Nontraditional Student Resource Guide

Welcome to Towson University

Being a nontraditional student can have its challenges. In an effort to help you succeed as a Towson Tiger, we have compiled this guide to direct you to information and resources that are specific to the nontraditional student. While all effort was taken to compile a comprehensive guide, please also know that the faculty, staff and the student population are here to answer any questions you may have.
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**Getting Started**

**To-Do List**

We are very excited to welcome you to the Towson University family. In order to make your transition as smooth as possible, we have created the Transfer Program and [2013 Transfer To-Do List](#). Please complete all required tasks by the deadline listed. If you have questions about any of the items on the To-Do List, please contact the appropriate office prior to orientation or plan to arrive promptly on your Transfer Program date. University representatives will be available to assist you.

**Placement Testing**

The placement testing program is administered by Towson University's Academic Achievement Center. All admitted freshmen and transfer students with fewer than 30 credits will be required to demonstrate competence in the basic skills of reading, writing and mathematics, unless they are exempt from placement testing. If you have received notification that you need to take a placement test, contact the Academic Achievement Center as soon as possible.

Academic Achievement Center
Cook Library, Room 524
**Hours**: Monday - Friday, 8:00 a.m. - 5:00 p.m.
**Phone**: 410-704-2291
**Fax**: 410-704-3216
**Email**: placementtesting@towson.edu

**Credit for Prior Learning Program**

**College Level Exam Program (CLEP) Tests**

CLEP helps you earn college credit for knowledge you acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships. CLEP tests, for a variety of Towson University courses, are administered weekly on Tuesdays and Thursdays by appointment only and are scored immediately.

For additional details or to make an appointment, call the Registrar's Office, 410-704-2471.

**Departmental Exams**

Towson University offers departmental "challenge" exams in Biology, Chemistry, Economics, Health Science, Mathematics, Foreign Languages and Psychology. Students' achievement in a particular test must be equal or superior to that of students having earned a grade equivalent of 2.00. Departmental exams are given at Towson University twice each year, March & October. For details, call the Registrar's Office, 410-704-2471.
**Individualized Assessments**

Students who wish to earn credit for courses which do not have standard departmental or CLEP exams may contact the academic department to determine if individualized assessment is possible. This type of assessment may include portfolio review, oral or written examination, demonstration (e.g., dance or music), or written report/paper.

Office of the Registrar  
Credit for Prior Learning Program  
Enrollment Services, Room 223  
**Phone:** 410-704-2471  
**Fax:** 410-704-2006

**Military Course Work/ Experience**

TU is a member of Servicemembers Opportunity Colleges (SOC). Students who have served or are currently serving in the United States military may receive college credit for basic training, military occupational specialties, and other military course work. Official documentation must be submitted. Work will be evaluated per the Guide to the Evaluation of Educational Experiences in the Armed Services by the American Council on Education (ACE).

For further information contact the Office of Veterans Affairs, 410-704-3094.

Office of the Registrar  
Office of Veterans Affairs  
Enrollment Services, Room 233  
**Phone:** 410-704-3094  
**Fax:** 410-704-2537  
[www.towson.edu/veterans](http://www.towson.edu/veterans)

**Veterans Services Center**

There are many resources available for veterans at Towson, and we’ve collected them in one place to make them easier to find. You have served us, and so now we want to serve you.

You can learn about admissions, scholarships and other financial aid, counseling and disability support services, academic advising and—not to be forgotten—student activities.

Patrick Young  
*Coordinator of Veterans Services*  
Psychology Building, Room 107  
**Phone:** 410-704-2991  
**Email:** pyoung@towson.edu

**Orientation, Academic Advising and Schedule Planning**

As a nontraditional student we realize how important your schedule means to your success. In order to make the best use of your time while on campus, review the course catalogue and your Degree Progress Report and develop a list of questions to ask your adviser when you meet during the Transfer Program.

If you have questions prior to your Transfer Program date, feel free to contact The Office of New Student Programs. The Office of New Student Programs assists new students and their families with the transition to Towson University. Through programs,
publications and events, the New Student Programs staff connects students and families to the current students, faculty and staff.

In collaboration with departments across the university, we seek to educate the new members of our Towson community about:

- the academic requirements and expectations at Towson
- students’ rights and responsibilities
- Campus facilities, activities, services and resources that will enhance students’ academic success, development and the overall college experience.

