Grade Point Average – determined by the number of units of coursework attempted. This is similar to the University’s Grade Point Average standard, but not identical in all cases.
   2. Minimum Course Completion Rate – at least 67% of the units of coursework attempted in an academic year must be successfully completed. In addition to grades of F, FX, and U, a grade of W (Withdraw) is considered an unsuccessful course for the SAP policy and is counted as attempted credits.
   3. Maximum Number of Units Attempted – generally 150% of the degree program is the limit, although students may appeal for additional units to be covered by financial aid depending upon their degree program and individual circumstances.

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

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

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

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

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

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

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

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

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

Important Considerations for Advising Honors Students

- Honors College students are offered early registration.
- A list of Honors classes for each semester can be found on the Honors Web page (http://www.towson.edu/honors/). It is not possible to view all honors options together in PeopleSoft.
- Honors College students should register for at least 6 honors units per year until requirements are complete.
- Honors College students should select honors courses that fulfill Core Curriculum requirements when possible.
- Honors curriculum requirements are explained in the Honors College Student Handbook (http://www.towson.edu/honors/forms/index.asp). Honors advising videos for students are available online at http://www.towson.edu/honors/current/HonorsCollegeAdvising.asp.
- Honors College students may receive honors credit for study abroad.
- Upper-level Honors College students should complete department honors programs when available.
- Any student can contact the Honors College for more information about national scholarships and fellowships (http://www.towson.edu/Honors/current/scholarships/national.asp).

If you have questions, please contact the Honors College at 410-704-4677
ADVISING TRANSFER STUDENTS

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

Almost all new transferring students participate in a one day academic orientation, advising, and registration program held in July for fall entrants and January for spring entrants. This Transfer Program was revamped in 2011 to be more student-friendly and to increase student participation in selecting and registering for courses as well as to strengthen the connection between the student and his/her academic department. Transferring students entering in prior to fall 2013 will be assigned the 2010-11 TU catalog and fulfill the General Education requirements. Students transferring fall 2013 and after will be assigned the 2013-14 TU catalog and fulfill the UCore requirements. Business Administration students come in under the 2010-11 Catalog until fall of 2014.

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

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

The Academic Advising Center has published The Transferring Student’s Guide to Navigating the First Semester at Towson. Each student who attended orientation received a copy and it was used as a resource for the advising and registration activities during orientation. Students and advisors will find this to be a useful resource and may view the Guide at http://www.towson.edu/academicadvising/index.asp. Print copies are available by contacting the Academic Advising Center at 410-704-5125.
ADVISORS NEED TO BE AWARE THAT STUDENTS WHO ARE AT-RISK FREQUENTLY MISS ADVISING APPOINTMENTS OR SHOW UP LATE, OR FORGET TO MAKE APPOINTMENTS AT ALL. THEY MAY NOT HAVE GOOD STUDY HABITS, AND/OR THEY MAY BE LESS ASSERTIVE ABOUT FINDING AND USING RESOURCES AT THE UNIVERSITY. ADVISORS NEED TO REMEMBER THAT THESE STUDENTS WERE QUALIFIED WHEN THEY WERE ADMITTED AND WERE EXPECTED TO THRIVE. A CARING ADVISOR CAN REIGNITE THAT POTENTIAL.

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

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

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

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

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

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

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

How are at-risk students advised? Students, whose semester grades have placed them on warning, are contacted by the Academic Advising Center and are encouraged to contact one of the team of advisors who serves as the front-line resource for at-risk students. Most students are encouraged to make changes to their schedules for the upcoming semester in light of their new status. In addition, students on warning
are required to document to the Advising Center that they have attended a workshop, received tutorial assistance, met with an academic advisor, or completed some other self-motivated action to prevent academic suspension. Failure to complete this will result in a negative service indicator being placed on the student’s registration permission until such time as the student has seen an advisor.

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

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

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

- **How many hours is the student spending on a course?** Students are naive about the time it takes to succeed in a course. If the assigned reading is read and assigned homework is completed, many students study only in preparation for an exam. It may not occur to your advisee to review class notes, to review at the end of a chapter in the text or to study with a classmate for an exam.

- **Many students are over-committed.** A student who is working 40 hours per week should not attempt a full-time (12 units or more) course load. A student’s social life plus work hours adds up to a 36-hour day. Many TU students must work to pay for college. However, they should be discouraged from compromising their academic progress.

- **Is the student in the correct major for his or her strengths and aspirations?** Often we notice that a student is easily earning good grades in university required courses but struggling with courses required for the major. Sometimes students focus on the career they aspire to without realizing there may be several roads leading to that destination. A referral to the Career Center can be beneficial. Encourage students to speak to faculty whose classes they enjoy. Most faculty members are happy to talk about their fields.

- **Does the student need help with study skills?** Even students who have committed their time to studying fail to use the time wisely. They are astounded that two or three hours should be set aside to prepare for every hour in class. It can take them years to learn how to make and stick to a weekly schedule. Students can be referred to the Academic Achievement Center for time management help as well as a variety of other study aids.

- **Students have a tendency to delay seeking help.** Many students need encouragement to take the initiative to seek help. Speaking to the professor of a class in which they are experiencing difficulty with may seem simple, but a student can feel intimidated. Tutorial help will be much more useful if it starts early in the semester before mid-term exams.

- **Does the student have personal problems that are impinging on academic progress?** College students are frequently dealing with circumstances in their lives that are preventing them from succeeding with their college careers. Advisors should consider suggesting that a student may benefit from seeking support from the Counseling Center.
ADVISING STUDENTS WITH DISABILITIES

The guidelines for academic advisement provided in this Handbook are generally appropriate for students with disabilities. However, there is some additional information that advisors of students with disabilities should know:

- Students registered with Disability Support Services (DSS) are provided with a confidential memo for their instructors certifying their disability and specifying their approved accommodations. If the student wishes to share it, the memo can be a useful tool to better understand how the disability may impact the student academically.

- Students are not required to disclose any information about their disability unless they want an accommodation. If they do, then they must identify themselves to DSS, request the accommodation and provide appropriate documentation of their disability.

- Most DSS students receive priority registration. It is important that students are provided the opportunity to meet with their advisor and have any academic holds lifted in time to access priority registration.

- Section 504 of the Rehabilitation Act and the ADA are civil rights laws that provide protection from discrimination for individuals on the basis of disability. Legally, you may not advise students to enter or dismiss a particular major or career because of their disability. As an expert in the field, you may point out the necessary skills and abilities needed to be successful. However, you may not be an expert on how the student’s disability will affect job performance or whether an accommodation will be able to compensate for the disability. For example, while you cannot advise a student who is visually impaired not to go into the field of computer information services, you could inform the student that if he or she does choose this field, an accommodation may be needed that will enable him or her to read computer screens.

