Welcome to Towson University

To help you succeed in your graduate education, the Graduate Studies Office has compiled this resource guide for you. Your program director, the faculty, staff and the students in your program are available to answer any questions you may have. Also, contact the Graduate Student Association (GSA) to learn about graduate student activities.

Wishing you success in your academic studies and professional growth at Towson University.

Janet DeLany, Dean of Graduate Studies

(Graduate Student Resource Guide designed and developed by Leslie Mooney)
(Updated on February 2015 by Alex Weghorst)
Table of Contents

**Getting Started** ............................................................................................................. 4
  To-Do List ............................................................................................................................. 4
  Office of Graduate Studies .................................................................................................... 5
     *Graduate Student Assistantships* .................................................................................... 5
     *Graduate Student Association* ....................................................................................... 5
     *Graduate Student Association Award* ............................................................................ 5
  Office of the Registrar ......................................................................................................... 6
  Veterans Services Center ..................................................................................................... 6
  International Student and Scholar Office ........................................................................... 6
  Diversity Resources ............................................................................................................ 7

**Getting Here** .................................................................................................................. 7
  Driving Directions .............................................................................................................. 7
  Parking and Transportation Services .................................................................................. 8
     *Parking Permit* ................................................................................................................. 8
     *Evening Permit* .............................................................................................................. 8
     *Shuttle Services* .............................................................................................................. 8
  Campus Escort .................................................................................................................... 9
  Campus Emergency Text Message Notification System .................................................... 9

**Buying Books and Supplies for Classes** ...................................................................... 10
  University Store ................................................................................................................ 10
  OneCard ............................................................................................................................. 11

**Dining Services** ............................................................................................................. 11
  Dining on Campus .............................................................................................................. 11

**Housing** .......................................................................................................................... 12
  Off-Campus Housing ......................................................................................................... 12
  Individual Housing ............................................................................................................ 12

**Child Care-Family Services** .......................................................................................... 12
  University Child Care Center ............................................................................................ 12
  Nursing Mothers Rooms ................................................................................................... 13

**Academic Resources** .................................................................................................... 13
  Albert S. Cook Library ...................................................................................................... 13
  The Writing Center ........................................................................................................... 14
  Academic Achievement Center ......................................................................................... 14
Online Resources and Books for the Graduate Student

Academic Coaching .......................................................................................................................... 14
Academic Workshops ....................................................................................................................... 15
Office of Technology Services (OTS) ............................................................................................... 15
Student Computing Services (SCS) ................................................................................................. 15
Self-Help Technology Resources ..................................................................................................... 16
Technology Workshops .................................................................................................................... 16
Blackboard Tutorial ......................................................................................................................... 16

Student Support Services .............................................................................................................. 16
Career Center ................................................................................................................................. 16
Disability Support Services ............................................................................................................. 17

Financial Services .......................................................................................................................... 17
On-campus Student Employment ...................................................................................................... 17
Financial Aid Office ......................................................................................................................... 17

Health and Wellness ....................................................................................................................... 18
Health Center ................................................................................................................................. 18
Fast Track Clinic ............................................................................................................................... 18
Private Medical Insurance Plan Billing .......................................................................................... 18
Student Health Insurance ............................................................................................................... 19
Campus Recreation ......................................................................................................................... 19
Fitness ............................................................................................................................................. 19
Aquatics .......................................................................................................................................... 19
Intramural Sports ............................................................................................................................. 19
Outdoor Adventures ......................................................................................................................... 19
Sports Clubs ................................................................................................................................... 20
Counseling Center ............................................................................................................................ 20

Important University Policies and Procedures ............................................................................... 21

Online Resources and Books for the Graduate Student ................................................................ 22
Online Resources - ........................................................................................................................... 22
Recommended Books ....................................................................................................................... 22
Getting Started

To-Do List

Congratulations on your admission and welcome to Towson University! Please complete all required tasks in the To-Do List and the immunization links by the deadline listed. If you have questions about any of the items on the To-Do List, contact the appropriate office prior to the Graduate Student orientation or your program orientation.

REMEMBER TO:
- Activate your student account. You will need your student ID number for account activation.
- Get Your OneCard.
- Obtain a Parking Permit.

The Health Center's priority is to keep the students and campus community healthy. All students taking classes on the main TU campus or any of the affiliated campus locations (College of Southern Maryland, Southern Maryland Higher Education Center, TU in Northeastern Maryland, University Center – Northeastern Maryland, The Universities at Shady Grove, and University System of Maryland at Hagerstown) are required to complete the Towson University Immunization and Tuberculosis screening requirements.

Complete Immunization Requirements

Required Immunizations

Students may obtain all required vaccines (MMR, Tetanus-diphtheria-pertussis, and Meningitis vaccine), blood titers, and tuberculosis testing by appointment at the Health and Counseling Centers at Ward & West Hall, 410-704-2466. Charges will be billed to student’s tuition account or private insurance.