New Student Programs
University Union, Room 217
**Hours:** Monday - Friday, 8:00 a.m. - 5:00 p.m.
**Phone:** 410-704-2309
**Fax:** 410-704-3930
**Email:** newstudentprograms@towson.edu

### Academic Advising Center

As a Towson University student you have an academic adviser to help you make decisions that affect your progress toward your degree. To ensure that students complete their degree in timely fashion, students are required to meet with their academic adviser each fall and spring term before registration. The adviser can work with the student to ensure that the student is on track and that the courses he or she has selected are the best ones. Often, the adviser can suggest courses that the student might not have considered and can help the student meet post-graduate goals. Most students meet with a professional academic adviser or faculty member in their academic major, however, general academic advisers are available in the Academic Advising Center.

### Student Academic Advisers

Sometimes there are questions that you may not want to ask your adviser like: "Can you help me figure out my Degree Progress Report?" "Is this really a hard course?" or "What happens if I turn in an assignment late to my chemistry professor?" You can get the answers to those questions and more from students who have been through the TU experience already. We provide students with quick, accurate information about courses, General Education requirements, and Core Curriculum Requirements.

You can meet with a student academic adviser in the Academic Advising Center Monday through Thursday, 9 a.m. to 4 p.m. Student advisers are specially selected and trained upper-class students.

Lecture Hall Building
**Hours:** Monday - Thursday, 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 4:30 p.m.
**Phone:** 410-704-2472
**Fax:** 410-704-4020
**Email:** advising@towson.edu
Getting Here

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.

Driving Directions
Driving to campus? Running late? Not sure which parking area is best for you? Why park on the other side of campus if you don’t have to? Not sure which parking area is the most convenient to your classes? Use the campus interactive map to find your building and then locate the most convenient parking area.

Be prepared before you leave work or home by using the Parking and Transportation Services step-by-step driving directions to the parking areas throughout campus.

Parking Permit
The University has converted to “Virtual” parking permits. As such, you no longer receive a physical permit that must be displayed on your vehicle. Your license plate is utilized to verify that you have purchased a permit and are parked in the appropriate area for your permit type. **Note: You 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 a.m. to 8 p.m. Monday through Thursday and 6 a.m. to 3 p.m. Friday. Permits are not required in most locations from 3 p.m. Friday to 6 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 3pm, and Faculty/Staff spaces after posted hours. If you need to be on campus before 3pm, you can purchase a Visitor’s permit from one of the pay station kiosks located throughout campus and park in a designated Visitor space. **Note: If you buy a Visitor permit AFTER 3:00pm you 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, community members should plan to park their vehicle in a designated lot and use the shuttle to access other locations on campus.

For those individuals that have a permanent or temporary mobility concern the university offers a Para-transit service. Para-transit service is provided to faculty, staff and students who are registered with Disabilities Support Services (DSS). The university's Para-transit 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 Para-transit service. In addition to the Para-transit 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** (PDF Gold/Black) - Core Campus, West Village, University Village, Towson Center
- **Black Route** (PDF Gold/Black) - Core Campus, West Village, University Village
- **Tiger Shuttle** (PDF) - Weekend Service 2p.m. - 9 p.m.

**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.

Towson University community members living in apartments or residential areas near the shuttle stops may ride the shuttle. The following routes currently exist:

- **Rodgers Forge Route**
- **Goucher Route**
- **Kenilworth Route**
- **Timonium Park & Ride/Cockeysville**
- **University Village**

**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 am. After 2 am, Safe Ride operates as and on call point to point service. The Safe Ride service is provided daily from 2:30am - 6:00am to locations on campus that are accessible with a vehicle. To arrange a Safe Ride pickup between 2:30am-6:00am call 410 704-SAFE (7233).

**Parking and Transportation Services**

Union Garage, 1st Floor (map)

**Hours:** Monday - Friday, 8 a.m. to 5 p.m.

**Phone:** 410-704-PARK (7275) Parking

**Phone:** 410-704-RIDE (7433) Para-Transit Services and Requests

**Fax:** 410-704-3370

**Email:** upark@towson.edu
Buying Your Books

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. Our expert staff has direct access to the most current and accurate textbook information from faculty, enabling us to offer 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. Our selection ranges from software and course supplies to gifts, cards, snacks, beverages and of course, Towson apparel. Our online store offers a sampling of Towson University insignia clothing and gifts.