- Information about a student’s disability is confidential and should only be discussed with faculty or staff on a need-to-know basis. The student should give permission before you discuss his or her disability with others.

- Due to the nature of their disability, some students may need a little extra assistance initially in understanding Academic Requirements Report. If the student needs more assistance than you can reasonably provide during the advising session, please contact DSS for consultation. Each student with a disability is assigned to a particular DSS specialist who may be able to provide additional help with course selection and registration.

- Help students consider the number of courses to be taken so they don’t become overloaded. It is sometimes advisable for students with disabilities to take 12 rather than 15 credit hours per term.
It is advisable for students with learning disabilities to take a balanced course load. They should avoid taking too many courses with heavy reading or math demands, a great deal of memorization, or extensive writing. Ask the student how the disability will impact him or her academically. An example of an appropriate question could be, “I am not trained in learning disabilities; therefore, could you give me specifics on how your disability may affect your academic work?” If the student responds that he or she reads very slowly, it would be appropriate to advise the student regarding potential courses that typically require extensive reading so he or she can plan accordingly.

When the disability or side effects of medication result in a shortened attention span you might suggest that students avoid classes that meet for three hours once a week. Also, these students may want to spread their classes out over a full day instead of taking classes back to back. If students are using extended time for exams they should consider leaving time between classes.

Be sensitive to student concerns about selecting specific courses or instructors because they may be following expert recommendations regarding the best fit for their learning style. Students with disabilities typically do best in smaller, structured classes, with instructors who use a variety of teaching and assessment methods, provide a detailed syllabus, and present information in an organized manner.

Always advise the student as an individual with a disability, not a disabled student. Treat students who have disabilities as you would other students because they have more in common with other students than differences.

Encourage students with disabilities to register with DSS if they have not done so. Even if the student chooses not to use the services immediately, it is advisable to register so that disability documentation is in place should the student need services later. It is appropriate to refer students to DSS if you suspect they have a disability but do not have documentation. DSS will advise the student about how to obtain an appropriate evaluation.

More information is available on the DSS website at www.towson.edu/dss, where a Faculty/Staff Guide is provided. The DSS office is located in the Administration Building, Rooms 232-235; the office number is 410-704-2638.

ADVISING STUDENT ATHLETES

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

Support will evolve through an articulated series of academic programs directed toward making the student-athletes increasingly independent as both persons and scholars.
The athletics academic support unit will facilitate, coordinate and expedite all matters academic within the department and university. The support unit will maintain the highest standards of integrity, accountability and loyalty at all times.

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

- Support the efforts of every student-athlete who attends the University to earn a degree;
- Provide assistance for the student-athlete in the development of values, emphasizing the qualities of leadership;
- Enhance the interpersonal relationships and communication skills of each student-athlete;
- Facilitate the fulfillment of career and life goals of each student-athlete; and
- Safeguard the academic integrity of Towson University by insuring compliance with all rules of the NCAA, conferences and the University.

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

**NCAA Progress towards Degree Regulations**

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

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

- Must be enrolled in a minimum of twelve (12) units each semester.
- Must pass a minimum of six (6) units each semester.
- Must pass a minimum of twenty-four (24) units by beginning of year two (2) and eighteen (18) units within the regular academic year (fall and spring semesters) of years 3 through 5.

- Once a major is declared, only units that count towards the degree program will be used in calculation of percentage requirements.

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

<table>
<thead>
<tr>
<th>Units</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>48</td>
<td>72</td>
<td>96</td>
</tr>
<tr>
<td>124</td>
<td>50</td>
<td>75</td>
<td>100</td>
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<td>128</td>
<td>52</td>
<td>77</td>
<td>103</td>
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<td>132</td>
<td>53</td>
<td>80</td>
<td>106</td>
</tr>
<tr>
<td>136</td>
<td>55</td>
<td>82</td>
<td>109</td>
</tr>
</tbody>
</table>
NCAA Education – Extra Benefits as sited in NCAA Manual

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

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

Towson University Policies Regarding Athletes

1. The student-athlete population registers during the priority registration period each semester designated by the Registrar’s office. This assists in course availability conducive for degree progress as well as designated team practice times. Team practice times will be distributed to every advisor once established between the team and availability of facilities.

2. A student-athlete considering changing majors or declaring a second major should be in consultation with the Assistant Athletic Director of Compliance Services or the NCAA Eligibility Certifying Officer in the Registrar’s Office.

3. Forms to assist the advising of a student-athlete at Towson University:
   a. Class Selection Form – this is the only form that needs the advisor’s signature.
   b. GenEd/University Core Checklist - this form is for use by the student athletes, but an advisor might come into contact with it.

Local contact information for questions or concerns:
Assistant Athletic Director for Compliance Services: Kelly Webb, 410-704-3573, kwebb@towson.edu
Assistant Athletic Director for Academic Services: Bobbi Madison, 410-704-2658, bmadison@towson.edu

ADVISING INTERNATIONAL STUDENTS

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

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

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

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

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

**Most work off campus is illegal**
United States immigration laws restrict non-immigrant employment. Please advise those students contemplating work in the U.S. to contact the ISSO about legal options and required authorizations.
**Extra challenges for the international student**

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

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

- Faculty expectations for classroom participation and attendance; speaking out, stating opinions, and questioning the instructor are normal, expected, and not disrespectful
- Completion of a large number of assignments, quizzes, tests, papers, and exams
- Syllabi and reading lists
- Academic Integrity Policy
- Multiple choice, true/false, and other objective exams
- Informality of social and academic interaction

**English language issues international students may experience**

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

**Support services for international students with English language concerns**

English Language Center in ES 331, 410-704-2552
ESOL Program in LA 5330L, 410-704-42110
ACADEMIC ACHIEVEMENT CENTER (AAC)

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

Director: Elizabeth Scarbrough, escarbro@towson.edu
CK – Room 524 410-704-2291

**CBE and CLA TUTORIAL**
CK – Room 524 410-704-2291
Coordinator: Frank Mullen, fmullen@towson.edu

**COMPUTER SCIENCE TUTORIAL**
YR – Room 407 410-704-2424
Coordinator: Richard Webster, rwebster@towson.edu

**MATHEMATIC TUTORIAL**
YR – Room 105 410-704-2291
Coordinator: Jeremy Boettinger, jboettinger@towson.edu

**NATURAL SCIENCES TUTORIAL**
SM – Room 538 410-704-3054
Coordinator: Lina Ladon, llandon@towson.edu
Biology/Chemistry Tutorials/Physical Science/Physics Tutorials

**MUSIC TUTORIAL**
CA – Room 3088 410-704-2839

COUNSELING CENTER

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

Campus Location: GE
Hours: Monday - Friday 8:00 am - 5:00 pm
Phone: 410-704-2512
E-mail: counseling@towson.edu

DISABILITY SUPPORT SERVICES

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

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

Campus Location: AD, Room 232
Hours: Monday - Friday 8:00 am - 5:00 pm
Phone: 410-704-2638
TDD: 410-704-4423
Fax: 410-704-4247

WRITING ASSISTANCE PROGRAMS

- CBE WRITING PROFICIENCY PROGRAM
  SH 117 410-704-4379
  Director: Quincey Johnson, qjohnson@towson.edu
  Assists majors in the CBE to improve their long-term writing performance. The staff members are there to help students become proficient at producing effective business documents.