To access a copy of the immunization form from TigerHealth, students should

1. Go to TigerHealth.
2. Log in using their Towson NetID.
3. Click on the Forms link on the left hand side to learn about the required online forms to complete.
4. Download the printable immunization form and take it to their health care provider to complete and sign or bring copies of their childhood or school immunization records from their healthcare provider to complete the Towson University immunization form. The childhood or school immunization form MUST be signed by the healthcare provider.

U.S. citizens and permanent resident students also must complete the online tuberculosis screening questionnaire found on the TigerHealth site. Follow the instructions on that form. If required to obtain TB testing, download the TB test form and take that form to a health care provider to complete. Failure to meet the university’s mandatory immunization and tuberculosis screening requirements in a timely manner will prevent access to class scheduling.

Students should keep a copy of their immunization record and, if applicable, the tuberculosis testing form, and return the originals by mail, fax or email to:

Towson University Health Center at Ward & West Hall (map)
8000 York Rd.
Towson, MD 21252-0001
Fax: 410-704-3715
Email: immunizations@towson.edu
Office of Graduate Studies

The Office of Graduate Studies offers more than 70 master’s, doctoral, and certificate programs in the fields of business, education, fine arts and communication, health professions, liberal arts, science and mathematics. Both full-time and part-time programs are available, led by prominent faculty who combine theory and applied practical knowledge while encouraging collaboration on research projects and creative productions.

Many students will be required to complete a thesis or dissertation by the time they graduate. The Office of Graduate Studies offers the Graduate Thesis Guidelines, a very helpful resource that assists students with the process of understanding and completing their thesis or dissertation.

Office of Graduate Studies
Psychology Building, Room 207 (map)
Phone: 410-704-2078
Fax: 410-704-5716
Email: gradstudies@towson.edu

Graduate Student Assistantships

The Graduate Assistantship Program offers a limited number of graduate assistantships each year to qualified students. Students can apply for assistantships either on or off-campus for a period of one term (fall or spring), academic year (fall and spring), or summer. These include administrative, teaching, and research assistantships. Assistantships are available on a full-time (20 hours per week) or half-time (10 hours per week) basis.

A limited number of graduate teaching assistantships and research assistantships are available in certain programs. Check the Graduate Assistantship Handbook for helpful information regarding graduate assistantships.

Graduate Assistantship Office
Psychology Building, Room 209 (map)
Phone: 410-704-4084
Fax: 410-704-5716
Email: gao@towson.edu

Graduate Student Association

The Graduate Student Association (GSA) represents graduate students at Towson University and advocates for services that address their needs and concerns. The GSA also hosts events throughout the academic year to build community, such as community socials and outings. The GSA hosts a number of workshops throughout the year open to any graduate students interested in attending.

Graduate Student Association Award

Since 1997, the Graduate Student Association has allotted a portion of the GSA budget to help fund students’ research and professional development. This includes, but is not limited to, presentation of a paper or project at a conference, attendance at a conference or purchase of supplies for graduate research, thesis, or dissertation.

To be considered for a GSA Award, complete the necessary documents and once completed, submit the ENTIRE packet to the GSA office in the Psychology Building, Room 203 or email to gsa@towson.edu.
**Office of the Registrar**

The Office of the Registrar serves undergraduate and graduate students, faculty members, administrators, alumni, and the general public in the areas of registration, grades, records and transcripts, reenrollment, inter-institutional registration and national exchange programs, veteran's benefits, and graduation.

- Academic Standards & Policies
- Enrollment Verification
- Graduation
- Grades, Records & Transcripts
- Inter-Institutional Programs
- Reenrollment
- Registration
- Veteran's Benefits

**Veterans Services Center**

Towson has been designated as a veteran friendly university. The Veterans Center provides educational, social and personal enrichment opportunities for the veteran community of Towson University. The Center seeks to create an enhanced learning environment by providing veteran students with support and resources in a veteran-friendly atmosphere, and by addressing the unique issues and challenges that veteran students face when entering into the university environment. Contact the Veteran Services Center to learn about admissions, scholarships and other financial aid, counseling and disability support services, student groups, and career services.

**Veterans Services Center**

Psychology Building, Room 107 (map)
Monday – Friday, 8:30 a.m. – 5:00 p.m.
Phone: 410-704-2992
Fax: 410-704-3441
Email: tuvetcenter@towson.edu

**International Student and Scholar Office**

Towson University is home to nearly 900 international students from over 80 countries, and to over 100 foreign faculty, exchange scholars, and visiting faculty each year. The International Student & Scholar Office (ISSO) provides documents, services, and programs essential to a culturally diverse academic environment that enhances international learning opportunities for students, faculty, and staff.
**Study Abroad Office**

Towson University is proud to offer students the opportunity to study in a variety of countries around the world while earning academic credit toward their degree. The length of the programs range from one week to one year during the semester, minimester, spring break, or summer. With the permission of their academic department, graduate students can take advantage of international study options offered through TU faculty, our affiliate programs, or by enrolling directly into an institution overseas. A list of programs that accept students for graduate study can be found on the Study Abroad website. Financial aid and scholarships are also available.