How do I know what books I need to purchase for my classes?

Prior to purchasing your textbooks you must obtain a copy of your 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.
Your class schedule will display. Once you have obtained the following information you can buy your 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 in which you would like to purchase books.
- Select Department Code i.e. Phil
- Select your 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.

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**University Store**
University Union Bldg., 1st Floor (map)
Phone: 410-704-BOOK
Fax: 410-704-3482
Email: ustore@towson.edu
OneCard Has its Privileges

OneCard

The OneCard is the official Towson University ID card. It is a powerful tool in the hands of the user. 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. With two debit spending accounts, the OneCard provides cashless access to goods and services campus wide.

You will obtain your OneCard during your Transfer Program day. **Please remember to bring your TU ID number and a picture ID. (drivers license, passport or state issued ID)**

Dining Services

Dining on Campus

No matter where you go on campus, you can always 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.

Our diverse menus offer traditional choices, ethnic and international cuisine, and a wealth of vegetarian and low-fat options, too. We offer kosher and halal menus as well. You can choose from a number of dining plans, designed with options to suit your schedule.

Dining Services
University Union, Room 200
Susquehanna
Phone: 410-704-2302
Fax: 410-704-3560

Housing

Off-Campus Housing

Apartment Sharing

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. The listings are available online or by coming in to the Department of Housing & Residence Life located at the West Village Commons, room 309.
**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)
8000 York Road
Towson, MD 21252-0001
**Hours:** Monday - Friday, 8 a.m. - 5 p.m.
**Phone:** 410-704-2516
**Fax:** 410-704-4228
**Email:** housing@towson.edu

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**Child Care-Family Services**

**Daycare**

Our teachers work to facilitate "active learning" in a developmentally appropriate environment for young children, and their parents.

Our goal is to promote physical, cognitive, linguistic, nutritional, social and emotional development in an environment which prides itself on the caring and nurturing of our children, parents and student staff. We also focus on supporting the development and parenting efforts of our student parents whom we attempt to assist, whenever appropriate, with their parental responsibilities. University Child Care offers exceptional care for children 2, 3, and 4 years of age.

University Child Care
Auburn Drive (map)
**Hours:** Monday - Friday, 7:30 a.m. - 5:30 p.m.
**Phone:** 410-704-2652
**Fax:** 410-704-3771

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**Nursing Mothers Rooms**

If you are an expectant mother, or nursing mother, attending school or working at Towson University, you’ll be glad to know that there are now several on-site 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. While some women prefer to nurse their babies in a private, quiet, distraction-free environment, it is important to stress that this is a choice, not a requirement.
Academic Resources

Albert S. Cook Library
Monday-Thursday, 7:30am-2am
Friday, 7:30am – 8pm
Saturday, 10am-8pm
Sunday, 12 noon – 2am

Here you will find a rich variety of resources acquired to support your learning, teaching, and scholarship, along with friendly, knowledgeable librarians and staff to assist you in using these tools and collections. Whether you are in the library or using the website, resources and help are near at hand.

On our website, you can do a quick search for that 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.

In the Library you 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 addition, the Special Collections and Archives invites you to explore history through rare books and artifacts as well as Towson University documents and photographs.

Have you ever been on campus and realized that you needed to finish a paper or presentation before class started? Or maybe, you have time in between classes to complete some homework. Either way, Cook Library is your answer. Cook Library has 226 Windows XP computers and 3 Macintosh computers available for public use. Cook Library also has printers on each floor for that last minute printing.

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.

Questions for Librarians

Need some help with your research? We have experienced librarians and library assistants ready to give you a hand no matter where you are.

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 (view floor plan). Reference service hours.

Instant Messaging
If you have an Instant Messaging account on AIM, Google, Yahoo, or MSN, you can get help via IM from one of our Reference Librarians. Add the screen name, "tucookchat" to your buddy list; then, IM us when you need help with a library or research related question. Monday - Thursday: 9:00 a.m. to 9:00 p.m. Friday: 9:00 a.m. to 5:00 p.m.

Text Message
Have a quick question? Send us a text. Start your message with askcook and send it to 66746. Monday - Thursday: 9:00 a.m. to 9:00 p.m. Friday: 9:00 a.m. to 5:00 p.m.
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 reference question via the Web. Questions must be very specific, requiring brief, factual answers. Hours, Monday-Friday, all inquiries will be responded to within 48 hours. Send your question now!