- CHP WRITING ASSISTANCE PROGRAM
  LI 110 410-704-4049
  Contact: writingsupp@towson.edu
  Assists majors in the CHP to improve their professional writing performance. Graduate assistants offer feedback in person and online to students working on papers in the health and sports professions.

- WRITING CENTER
  LA 5330 410-704-3426
  Director: Wayne Robertson, wrobertson@towson.edu
  Provides individual writing support to all members of the Towson community, including undergraduate and graduate students, faculty and staff, native English and second-language writers. Writing Center tutors offer feedback to help writers develop and organize their thoughts, sharpen their focus, and communicate their ideas more clearly and precisely. In addition to face-to-face appointments, the writing center provides feedback to writers via its online writing center as well as grammar-specific exercises through its online writing support program. Descriptions of all services can be found on the main writing center webpage at http://www.towson.edu/writingcenter/index.asp.
RESOURCES AND PROCESSES IN SUPPORT OF ACADEMIC ADVISING

Academic Achievement Center  CK 524  410-704-2291

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

Academic Advising Center  LH  410-704-2472

www.towson.edu/academicadvising
The Academic Advising Center (AAC) provides services to students, faculty, and staff with regard to general curricular and advising issues. These services include:
• Providing students with resources to become well informed and skillful decision makers as they plan their educational and career goals and learn about academic programs, policies, and opportunities.
• Identifying and addressing the advising and support needs of students in transition.
• Enrolling all incoming first year students in appropriate courses.
• Organizing the advising and registration process for new transfer students.
• Coordinating the First Year Experience program, training FYE faculty/staff advisors, and serving as FYE advisors.
• Advising students in the Freshman Transition Program.
• Advising second year students who have not yet declared a major;
• Advising students who are changing majors;
• Advising students in the Strategies for Student Success (S3) Program;
• Advising students who are on academic warning; and
• Advising and enrolling students who are readmitted to the university on probation.

Academic Standards Committee  ES 235  410-704-4351

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

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

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

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

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

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

For questions regarding the process:
Contact Academic Standards & Policies Office at: 410-704-4351

Advanced Placement ES 216 410-704-2113

www.towson.edu/main/admissions/freshman/applying/AdvancedPlacement.asp
Prospective freshmen may earn exemption or credit for some courses required at Towson by taking the Advanced Placement Tests of the College Entrance Examination Board in high school. A chart of the scores required on Advanced Placement exams is located in the Undergraduate Catalog.

Alcohol Policy

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

ARTSYS – Articulation System for Maryland Colleges and Universities

http://artweb.usmd.edu/
This website allows a person to check on how a course at another Maryland college or university will transfer or vice versa.

Auditing Courses ES 223 410-704-3240

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

Auxiliary Services Business Office UU 1st Floor 410-704-2726

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

Blackboard

https://bbweb.towson.edu/webapps/portal/frameset.jsp
Blackboard is a comprehensive technology platform for teaching and learning, community building, content management and sharing, and measuring learning outcomes. For more
information or assistance, please contact Ryan Peterson at 410-704-5081. As the Blackboard administrator, his office is located in CK 408.

**Bursar’s Office**

ES 336 410-704-2100

www.towson.edu/adminfinance/fiscalplanning/bursar

This office is primarily responsible for student billing, student account maintenance, disbursement of student loan and rebate checks, refund processing, tuition remission, and delinquent account collections. Payments on accounts may be made in person or by mail. Personal/business checks, VISA, and MasterCard are accepted methods of payment. Cash is accepted at the cashier’s window.

**Campus Safety- Escort Program**

410-704-2134

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

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

**Career Center**

YR 206 410-704-2233

http://www.towson.edu/careercenter/

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

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

The center offers the following services: individual career advising and counseling appointments, internship programs, workshops, full- and part-time job and internship listings, career mentor database, career resource library and computer lab, on-campus recruiting interviews, job fairs and employer information sessions, Web-based resources and tools, and student employment. For career action plan, go to:

http://www.towson.edu/careercenter/students/actionplan/

Email: careercenter@towson.edu

Hours: Monday – Friday 8 a.m. - 5 p.m.; Express Hours: Monday-Thursday 1- 3 p.m.

**Center for Student Diversity**

UU 313 410-704-2051

http://wwwnew.towson.edu/diversity/

The Center for Student Diversity (CSD) was established to aid the institution in its efforts to foster inclusion, collaboration, and relationship building. The center provides academic, social, and transition support for underserved students and promotes exchange and dialogue among individuals of diverse backgrounds and lifestyles. The Center houses several organizations including the Women’s Center and the LGBT group.

**Change of Address, Name**

**Towson Online Services**

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

**Change of Grade/ Incomplete Form**

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

**Clubs and Organizations**

http://involved.towson.edu/organizations

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

**Commuter Association of TU**

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

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

**Copies Plus Center**

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

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

**Counseling Center**

www.towson.edu/counseling/

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

**Credit for Prior Learning (CLEP)**

www.towson.edu/registrar/CLEP

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

Dean’s List

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

Declaring a Major (see Screened Majors)

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

Deferred Payment Plan

http://www.towson.edu/adminfinance/fiscalplanning/bursar/paymentinformation/tuitionpaymentplan.asp
The university offers a payment plan through a third party partner, Nelnet/e-Cashier. This payment plan allows students to enroll in a monthly payment plan to meet the cost of tuition, mandatory university fees, SGA fees, meal plans and on-campus university housing for each term. Please note that the Millennium Hall, Paca and Tubman Houses cannot be included in a payment plan. Nelnet/eCashier is not affiliated with the university and does not act as the university’s agent.