**Study Abroad Office**  
Psychology Building, Room 408 (map)  
Monday - Friday, 8:30 a.m. – 5:00 p.m.  
**Phone:** 1-410-704-2451  
**Fax:** 1-410-704-4703  
**Email:** studyabroad@towson.edu

**Diversity Resources**

Diversity at Towson University is broadly defined to include: race, ethnicity, country of origin, religion, gender, ability, sexuality and sexual orientation. Programs are offered to foster a receptive environment; facilitate recruitment, retention and graduation of students; and promote multiracial learning for all students, faculty and staff.

- Campus Diversity Resources
- Center for Student Diversity
- Cultural Organizations
- Disability Support Services
- Financial Aid
- Gender Inclusive Restrooms
- Nursing Mothers’ Rooms
- Scholarships
- Women’s Center

**Getting Here**

**Driving Directions**

Driving to campus? Running late? Not sure where to park? Use the campus interactive map or printable map to find a specific building and then locate the most convenient parking area. Use the Parking and Transportation Services step-by-step driving directions to the parking areas throughout campus.
Parking and Transportation Services

Parking and Transportation Services is responsible for ensuring the safe and efficient use of the parking resources and the safe transport of community members who utilize the campus shuttle and charter services.

Parking Permit

The University has converted to “Virtual” parking permits. As such, students no longer need to display a physical permit on their vehicles. License plates are utilized to verify that students have purchased a permit and are parked in the appropriate area for their permit type. **Note: Students must be registered for classes before a permit can be purchased.**

Vehicles parked on campus (map) must have a valid permit or be parked at a paid meter from 6:00 a.m. to 8:00 p.m. Monday through Thursday and 6:00 a.m. to 3:00 p.m. Friday. Permits are not required in most locations from 3:00 p.m. Friday to 6:00 a.m. Monday, or when the university is officially closed for a holiday or inclement weather.

Evening Permit

Only on campus in the evening? Evening permits are valid in Commuter and Overflow spaces after 3:00 p.m. and Faculty/Staff spaces after posted hours. Students who are on campus before 3:00 p.m. may purchase a Visitor’s permit from one of the pay station kiosks located throughout campus and park in a designated Visitor space. **Note: Students who buy a Visitor permit after 3:00 p.m. may park in a designated Commuter space.**

Shuttle Services

Towson University runs shuttle routes both on-campus and off-campus to serve campus visitors and the general campus community. While on campus, students should plan to park their vehicle in a designated lot and use the shuttle to access other locations on campus. A valid TU One Card must be presented to the driver in order to ride the off-campus shuttles. Individuals who are unable to provide their valid OneCard will not be allowed to board the bus. No exceptions.

For those individuals that have a permanent or temporary mobility concern the university offers a Paratransit service. Para-transit service is provided to faculty, staff and students who are registered with Disabilities Support Services (DSS). The university's Paratransit service offers on-campus scheduled pick-ups to all faculty, staff, and students with certified Para-transit needs. Transports for rides will be provided within 30 minutes of the requested pick-up time. Please call 410-704-7433(RIDE) to request Paratransit service. In addition to the Paratransit service, the front seats of each campus shuttle bus are reserved for individuals with disabilities.

On-Campus Shuttle Services

Towson University runs a free on-campus shuttle route for students, faculty, staff and guests.

- **Gold Route** - Core Campus, West Village, University Village, Towson Center
- **Black Express** - Core Campus & West Village

Off-Campus Shuttle Services

In an effort to serve the campus community, Towson University operates several off campus shuttle routes. A valid One Card must be presented to the driver in order to ride the off-campus shuttles.

The following are individual shuttle route maps:

- **Loch Raven Route** - Towson Marketplace & Donnybrook Apartments
- **Rodgers Forge Route** - Walker Manor, Drumcastle, & Rodgers Forge
- **Goucher Route** - Fairways at Towson, Towson Crossing, Donnybrook, Hillendale, Colbury & Glenmont
- **Kenilworth Route** - The Quarters, Kenilworth at Charles, The Colony, Towson Woods, Promenade Towson, & 1 Olympic Place
Timonium/Cockeysville Route - The Lakes, Steeplechase, Padonia Village, Saddlebrook, & Deertree

Tiger InTown Route - Evening service from 4:45p.m. - 2:32 a.m: Institute of Well Being, Dulaney Plaza Shopping Center, York & Pennsylvania Ave.

**Campus Escort**

Two campus escort programs aim to improve the safety of individuals traveling alone on campus. Safe Walk provides uniformed police aides and police officers to escort individuals of the campus community walking on campus alone 24 hours a day. Uniformed personnel equipped with radios will meet individuals at any campus location and walk them to a chosen campus destination. To arrange a campus escort call 410 704-SAFE (7233).

**Safe Ride** provides transportation services through the Gold Route bus services on campus until 2:00 a.m. After 2 a.m. the Safe Ride operates as an on-call point-to-point service provided daily from 2:30 a.m. - 7:00 a.m. at locations accessible on campus with a vehicle. To arrange a Safe Ride pickup between 2:30 a.m. - 6:00 a.m. call 410-704-SAFE (7233).

**Towson University Police Department**

General Services, Room 100 (map)
24 hours a day, 7 days a week

Emergency: 410-704-4444
Non-emergency: 410-704-2134
Office: 410-704-2505
Email: police@towson.edu

**Parking and Transportation Services**

Union Garage, 1st Floor (map)
Monday - Friday, 8:00 a.m. to 5:00 p.m.

Phone: 410-704-RIDE (7433)
Fax: 410-704-3370
Email: upark@towson.edu

**Campus Emergency Text Message Notification System**

Students, faculty and staff are strongly encouraged to register for Towson University’s state-of-the-art emergency notification system. It is the safest way to ensure that you receive critical university notifications on safety issues, school closings and weather alerts.

The system sends simultaneous messages to all registered text-message capable phones, PDAs, and e-mail addresses to alert registrants of information critical to their safety and well-being. The service will also post the message on the university's Web site and as a pop-up box for individuals using Google, Yahoo or AOL as their home page.

To register for an account, make sure your cell phone is with you and turned on. Select the link below, login to your TU account, and complete the registration form. Please note that depending on your wireless service agreement, a nominal charge may be incurred for receiving text messages. Register for Alerts

Once your phone is registered and validated, a message will appear letting you know that you have successfully signed up for the notifications. You will see a log in button for your new account. To complete your registration, you must open your account and enter your e-mail address, then click the ADD E-MAIL button. You will receive an instant verification by e-mail. You must open this e-mail and click on the validation link. Then you’re done! You may register two e-mail addresses and two devices on your personal account. If you have questions, please contact the University Police, 410-704-2134.
Buying Books and Supplies for Classes

University Store

The University Store, located on the first floor of the University Union, is Towson University’s ultimate destination for textbooks and course materials. The expert staff has direct access to the most current and accurate textbook information from faculty, enabling precise and timely textbook selections. The University Store also has an array of retail merchandise to satisfy the needs and wants of the campus community. The selection ranges from software and course supplies to gifts, cards, snacks, beverages and Towson apparel. The online store offers a sampling of Towson University insignia clothing and gifts.

Finding Textbooks for a Class
Prior to purchasing textbooks students must obtain a copy of their class schedule, which should include the class number and section number, utilizing Towson Online Services.

Once logged into PeopleSoft select the following:

- **Self Service** from the left menu column.
- **My Class Schedule** from the Enrollment Menu

- Select the appropriate radio button for the **term** you would like to order textbooks.
- The student’s class schedule will display. After obtaining the following information the student can buy textbooks **in person** or **online** through the University Store:
  - Four digit department code i.e. PHIL for Philosophy
  - Course Number i.e. 101
  - Section Number i.e. 006

Online ordering

- Select the term the course will be taken.
- Select Department Code i.e. Phil
- Select the appropriate Course and Section Number i.e. 101-6
- Select Add Course (Complete steps for each course)
- Once all courses have been added, select Get Course Material
- Course materials will be displayed.
- If textbooks do not display for a particular class, try back at a later date, as professors may not have added them yet.

**University Store**
University Union Bldg., 1st Floor ([map](#))
**Phone:** 410-704-BOOK
**Fax:** 410-704-3482
**Email:** ustore@towson.edu

**OneCard**
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, off-campus shuttle rides, 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. With two debit spending accounts, the OneCard provides cashless access to goods and services campus wide. OneCard can be obtained on the first floor of the University Union. Note: TU ID number and a picture ID (Driver's license, passport or state issued ID) are needed to purchase the OneCard.

**Dining Services**
**Dining on Campus**
Throughout campus there are multiple places to find something good to eat! ([Map](#))

All Towson students—residents and commuters alike—can choose from 18 dining locations on campus. These include full-service all-you-care-to-eat facilities at The Glen, Newell Dining Hall and West Village Commons; 13 grab-and-go options such as Einstein Bagels, Chick-fil-A and Jamba Juice; and two convenience stores.

Want a snack, cup of coffee and Danish or a sit down meal? Towson dining offers dining hours convenient for morning, mid-day, evening, and late-night classes. Menus are diverse and include traditional choices, ethnic and international cuisine, vegetarian, low-fat options, and Kosher and Halal options. Students can choose from a number of dining plans, designed with options to various schedules.
Dining Services  
University Union, Room 200  
Susquehanna  
**Phone:** 410-704-2302  
**Fax:** 410-704-3560

**Housing**

**Off-Campus Housing**

Housing & Residence Life offers at no charge, off-campus housing listings for students seeking a place to live and for property owners with housing available. Using the off-campus housing list is quick and easy. The postings have two types of listings: **Housing Available** and **Housing Wanted**.