Dining Points UU 118 410-704-2284

https://services.jsatech.com/index.php?cid=11
This is a debit account, operating off the TU OneCard, for the purchase of food from Dining Services locations. Dining Services offers fifteen different campus-dining locations for students to use their meal plan. Should students run out of dining points, they may add points at any time on the OneCard website. Dining points are available to students, faculty, and staff.

Dining Services UU 200A 410-704-2302

www.towson.edu/adminfinance/auxservices/dining
Dining Services has 13 locations (two all-you-can-eat dining facilities, nine a-la-carte and two convenience stores) and menu options ranging from traditional favorites to vegetarian, vegan, kosher and halal cuisines. They also offer an array of healthy options through their Balanced Choices nutrition program.

Disability Support Services AD 232 410-704-2638

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

Diversity & Equal Opportunity  AD 210  410-704-2360

www.towson.edu/odeo

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

Drop/Add Period

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

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

Duplicate Social Security Numbers  ES 223  410-704-2471

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

English Language Center  ES 331  410-704-2552

www.towson.edu/elc

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

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

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

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

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

Financial Aid Office

ES 339
410-704-4236

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

Fraternities/Sororities

UU 232C
410-704-3741

www.towson.edu/studentactivities/fslife
Students interested in these organizations should contact the Office of Student Activities.

“FX” Grade

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

Global Village

RT
410-704-3101

www.towson.edu/international
The Global Village is a residence facility that gives students from different countries the opportunity to meet, gain a greater understanding of one another, and develop programs that increase global awareness. All students are welcome. Contact Housing and Residence Life 410-704-3101 or the International Student and Scholar Office AD 246, 410-704-2421 for further information.

Good Student Discount Form for Insurance

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

Graduate School

YR 216
410-704-2501

http://grad.towson.edu
Students wishing to enroll in graduate-level (500-800) courses must apply for admission through the Graduate School. The UB/ Towson MBA program is different. Please refer students to Ron Desi or Carol Abraham in ST 301 at 410-704-6163 if they are interested in pursuing an MBA.
Graduation Application

www.towson.edu/registrar/graduation.

Undergraduate Deadlines:
- Spring: January 1
- Summer: July 10
- Fall: August 21

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

Graduate Deadlines:
- Spring: February 15
- Summer: June 15
- Fall: September 15

Health Center

www.towson.edu/dowellhealthcenter
A staff of physicians, psychiatrists, nurse practitioners, physicians’ assistants, nurses and health educators provide ambulatory primary/preventive care and health education services. Patients are seen by appointment during daytime office hours: 8 am – 5 pm, Monday - Friday. For weekend emergencies, call University Police at 410-704-2133.

Honors

www.towson.edu/registrar/Graduation/undergrad/honors/latin.asp
Information on graduation with Latin honors may be found in the University Curriculum section of the Undergraduate Catalog. Students should contact their major departments for information on department honors.

Housing & Residence Life

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

ID Services

www.towson.edu/adminfinance/auxservices/auxbusiness
Students and new employees must go to the ID office for picture identification cards. If an ID card is lost, a replacement fee will be assessed.

Insurance Plans (Students)

www.towson.edu/dowellhealthcenter/insurance
An excellent health insurance plan designed for students is offered at a reasonable fee. The plan is voluntary, but some basic coverage is required for resident students.
ISSO offers assistance to international students, faculty, and visiting scholars in the following areas: immigration matters, university relations and services, personal cultural and academic concerns, initial and re-entry orientation, campus and community cultural programs, and legal employment.

Internship Program

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

Library, Albert S. Cook

Cook Library is located in the center of the campus. In addition to books, journals, CDs, DVDs and videotapes onsite, it offers Web access to thousands of full text articles through online subscription databases. Many workstations with Microsoft Office and Internet access to facilitate research and word processing are located on each floor. Hours of operation, other useful information and access to the library catalog are available on the website.

Meal Plans

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

Military Course Work

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

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

National Student Exchange

LH 410-704-3405

www.nse.org

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

Non-Degree Students

ES 216 410-704-2113

www.towson.edu/main/admissions/nondegree

Non-degree enrollment is only available to students who have been out of high school for at least two years; however, exceptions are granted if they are currently pursuing a degree at another college or university. Non-degree students may register for virtually any undergraduate course offering provided the student meets all prerequisite requirements for the course and the department does not restrict registration.

OneCard

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

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

Online Registration

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

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

Online Services (PeopleSoft)

https://inside.towson.edu/psLogin/
Students and faculty may utilize Towson’s Online Services for the following:

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

**Orientation (New Student Programs)  UU 217  410-704-2309**

[www.towson.edu/orientation](http://www.towson.edu/orientation)

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

**Parking Permits  Union Garage  410-704-7275**

[www.towson.edu/adminfinance/auxservices/parking](http://www.towson.edu/adminfinance/auxservices/parking)

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

**Pass and Audit Grading Options**

[www.towson.edu/registrar/Records/Grading_Options.asp](http://www.towson.edu/registrar/Records/Grading_Options.asp)

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

**Placement Testing  CK 524  410-704-2291**

[www.towson.edu/placementtesting](http://www.towson.edu/placementtesting)

The Placement Testing program is administered by Towson University’s Academic Achievement Center. Beginning in March 2013, all admitted freshmen with SAT scores less than 500 in Reading and/or Math and who also have ACT scores less than 21 in Reading and/or Math are required to take a diagnostic placement test in these areas. Transfer students with fewer than 30 credits are also required to demonstrate competence in the basic skills of reading and mathematics by taking a diagnostic placement test, unless they are exempt from placement testing. Students who do not attain the required minimum placement test scores must enroll in refresher courses to enhance these basic skills.
Readmission to Degree Candidacy  ES 218  410-704-2007

www.towson.edu/registrar/readmission.asp

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

Refund Policy  ES 336  410-704-2100

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

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

Registrar  ES 223  410-704-2701

www.towson.edu/registrar

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

Repeating Courses

When courses are repeated, students will receive credit for the course only once. Only the higher of the two grades will be calculated in the QPA; the lower grade will remain on the record with a repeat included or excluded message, whichever is appropriate. Students may not make a third attempt of a course except with prior approval. Courses, in which low or failing grades were earned at Towson, MUST be repeated at Towson in order for the record to be adjusted and the QPA to be recalculated. Students should consult their major for additional policies regarding repeating courses.

Repeat Course Form


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

Residency

In-state residency for the purpose of establishing tuition is explained in Appendix C of the Undergraduate Catalog. Incoming students should contact the Admissions Office for information; continuing or readmitted students should contact the Registrar’s Office.
ROTC (Reserve Officers Training Corps)

www.towson.edu/main/academics/ugrad/Militaryscienceprograms.asp
Towson University offers both Army and Air Force ROTC through a cooperative agreement with the University of Maryland College Park and Loyola University, respectively. For information on the Army ROTC, call UMCP at (301) 314-3242 and for the Air Force ROTC, call Loyola’s Military Science Department at (410) 617-2387.