**Individual Housing**

For those not looking to share an apartment, Housing & Residence Life has compiled a list of [apartment complexes](#) and [townhomes](#) that are located within or close to Towson University. The apartments and townhomes listed are not affiliated with Towson University or the Department of Housing & Residence Life.

Department of Housing & Residence Life  
West Village Commons, 3rd Floor ([map](#))  
Monday - Friday, 8:00 a.m. – 5:00 p.m.  
**Phone:** 410-704-2516  
**Fax:** 410-704-4228  
**Email:** housing@towson.edu

**Child Care-Family Services**

**University Child Care Center**

The teachers at the University Child Care work to facilitate active learning in a developmentally appropriate environment for young children and their parents. Their goal is to promote physical, cognitive, linguistic, nutritional, social and emotional development in an environment which prides itself on the caring and nurturing of the children, parents and student staff. University Child Care offers exceptional care through a [Two-Year-Old Program](#), [Three-Year-Old Program](#), and a [Four-Year-Old Program](#).

University Child Care Center  
Child Care Center ([map](#))  
Monday - Friday, 7:30 a.m. - 5:30 p.m.  
**Phone:** 410-704-2652  
**Fax:** 410-704-3771
Nursing Mothers Rooms

All Nursing Mothers’ Rooms provide a private, secure, clean space for breastfeeding mothers; these rooms are available to all Towson University students, faculty, staff and their spouses/domestic partners to provide a comfortable, convenient place on campus for breastfeeding or breast milk pumping.

Academic Resources

Albert S. Cook Library

The Library provides a rich variety of resources acquired to support students’ learning, teaching, and scholarship, along with friendly, knowledgeable librarians and staff to assist in using these tools and collections. Whether students are in the library or using the website, resources and help are near at hand.

From the website, students can do a quick search for their much-needed book or article, browse the Subject Gateways to learn more about the specialized resources in a subject area or major, access brief Help Guides that explain how to use various library resources, and get help from a librarian via text, instant messaging, e-mail, or telephone.

The library staff has created two resources to specifically address the research needs of graduate students. The Cook Grad Guide: Everything You Need to Know about Cook Library contains information about how to access library services and the Grad Library Gateway includes links to specific library research tools.

In the Library students can get a cup of coffee, connect to the wireless network, attend a class-related information literacy instruction session and browse the stacks to find hidden literary gems. There are also computer workstations, printers and photocopiers throughout the building, a Leisure Reading Collection with novels and cookbooks, a multimedia lab that includes video editing software, collaborative work spaces, individual study areas and a room devoted to quiet study on the 2nd floor. In the Special Collections and Archives students can explore history through rare books and artifacts as well as Towson University documents and photographs.

Cook Library has 226 Windows 7 computers and 3 Macintosh computers available for public use. Cook Library also has printers on each floor for that last minute printing.

Cook Library (map)

Hours:  Monday-Thursday, 7:30 a.m. - 2:00 a.m.
       Friday, 7:30 a.m. – 8:00 p.m.
       Saturday, 10:00 a.m. – 8:00 p.m.
       Sunday, 12:00 noon – 2:00 a.m.

Phone: 410-704-2461

Cook Library Group Study Areas

Cook Library has nine group work cubicles, each equipped with furniture and a PC with dual keyboards, mice, and a 24-inch LCD monitor. The cubicle comes equipped with 6 chairs and a work table that is 6 feet by 30 inches. These spaces are available on a first come, first served basis and may not be reserved.

Help from a Librarian
**In Person** - The Reference Desk staff offers directional, reference, and information assistance to users in the library. It is located on the 3rd (main) floor of the library.

**Online Chat** - Get help through online chat from Towson University Librarians during research help hours. After-hours help is available from a worldwide network of librarians.

**Text Message** - Have a quick question? Send us a text at 410-774-1398.

**Phone** - This service is intended to assist patrons with questions about library holdings or with brief inquiries or referrals. Extensive research assistance is not available by telephone. Call 410-704-2462 during reference service hours.

**Email** - Towson University students, faculty or staff may ask a research question online. Questions should be very specific, requiring brief, factual answers.

**Research Consultation** - The Individual Research Consultation (IRC) service offers assistance to track down hard-to-find information, formulate extensive search strategies, or evaluate information resources. IRCs are available by appointment. [Schedule a consultation!]

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**The Writing Center**

A writing center is available for graduate students seeking assistance in formal writing and in research design and statistics. The center is open to all graduate students, especially those involved with student research, theses and projects, or other major writing and research assignments. The staff can provide recommendations for professional editors for dissertations.

It is best to make an appointment in order to guarantee that someone will be available to provide assistance. Usually, it is fine to call a day ahead of time to make an appointment. At busy times (around midterms and the end of the term), it is best to call a couple of days ahead of time. Drop-in appointments can be arranged if someone is available.

The Library and Writing Center have collaborated to provide writing center support at the library's reference desk during a few evening and weekend hours each week. Students are encouraged to access the Cook Library and Writing Center web sites for specific times and dates.

**The Writing Center**
College of Liberal Arts, Room 5330 ([map](https://maps.google.com))
Monday-Thursday, 9:00 a.m. - 7:00 p.m.  Friday 9:00 a.m. - 4:00 p.m.
**Phone**: 410-704-3426
**Email**: toswonwritingcenter@gmail.com

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**English Language Center**

Do you want to improve your English to study in an American university? Be more successful in your job? The English Language Center offers a variety of programs to meet all of your English language needs including five levels of full-time and part-time intensive English language instruction.

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**Academic Achievement Center**

Looking for strategies and guidance to achieve your goals and succeed academically? The Academic Achievement Center offers free academic coaching and workshops available to all students.

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**Academic Coaching**

Academic coaching provides students with opportunities to explore their own learning process and strengths through informal diagnostics. Increased proficiency in fundamental skills is achieved by exploring each student’s strengths and by applying techniques recommended by learning theorists. Students are encouraged to schedule an appointment by calling or by completing the online academic request form.
**Academic Workshops**

A series of free academic workshops are offered each semester. Students walk away from workshops with ready-to-use strategies for developing vital skills and achieving academic goals. Academic workshops cover a comprehensive range of topics including:

- Time Management & Goal Setting
- Textbook Reading, Note-Taking & Study Methods
- Memory, Concentration & Retaining Information
- Presentations
- Test-Taking Strategies
- Preparing for Finals

**Office of Technology Services (OTS)**

The Office of Technology Services (OTS) provides communications and computing support to the students, faculty and staff members of Towson University. From help center solutions to new computer purchase assistance, OTS strives to provide simple and easy-to-use technologies that facilitate lifelong learning, teaching and business processes.

**Office of Technology Services**

Cook Library, Room 28 ([map](#))

Monday – Friday 8:00 a.m. – 5:00 p.m.

**Phone:** 410-704-5151

**Email:** helpcenter@towson.edu

**Student Computing Services (SCS)**

OTS Student Computing Services (SCS) is a collection of integrated support services available to students in three convenient locations: our main center in Cook Library Room 35, SCS West in Towson Run Room 123 and TU Northeast Room 206.

**The SCS Service Desk**

The SCS Service Desk provides technical support and troubleshooting assistance to students experiencing problems with their computers or with accessing TU computing services.

**The SCS Computer Lab**

The SCS Computer Lab ([map](#)) offers computer hardware, software and work space to all students, regardless of major, on a walk-in basis. Although configured to support independent work, the Lab is staffed by a friendly team of students capable of orienting users to lab operations and answering general questions.

- Hours of Operation
- Lab Information
- Gear2Go (Camera Loans)
- Employment Opportunities
- SCS Location
The SCS Learning Center

The SCS Learning Center (map) complements the Lab and Service Desk by offering training and consulting services, as well as special equipment and software for poster printing, scanning, digital photography, digital videography, graphics and multimedia production, and presentation rehearsal. As an integral part of the OTS Technology Training team, SCS offers workshops on campus standard applications and systems for all members of the TU community. For students whose needs exceed the workshops solution, SCS offers individualized consulting.

**SCS Service Desk (map)**
Cook Library, Room 035
**Phone:** 410-704-5151
**Email:** scs@towson.edu

**Self-Help Technology Resources**

OTS offers a variety of self-help technology resources for the Towson University community. All the publications come as a PDF format or movie tutorial and provide information for learning how to use email, PowerPoint, Excel, Access, Publisher and other applications.

**Technology Workshops**

For those students who prefer hands on experience, OTS offers classroom workshops in a variety of technology topics, from creating charts in Excel to finalizing a PowerPoint presentation. These workshops are offered several times a week and are designed to teach users new computer skills. Participants must register for each workshop they would like to attend.

**Blackboard Tutorial**

Towson University professors utilize Blackboard to provide students with course materials, discussion boards, assignment submission, quizzes, grades, and more. The degree in which Blackboard is used varies by the instructor. For example, instructors may supplement an on-campus class by putting their syllabus and handouts on their course sites. In contrast, other courses may be conducted entirely through Blackboard, without any on-campus sessions.

**Student Support Services**

**Career Center**

The Career Center helps students achieve their career goals. The staff offer a comprehensive range of free services to assist students with their career-related needs including: developing your career action plan, career counseling and advising, resume and cover letter reviews, mock interviews, job and internship searches, networking and informational interviews, and graduate school essay reviews. The Center partners with employers, alumni, faculty and administrators to enhance career opportunities for TU students.

Students can make an appointment to meet with a career advisor or career counselor. Career advisors assist with specific needs such as writing resumes or cover letters, finding internships, developing job search strategies, and practicing interview skills. Career counselors can help students establish career goals, interpret career-related assessments, make career decisions, cope with career transitions, and overcome obstacles to career development.
The Career Center
7800 York Road Building, Suite 206 (map)
Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.
Express Hours: Monday – Thursday, 1:00 – 3:00 p.m. (No appointment needed for 15-minute consultation)
Phone: 410-704-2233
Fax: 410-704-3459
Email: careercenter@towson.edu

Disability Support Services
Disability Support Services (DSS) supports the mission of Towson University by providing services that allow 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 need. Students are encouraged to register with DSS as soon as possible after admission to the university to ensure timely provision of services.