SAGE

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

Satisfactory/Unsatisfactory (S/U) Grading

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

Scholarships

Towson University offers many scholarships to both incoming and continuing students. A listing of these appears under Scholarships in the front of the Undergraduate Catalog. If students have questions beyond what appears in the catalog, they may contact the Scholarship Office.

Screened Majors

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

Second Bachelor’s Degree Program

http://www.towson.edu/main/admissions/secondbachelor/index.asp
Students, who have earned a previous baccalaureate degree and have a 2.00 CQPA, may apply for admission to the Second Bachelor’s Degree Program at Towson. A maximum of 90 hours from the first degree may be applied toward the second degree.
Speech-Language-Hearing Center Institute of Well-Being 410-704-3095

www.towson.edu/asld/speechlanguagehearingcenter/
The Center offers diagnostic and therapeutic services without charge to all Towson faculty, staff, students, and dependents.

Student Activities Office UU 217 410-704-3307

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

Student Government Association UU 226 410-704-2711

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

Study Abroad Office PY 4th Floor 410-704-2451

www.towson.edu/studyabroad
TU students can choose from hundreds of study abroad programs around the world and many programs are open to students from outside Towson University. Instruction is in a wide range of languages, including many options in English. Study abroad is available for summer, minimester, spring break, a semester or year. Academic credit can be applied toward fulfilling major and minor as well as University Core/General Education requirements and electives for degree programs. Financial aid and scholarships are available.

Student Conduct and Civility Education AD 236 410-704-2057

http://wwwnew.towson.edu/studentaffairs/judicialaffairs/
When students are alleged to have violated the Student Code of Conduct or the Residence/Board Contract, this office ensures both sides of the case are heard. It also handles complaints from students who feel they have been treated unfairly by faculty with regard to grading, and so forth and have not been able to resolve the matter within the academic department or college.

Summer Trimester ES 223 410-704-2701

http://www.towson.edu/registrar/Registration/Summer_Registration.asp
TU’s summer sessions offer more than 900 classes, internships and independent study programs. The summer program is made up of four sessions, with classes offered in a variety of scheduling formats and time frames to meet student needs.

Technology Services, Office of CK 28 410-704-2041

www.towson.edu/adminfinance/OTS
This department is responsible for providing and supporting the central computing and network services of Towson University. This organization is a result of the merging of Academic Computing and Administrative Data Processing.
- Student Computing Services
- Technology Training Workshops
- CIAT Services and Workshops
- New Computing accounts/passwords
- Webmail for students
- Towson Unplugged Wireless Networking
- Upgrades and Repairs
- Software Installation Requests

Testing Services Center AD 228 410-704-2304

www.towson.edu/testing  M-Th, 8-5:30pm; F, 8-1:30pm
The Testing Services Center provides proctored testing accommodations for students with disabilities who are registered with TU’s Disability Support Service office. The center offers extended test time, minimal distraction space, readers, scribes, and computer access to students with appropriate documentation.

Transfer Evaluation Services YR 217 410-704-2113

http://www.towson.edu/main/admissions/transfer/transferunits/
Transfer Evaluation Services prepares the Evaluation of Transfer Credit for course work completed prior to Towson University enrollment. For information about transferring credit completed concurrently or after Towson University enrollment, refer to the Academic Regulations section of the Undergraduate Catalog.

University Police PSB 100 410-704-2134

www.towson.edu/police
The University Police is an independently organized, legally empowered agency responsible for law enforcement within the jurisdiction of the university. Each police officer is fully certified by the Maryland Police Training Commission and has full authority to enforce state, federal and local laws in accordance with Title 13, Subtitle 6, Section 13.601 of the Education Article, Annotated Code of Maryland. Call 410-704-4444 for emergencies.

University Store UU 1st Floor 410-704-2665

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

**University Union** 410-704-4636

[www.towson.edu/adminfinance/auxservices/universityunion](http://www.towson.edu/adminfinance/auxservices/universityunion)

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

**Verification of Enrollment Forms**

[www.towson.edu/registrar/Records/Enrollment_Verification.asp](http://www.towson.edu/registrar/Records/Enrollment_Verification.asp)

Currently enrolled students should contact the Registrar or Online Services. To verify past enrollment, students can get their transcript online or at the Records and Transcript Office.

**Veterans Affairs** ES 233 410-704-3094

[www.towson.edu/registrar/va.asp](http://www.towson.edu/registrar/va.asp)

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

**Veterans Center** PY 107 410-704-2992


Center provides resources including information about admissions, scholarships and financial aid, counseling and disability support services, academic advising and student activities.

**Weather and School Closings**

[www.towson.edu](http://www.towson.edu)

Any change in the academic calendar or schedule because of inclement weather or other emergency will be reported to the following radio and television stations: in the Baltimore area, on WBAL Radio (1090 AM), WWMX (106.5 FM), WLIF (101.9 FM), WYPR (88.1 FM), WTMD (89.7 FM), WBAL-TV (11), WJZ-TV (13), and WMAR-TV (2); in the Washington, D.C. area, on WTOP (820 AM/103.5 FM), WJLA-TV (7), and WRC-TV (4). There will also be a banner announcement on the TU homepage. Two TU phone lines that carry calendar or schedule change messages are 410-704-2000 and 410-704-NEWS. When a storm occurs overnight, a decision to cancel or delay classes will be made by 6 a.m. When a snowstorm occurs during the workday, a decision to delay or cancel classes will be made two hours prior to the beginning of evening classes. All students/faculty/staff who enroll their cell phone numbers with e2campus will receive a text message regarding delayed openings or closures.