Disability Support Services
Administration Building, Room 232 (map)
7720 York Road
Towson, Maryland 21252
Hours: Monday - Friday 8:00 a.m. – 5:00 p.m.
Phone: 410-704-2638    TDD: 410-704-4423   Fax: 410-704-4247

Financial Services

On-campus Student Employment
Hire@TU is a free, online job and internship database that offers recruiting services for students, alumni, employers, faculty and staff. Some of the great services available through Hire@TU include: internship and job search, resume and career mentor databases, on-campus recruiting, career event registration and more.

Financial Aid Office
The process of applying for aid can seem complicated and time consuming; the staff at the Financial Aid Office wants to make it go as smoothly as possible. When a student calls the Financial Aid Office, an information specialist will respond to the student’s question or forward the call to the processor who oversees the student’s application. The same processor will always work with the student’s application.

Financial Aid Office
Enrollment Services, Room 339 (map)
Hours: Monday-Thursday, 8:00 a.m. - 5:00 p.m.
     Friday, 8:00 a.m. - 4:30 p.m.
Phone: 410-704-4236
Fax: 410-704-2584
Health and Wellness

Health Center

The Health Center provides health and wellness services for registered Towson University students and English Language Center students. Faculty and staff are eligible for immunization services. The Health Center is conveniently located in the Health and Counseling Centers at Ward & West Hall.

Towson University Health Center at Ward & West Hall (map)
8000 York Road
Towson, MD 21252-0001
Hours: Monday – Friday: 8:00 a.m. – 5:00 p.m. by appointment
Phone: 410-704-2466
Fax: 410-704-3715
Email: healthcenter@towson.edu

Fast Track Clinic

Students with uncomplicated medical problems can now be seen in the Health Center Fast Track Clinic. The Fast Track Clinic is open to those experiencing the following:

- Sore throat
- Cold/sinus congestion
- Cough/chest congestion lasting 3 days or less
- Flu Symptoms
- Urinary Tract Infection (UTI)
- Ear pain/ache
- Simple wart removal
- Pink eye/sty
- Sprain/strain of ankle or wrist
- Suture removal
- Poison ivy or other acute rash

The Fast Track Clinic is open Monday-Friday from 9:00 a.m. - 4:30 p.m. Appointments may be made through TigerHealth or by calling 410-704-2466. Walk-in patients will be seen without an appointment and will be seen in the order of their arrival.

Private Medical Insurance Plan Billing

The Health Center at Ward & West will bill most private insurance plans for services provided at the health center, at the students’ request. Students should bring their insurance information every time they visit the Health Center. The Health Center is contracted as “preferred (in-network) providers” with several major insurance companies, which will mean less out-of-pocket cost. For more information regarding this service, visit the FAQ: Using Your Private Health Insurance page and click, or call us directly at 410-704-2466.
**Student Health Insurance**

The University offers a group health insurance plan to all university and English Language Center students, the Towson Student Health Insurance Plan (SHIP). It works as a point-of-service plan with the Health Center, which acts as the student's primary care provider (PCP) while the student is at Towson. Covered services and medications dispensed at the Health Center at Ward and West are billed directly to the insurance plan with the student paying only a co-pay. Outside referrals to specialists, diagnostic testing facilities, etc. are covered at 80% if in-network providers are used and a referral is made by a Health Center provider. Outside prescriptions filled in participating pharmacies are covered at 100% after a generic or brand-name co-pay.

**Campus Recreation**

Campus Recreation engages the TU community with experiential education, leadership opportunities and wellness initiatives. Campus Recreation offers programs and services that strongly support the university’s mission of a healthy, active lifestyle through the following program areas: Adventure Pursuits, Aquatics, Fitness, Intramurals and Sport Clubs. Activities and programs include group exercise classes, instructional programming, intramural leagues and tournaments, informal recreation opportunities such as pick-up basketball, lap swimming, strength and conditioning training and many other exciting activities. Facilities include an eight-lane, 25-yard pool; an 8,500-square foot, two-level fitness center with cardio and strength equipment; a rock wall; three gymnasiums; and outdoor recreational fields.

**Fitness**

Campus Recreation supports the TU Community's pursuit of a healthy, active lifestyle by offering recreational facilities and dynamic programming. Come work out in our 8,500 square foot Fitness Center. There are two levels of cardio machines, plate-loaded and selectorized weight equipment and free weights. There are also mats available for stretching or floor workouts. Group Exercise Classes provide participants with a structured, results-focused regimen in a group setting. Participants of all fitness levels are encouraged to attend. Towson's team of nationally certified Personal Trainers will create individualized programs to help participants achieve their fitness goals.

**Aquatics**

Towson Aquatics consists of swim lessons and swim teams. The swim lesson program runs during the fall and spring semesters and offers private or group instruction. Lessons begin at a very basic level and advance to teach the four competitive strokes. All lessons are 30 minutes long and are offered Monday through Thursday from 5:30-6:30 p.m. A Family Changing Room is located near the hallway entrances to the pool deck. The Family Changing Room is available during pool hours of operation.

**Intramural Sports**

The Intramural Sports program provides a unique opportunity for all members of the Towson University community to participate in recreational sports leagues and tournaments in a fun, organized, competitive environment. All skill levels are welcome to participate.

**Outdoor Adventures**

Campus Recreation's Outdoor Adventures program offers unique adventure experiences to the TU community. Outdoor Adventures provides educational clinics and gear rental. Come to the edge of your comfort zone, hone problem-solving skills, and facilitate team building on our challenge course or test your skills at the climbing wall.
**Sports Clubs**

The **Sport Clubs Organization** (SCO) is comprised of 38 different sport clubs ranging from Badminton to Wrestling. The SCO is advised by the Assistant Director of Competitive Sports, the Coordinator of Sport Clubs and the Graduate Assistant of Competitive Sports along with student supervisors. Each club is run by elected student officers who choose the direction of the club. Club activities range from social events to intercollegiate competition. Although each club is run by the student members, graduate students, faculty and staff are welcome to participate under limited conditions. No experience necessary! All you need to participate is your TU One Card and current health insurance. Stop by a practice, sign up today in Burdick Hall Room 150, or look for general interest meetings at the start of each semester!

**Campus Rec**
Burdick Hall ([map](#))
Hours: [link](#)
**Phone:** 410 – 704-2367
**Email:** campusrec@towson.edu

**Counseling Center**

The Counseling Center helps students make the most of their college experiences. The staff work with students to resolve emotional difficulties, improve personal skills, overcome the effects of trauma, disadvantage or substance abuse, and achieve personal goals.

Through its **Student Services**, the Counseling Center offers currently enrolled students several different kinds of help, starting with a private and confidential initial meeting with a counselor. The counselor will help address immediate problems and will collaborate with the student to determine what further sources of help will be the most useful, whether they are available at the Counseling Center or elsewhere.

The Counseling Center offers the following counseling services:

- Individual and couple counseling
- Career counseling
- Psychiatric services
- Group counseling
- Alcohol and Drug counseling

**Counseling Center**
Ward & West Hall ([map](#))
**Hours:** Monday - Friday, 8:00 a.m. – 5:00 p.m.
**Phone:** 410-704-2512
**Email:** counseling@towson.edu
Things to Do

Baltimore Collegetown

Baltimore is a great college town! There are more than 120,000 college students in Baltimore and the region is buzzing with the energy of its institutions, industries, culture and a character all its own.

With approximately 40,000 graduate and post-baccalaureate students, Baltimore has become a hip and happening place for young professionals to live, work and play. From active neighborhoods and social organizations, to networking events, sports leagues, and eccentric bars, we have lots of great information on life in Charm City!

The Baltimore Collegetown Network (BCN) brings area colleges and universities together with government, business and community leaders to develop and market Baltimore as a vibrant place to live and learn. Through partnerships, marketing initiatives and advocacy, BCN works to change perceptions about the city, support cultural offerings, improve transportation systems and expand services in the region. BCN is dedicated to strengthening the links among the city's educational, cultural and community institutions to take full advantage of the creative energy they represent.

Baltimore Collegetown has a comprehensive list of Things to Do in and around the Towson and Baltimore area.

Important University Policies and Procedures

Policies and Procedures

Towson University has number of policies and procedures to protect you, to clarify your responsibilities, and to maintain the integrity and safety of the university community. Below are policies related to Code of Student Conduct, Hate/Bias Reporting, Sexual Harassment, Sexual Assault, and Title IX. More can be found in the Graduate Catalog and on the Towson University web page.

Code of Student Conduct - (link)
Hate/Bias Reporting - (link)
Sexual Harassment Policy and Procedures - (link)
Sexual Assault Policy and Procedures - (link)
Title IX Resources - (link)
Tuition Remission Benefits - (link)
Policy on Sexual Misconduct - (link)
Student Organization Registration - (link)
Policy on Credit for Competency-Based Education and Prior Learning - (link)
Prohibiting Abusive Conduct/Bullying - (link)
Non-Towson University Online Resources and Books for the Graduate Student

Online Resources

Adult Students
Association for Non-Traditional Students in Higher Education
Back to College
College Transition
Mapping Your Future

Recommended Books

The Adult Student's Guide to Survival and Success, 5th Edition by Al Siebert, Ph.D. and Mary Karr, M.S.
New Beginnings: A Guide for Adult Learners and Returning Students by Linda Simon
Never Too Late to Learn: An Adult Student's Guide to College by Vicky Phillips
How to Earn a College Degree: When You Think You are Too Old, Too Busy, Too Broke and Too Scared by E. Faith Ivery, Ed.D.