**Withdrawal from Courses** ES 223 410-704-2701

[www.towson.edu/registrar/Registration/withdrawing.asp](http://www.towson.edu/registrar/Registration/withdrawing.asp)

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

Women’s Resource Center  
UU 311  
410-704-2666

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

IMPORTANT WEBSITES TO REMEMBER

Towson University’s Main website: http://www.towson.edu
Towson University’s Webmail: http://webmail.towson.edu/
Towson University’s Online Services: http://inside.towson.edu/

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- **http://towson.edu/registrar**
  - Registration
  - Graduation
  - Enrollment Verification
  - Grades, Records, and Transcripts
  - Readmission

- **http://www.towson.edu/academicadvising/**
  - FYE Advising Program
  - Core Curriculum suggestions
  - Academic Intervention
  - Advising for Open Majors
  - Student Academic Advisors (HELP)

- **http://www.towson.edu/careercenter**
  - Career Center
  - Hire@TU
  - Jobs & Internships

- **http://www.towson.edu/acc**
  - Tutorial Services
  - Placement Testing
  - Study Skills Workshops
  - Academic Coaching

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- **http://www.towson.edu/registrar/Degree/**
  - GenEd requirements
  - Degree Requirements

- **http://wwwnew.towson.edu/adminfinance/ots/support/pcs/index.asp**
  - Obtain tiger account
  - Guidelines on how to use Online Services
  - E-Mail: helpcenter@towson.edu
  - Location: Cook Library, Room 5
  - Phone: 410-704-5151

- **http://www.towson.edu/degree/GenEd**
  - Degree Requirements

- **http://www.towson.edu/degree/degree-services**
  - Academic Coaching

- **http://www.towson.edu/degree/degree-services**
  - Placement Testing

- **http://www.towson.edu/degree/degree-services**
  - Study Skills Workshops

- **http://artweb.usmd.edu/**
  - Transfer Equivalent & Articulation
  - Agreements per ARTSYS
  - Transfer packages from 2-year institutions
  - Transfer course equivalencies
WHO'S WHO AT TU

PRESIDENT'S OFFICE
AD 331
Office - 410-704-2356
Fax - 410-704-3488
www.towson.edu/president

Maravene Loeschke, President
Jennifer Gajewski, Chief of Staff
Marina Cooper, Deputy Chief of Staff
Michael Anselmi, Esq., University Counsel
Alison Armstrong, Administrative Assistant
Cassy Bennett, Assistant to the Chief of Staff
Dan Leonard, Fair Practices Officer and Director of the President’s Leadership Institute
Rich Reinhardt, Assistant to the President for Governmental Relations
Debbie Seeberger, Special Assistant to the President for Diversity & Equal Opportunity
Lisa Smith, Administrative Assistant to the President

DIVISION OF ACADEMIC AFFAIRS – OFFICE OF THE PROVOST
AD 311
Office - 410-704-3501
Fax - 410-704-3129
www.towson.edu/provost

Timothy J.L. Chandler, Provost and Vice President for Academic Affairs
James Dilisio, Vice Provost for Academic Affairs
Tammy Adams, Executive Administrative Assistant I
Janet Delany, Dean, Office of Graduate Studies
Bob Giordani, Registrar and Associate Vice President for Academic Affairs and
   Associate Vice-President of Enrollment Management
Jane Neapolitan, Assistant Provost for Academic Innovation
Robin Walczak, Executive Administrative Assistant I
Gary Levy, Associate Provost for Academic Resources and Planning
Jo Schmidt, Executive Administrative Assistant II
Robin Wiesand, Executive Administrative Assistant II
Toyia Younger, Assistant Provost

DIVISION OF INNOVATION AND APPLIED RESEARCH
AD 301
Office - 410-704-3326
Fax - 410-704-2152
www.towson.edu/innovation

Dyan Brasington, Vice President
Darius Irani, Associate Vice President, Division of Innovation and Applied Research
   Director, Economic and Workforce Development
Donna Guillott, Executive Administrative Assistant
DIVISION OF STUDENT AFFAIRS
AD 237
Office - 410-704-2055
Fax - 410-704-3441
www.towson.edu/studentaffairs

Deb Moriarty, Vice President for Student Affairs
Jana Varwig, Associate Vice President for Student Affairs
Teri Hall, Associate Vice President for Student Affairs, Campus Life
Jerry Dieringer, Assistant Vice President for Student Affairs, Housing & Residence Life
Victor Collins, Assistant Vice President for Student Affairs, Diversity
Cyndi Zimmerman, Executive Administrative Assistant

DIVISION OF UNIVERSITY ADVANCEMENT
AD 325
Office - 410-704-2358
Fax - 410-704-3086
www.towson.edu/universityadvancement

Gary Rubin, Vice President of University Advancement
Elizabeth Carbone, Executive Assistant, University Advancement
Michael Cather, Associate Vice President, Development
Karen Powell, Executive Administrative Assistant, Development
John Mease, Vice President of TU Foundation
Char Libertini, Executive Assistant to the Vice President, TU Foundation
Lori Armstrong, Associate Vice President, Alumni Relations
Diane Mello, Executive Assistant, Alumni Relations
Margaret Paulson, Alumni Student and Community Outreach Coordinator

DIVISION OF UNIVERSITY MARKETING AND COMMUNICATIONS
AD 420
Office - 410-704-4154
FAX – 410-704 -2328
www.towson.edu/universitymarketing

Josianne Pennington, Vice President for University Marketing and Communication
Rick S. Pallansch, Director Creative Services
Ray Feldmann, Director Communications and Media Relations
Mike Heasley, Director, Digital Strategy
Jessie Trahan, Director, Graduate Admissions Marketing
Mike Berends, Director, Undergraduate Admissions Marketing
Louise Miller, Director, Integrated Marketing Services
Steve Yasko, Manager WTMD Radio.
Debra DeFazio, Administrative Assistant
COLLEGES AND DEPARTMENTS

COLLEGE OF BUSINESS & ECONOMICS
SH 216
Office - 410-704-3342
Fax – 410-704-3664
www.towson.edu/cbe

Shohreh Kaynama, Dean
Louise Laurence, Associate Dean
Janet Gaver, Assistant to the Dean
Michael Donahue, Executive-in-Residence
Ron Desi, MBA Director
Meghan Behm, Graduate Studies
Heather McComas, Coordinator of Academic Operations and First Year Advising
Jeremy Farkas, Tech Support Specialist
Laura Braddick, Communications Specialist
Wanda Rodgers, Administrative Assistant

Departments:
Accounting, SH 102, 410-704-2227
www.towson.edu/accounting
    Department Chair: Joseph Szendi
    Director of MS in Accounting & Business Advisory Services: Marty Freedman
    Administrative Assistant: Paulette Pearson
Business Excellence, SH 301, 410-704-4682
www.towson.edu/busx
    Director of Professional Experience: Lisa Michocki
    Director of Legal Studies and Business Writing: Quincey Johnson
e-Business and Technology Management, SH 314, 410-704-2783
www.towson.edu/ebtm
    Department Chair: Sharma Pillutla
    Administrative Assistant: Melanie Dorsey
Economics, SH 103, 410-704-2959
www.towson.edu/econ
    Department Chair: Timothy Sullivan
    Administrative Assistant: Chris Eifert
Finance, SH 314, 410-704-2783
www.towson.edu/finance
    Department Chair: Babu Baradwaj
    Administrative Assistant: Donna Rogers
Management, SH 116, 410-704-2934
www.towson.edu/management
    Department Chair: Thomas Basuray
    Administrative Assistant: Ryan Mark Stephan
Marketing, SH 123, 410-704-3351
www.towson.edu/marketing
   Department Chair: Judy Harris
   Administrative Assistant: Cheryl Frame
Student Academic Services, SH 301, 410-704-3496
www.towson.edu/cbe
   Director: Patricia Atkinson
   Administrative Assistant: Linda Sawyer
   Administrative Assistant: Wanda Rogers
   Academic Adviser (part-time): Joan Harrison
   Coordinator for Panama Program: Laura Rosenbaum

COLLEGE OF EDUCATION
HH 304
Office - 410-704-2570
Fax – 410-704-2733
www.towson.edu/coe

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

Departments:
   Early Childhood Education, HH 019, 410-704-2572
www.towson.edu/coe/eced
   Department Chair: Ocie Watson-Thompson
   Administrative Assistant: Victoria Martin
   Elementary Education, PY 105, 410-704-2176
www.towson.edu/coe/eled
   Department Chair: Robert Blake
   Administrative Assistant: TBD
   Secondary Education, HH 404, 410-704-2562
www.towson.edu/coe/sced
   Department Chair: Terry Berkeley
   Administrative Assistant: Josie Irvine
   Special Education, PY 307, 410-704-4984
www.towson.edu/coe/sped
   Department Chair: Elizabeth Neville
   Administrative Assistant: Cathy March
   Education Technology & Literacy, HH 216, 410-704-2576
www.towson.edu/coe/rset
   Department Chair: David Wizer
   Administrative Assistant: Diane Lanahan
Instructional Leadership and Professional Development, HH 417, 410-704-4623
www.towson.edu/coe/ilpd
  Department Chair: Diane Wood
  Administrative Assistant: Rene Hunter

COLLEGE OF FINE ARTS & COMMUNICATION
CA 3001
Office - 410-704-3288
Fax – 410-704-6026
www.towson.edu/cofac

Susan Picinich, Dean
Greg Faller, Associate Dean
Denise Chlumsky, Executive Administrative Assistant
Heather Sorensen, Director, Events & Operations
Marissa Berk-Smith, Communications Coordinator

Departments:
Art & Design, Art History, Art Education, CA 3103, 410-704-2808
www.towson.edu/art
  Department Chair: Nancy Siegel
  Academic Program Coordinator: Ginger Ross
  Administrative Assistant: Ashena Sparrow
  Director, Community Art Center: Anastasia Arnold

Dance, CA 1002, 410-704-2760
www.towson.edu/dance
  Department Chair: Susan Kirchner
  Administrative Assistant: Sidney Pink
  Community Dance Center, Director of Education: Candice Webster
  Community Dance Center, Manager of Education Services: Pat Klink

Electronic Media & Film, MC 103, 410-704-3184
www.towson.edu/emf
  Department Chair: John MacKerron
  Administrative Assistant: Kimberly Merriken
  Media Labs Supervisor: Travis Holden

Mass Communication & Communication Studies, MC 114, 410-704-3431
http://www.towson.edu/mccs
  Department Chair: Cynthia Cooper
  Program Management Specialist: Mary Hickey
  Administrative Assistant: Donna Warrington
  Academic Program Coordinator: Catie Mickletz
  Advising Coordinator: James Armstrong

Music, CA 3095, 410-704-2839
www.towson.edu/music
  Department Chair: Eileen Hayes
  Administrative Assistant: Debra Walker
  Assistant to the Chair: Mary Ann Criss
Theatre Arts, CA 3103, 410-704-2792
http://www.towson.edu/theatre/
  Department Chair: Robyn Quick
  Administrative Assistant: Michelle Madden
  Administrative Assistant: Jesse Herche

COLLEGE OF HEALTH PROFESSIONS
LI 116
Office - 410-704-2132
Fax – 410-704-3479
www.towson.edu/chp

Charlotte Exner, Dean
Marcie Weinstein, Associate Dean
Erica Jones, Coordinator of Academic Operations
Diana Miller, Executive Assistant I
Jen Spera, Administrative Assistant I
Veronica Boulware, Technology Coordinator
Melissa Egerton, Admissions and Placement Coordinator

Departments
Audiology, Speech-Language Pathology, and Deaf Studies, VB 105, 410-704-4153
www.towson.edu/asld
  Department Chair: Diana Emanuel
  Administrative Assistant: Erin Wertz
  Secretary: Donna Fox
Health Science, LI 101, 410-704-2637
www.towson.edu/healthscience
  Department Chair: Laurentia Hutton Rogers
  Administrative Assistant: Donna Rettaliata
Kinesiology, TC 200 410-704-2376
www.towson.edu/kinesiology
  Department Chair: Michael Higgins
  Administrative Assistant: Carol Clafferty
  Administrative Assistant: Briana Chanin
Nursing, LI 134, 410-704-2067
www.towson.edu/nursing
  Department Chair: Kimberly Christopher
  Administrative Assistant II: Ruth Hipkins
  Administrative Assistant I: Peggy DiBasilio
  Administrative Assistant (part-time): Sue Mayes
  Retention and Success Specialists: Dorothy Mundy and Christina Santos (part-time)
  Coordinator of Admissions and Retention: Brook Necker
  ATM Program Management Specialists: position open
Occupational Therapy and Occupational Science, ES 245, 410-704-2762
www.towson.edu/ot
  Department Chair: Maggie Reitz
  Administrative Assistant II: Mycala Shaulis
Fieldwork Secretary (part-time): Hannah Franklin
Fieldwork Administrator: Jerry Bentley
Admissions and Placement Coordinator: Melissa Egerton
Office of Collaborative Programs, LI 121, 410-704-4049
www.towson.edu/ocp
  Director: Wayne Nelson
  Administrative Assistant: Cynthia Wolfe

COLLEGE OF LIBERAL ARTS
LA 2213
Office - 410-704-2128
Fax – 410-704-6392
www.towson.edu/cla

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

Departments:
English, LA 4210, 410-704-2871
www.towson.edu/english
  Department Chair: George Hahn
  Administrative Assistant: Deana Johnson
  Administrative Assistant: Susan Weininger
Family Studies & Community Development, LA 2210, 410-704-5851
www.towson.edu/fmst
  Department Chair: Karen Eskow
  Administrative Assistant: Karen Corthell
  Administrative Assistant: Gretchen Armington
Foreign Languages, LA 4210, 410-704-2883
www.towson.edu/FORL
  Department Chair: John McLucas
  Administrative Assistant: Susan Donley
Geography & Environmental Planning, LA 2210, 410-704-2973
www.towson.edu/geography
  Department Chair: Virginia Thompson
  Administrative Assistant: Diane Bandurchin
History, LA 4210, 410-704-2923
www.towson.edu/history
  Department Chair: Ronn Pineo
  Administrative Assistant: TBA
Philosophy, LA 4210, 410-704-2755
www.towson.edu/philosophy
  Department Chair: Anne Ashbaugh
  Administrative Assistant: Stephannie Faison
Political Science, LA 3210, 410-704-2958
www.towson.edu/polsci
   Department Chair: Toni Marzotto
   Administrative Assistant: Sandra Grey
Psychology, LA 2210, 410-704-2634
www.towson.edu/psychology
   Department Chair: Craig Johnson
   Administrative Assistant: Barbara Skinner
   Administrative Assistant: Jennifer Johns
   Administrative Assistant: Elizabeth Piette
Sociology, Anthropology & Criminal Justice, LA 3210, 410-704-2852
www.towson.edu/sociology
   Department Chair: Elizabeth Clifford
   Administrative Assistant: Paula Zyne
Women’s and Gender Studies, LA 3210, 410-704-3874
www.towson.edu/womensstudies
   Interim Department Chair: Cindy Gissendanner
   Administrative Assistant: Lisa Pressman

THE JESS & MILDRED FISHER COLLEGE OF SCIENCE & MATHEMATICS
SM 312
Office - 410-704-2121
Fax – 410-704-2604
www.towson.edu/fcsm

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

Departments:
Biological Science, SM 341, 410-704-3043
www.towson.edu/biology
   Department Chair: Joel Snodgrass
   Administrative Assistant: Dolores Reuther
   Administrative Assistant: Cindy Evans
Chemistry, SM 543, 410-704-3058
www.towson.edu/chemistry
   Department Chair: Richard Preisler
   Director, CSM Tutoring Services: Lina Ladon
   Director, Forensic Chemistry/ Science Program: Mark Profili
   Administrative Assistant: Valerie Smith
   Administrative Assistant: Georgiana Cover
Computer & Information Science, YR 406, 410-704-2757
www.towson.edu/cosc
   Department Chair: Chao Lu
   Associate Chair: Robert Hammell
   Director of CS Program: Charles Dierbach
Student Services Coordinator: Mary Hackley
Administrative Assistant II: Marcy Krawczyk
Director of Information Technology Program: J. Scott Hilberg
Director of IS Program: Jonathan Lazar

Mathematics, YR 316, 410-704-3091
www.towson.edu/math
   Department Chair: Raouf Boules
   Administrative Assistant: Shannon Helm
   Administrative Assistant: Diana Bohle

Molecular Biology, Biochemistry & Bioinformatics, SM 360, 410-704-3491
www.towson.edu/mb3
   Program Director: Larry Wimmers
   Administrative Assistant: Natasha Walker

Physics, Astronomy, & Geosciences, SM 445, 410-704-3020
www.towson.edu/physics
   Department Chair: David Schaefer
   Administrative Assistant: Renee Watkins
   Physics Instructional Resource Center & Labs: Mark Edmondson
   Instructional Support Specialist: S. Mark Monk
   Internship Coordinator/Elementary Education: Karen Cimino

Environmental Science and Studies, AD 213, 410-704-4920
www.towson.edu/ess
   Director Environmental Science and Studies Program: Ryan Casey
   Administrative Assistant: Linda Morton
   UTeach Program, Mathematics Department
   Director Towson UTeach Program: Linda Cooper

HONORS COLLEGE
SH 302
Office - 410-704-4677
Fax – 410-704-4916
www.towson.edu/honors

Joseph McGinn, Dean
Erin Mountz, Assistant Dean
Bethany Pace, Director of Academic Support and Co-curricular Activities
Phyllis Brown, Administrative Assistant
### Key to Academic and Administration Buildings

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Administration Building</td>
</tr>
<tr>
<td>AH</td>
<td>Auburn House</td>
</tr>
<tr>
<td>BU</td>
<td>Burdick Hall</td>
</tr>
<tr>
<td>CA</td>
<td>Center for the Arts</td>
</tr>
<tr>
<td>CC</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>CK</td>
<td>Cook Library</td>
</tr>
<tr>
<td>DH</td>
<td>Dowell Health Center</td>
</tr>
<tr>
<td>ES</td>
<td>Enrollment Services Center</td>
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<tr>
<td>FH</td>
<td>Field House</td>
</tr>
<tr>
<td>GE</td>
<td>Glen Esk</td>
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<tr>
<td>GS</td>
<td>General Services</td>
</tr>
<tr>
<td>HH</td>
<td>Hawkins Hall</td>
</tr>
<tr>
<td>LH</td>
<td>Lecture Hall</td>
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<tr>
<td>LA</td>
<td>College of Liberal Arts</td>
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<tr>
<td>LI</td>
<td>Linthicum Hall</td>
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<tr>
<td>LS</td>
<td>Landscape Services</td>
</tr>
<tr>
<td>MC</td>
<td>Media Center</td>
</tr>
<tr>
<td>OP</td>
<td>Towson City Center</td>
</tr>
<tr>
<td></td>
<td>(One Olympic Place-leased space)</td>
</tr>
<tr>
<td>PP</td>
<td>Power Plant</td>
</tr>
<tr>
<td>PS</td>
<td>Public Safety</td>
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<tr>
<td>PY</td>
<td>Psychology Building</td>
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<tr>
<td>SA</td>
<td>Stephens Annex</td>
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<tr>
<td>SB</td>
<td>Softball Field</td>
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<tr>
<td>SF</td>
<td>Soccer Field</td>
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<td>SM</td>
<td>Smith Hall</td>
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<td>SP</td>
<td>Schuerholz Park</td>
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<td>ST</td>
<td>Stephens Hall</td>
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<td>TA</td>
<td>Tiger Arena</td>
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<td>TC</td>
<td>Towson Center</td>
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<tr>
<td>TD</td>
<td>Terrace Dale</td>
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<tr>
<td>TM</td>
<td>Towson University Marriott Conference Hotel</td>
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<tr>
<td>TN</td>
<td>Tennis Courts</td>
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<tr>
<td>US</td>
<td>Johnny Unitas Stadium</td>
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<td>UU</td>
<td>University Union</td>
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<td>VB</td>
<td>Van Bokkelen Hall</td>
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<tr>
<td>WC</td>
<td>West Village Commons</td>
</tr>
<tr>
<td>YR</td>
<td>7800 York Road</td>
</tr>
<tr>
<td>Y2</td>
<td>7400 York Road</td>
</tr>
</tbody>
</table>