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!

Tutoring
Towson University provides tutorial support in courses (most frequently requested 100 & 200 level) for undergraduates. These services help many students succeed in the classroom.

Tutorial services are provided free-of-charge and depend upon the availability of a qualified tutor. Students are assisted on a first-come, first-served basis and are provided appointment-based (one hour) or group drop-in tutoring. Sessions are limited to one hour per week, per course.

Schedule Tutoring
View Tutoring Locations and Schedules
Complete the Tutor Request Form
Check available schedules for drop-in and appointment-based tutoring using TutorTrac

The Writing Center
The Towson University Writing Center supports the writing of undergraduate and graduate students, faculty, and staff.

We work with writers in any stage of the writing process, from thinking through a topic to the final stages of revision. The Writing Center helps writers meet their assignment guidelines, develop ideas, organize responses, sharpen focus, and improve clarity.

It is best to make an appointment in order to guarantee that someone will be available to meet with you. Usually, it is fine to call the day before the appointment you want. At busy times (around midterms and the end of the term), it is best to call a couple of days ahead of time. We take drop-in appointments if someone is available.

The Writing Center
College of Liberal Arts (CLA) (map)
Room 5330
Hours: Monday-Thursday, 9:00a.m.-7:00p.m.
Friday, 9:00a.m.-4:00p.m.
Phone: 410-704-3426
Mathematics Tutoring Center

Are incomplete or failed math grades the only things standing in your way to earning your degree? The math tutors, within the Department of Mathematics at Towson University, will help you exceed no matter how numerically challenged you feel.

Towson University's Department of Mathematics will help you overcome anxiety and negative self-defeating tendencies, giving you the confidence needed to succeed. Towson University’s math tutors will help you develop skills and the tenacity needed to learn math without negative emotions. Instead of being overwhelmed and even defeated by college math, enlist the help of a qualified math tutor.

The walk-in service is free for Towson University students. You are eligible to walk-in anytime, as often as you like. To make the best use of your time, please check the math tutor schedule for your specific class.

Mathematics Tutoring Center
7800 York Road (map)
Room 105
**Hours:** Monday, Wednesday and Thursday, 11a.m. - 5p.m.
Tuesday, 11a.m. – 7p.m.
**Phone:** 410-704-5588

Jeremy Boettinger
Math Tutor Coordinator/Learning Specialist
**Email:** jboettinger@towson.edu

Computer and Information Sciences Tutoring (COSC)

The Computer and Information Sciences (COSC) Department recognizes the need for building a strong foundation to prepare you for the computer science field. To help you master the fundamentals, COSC offers tutoring in many of the courses offered to majors in the COSC program. Working with our tutors will help you gain the ability to solve problems, both small and large from a broad perspective.

The walk-in service is free for Towson University students. You are eligible to walk-in anytime, as often as you like. To make the best use of your time, please check the COSC tutor schedule for your specific class.

Richard D. Webster
COSC Lab Manager/Coordinator
7800 York Road, Room 422 (map)
**Phone:** 410-704-2424
**Email:** rwebster@towson.edu

Natural Sciences Lab

Need help in Biology, Chemistry, or Physics? Our tutors can provide you extra help in a class or give you that academic edge? The Jess & Mildred Fisher College of Mathematics and Science offers FREE, collaborative learning services for students looking to get the most out of their education. After all, the path to knowledge need not be traveled alone. We're here to help.

Tutoring schedules for Biology, Chemistry and Physics can be found at, [http://pages.towson.edu/ladon/](http://pages.towson.edu/ladon/)
Academic Coaching

Has it been a while since you have been in a classroom? If so, you may want to schedule an individual appointment for informal diagnostics and academic coaching. Students are encouraged to observe their own learning process. Increased proficiency in fundamental skills is achieved by exploring the student's strengths and by applying the appropriate techniques recommended by learning theorists.

Academic Workshops

Academic Success Strategies Workshops are offered each semester and provide a concentrated approach to developing skills vital to enhancing academic performance. Each workshop will provide suggestions for immediately applying the techniques discussed. Participants are encouraged to attend workshops that fit their needs and individual appointments can be scheduled. Workshops include:

- 10 Ways to Achieve Academic Success
- The Balancing Act: Goal Setting and Time Management
- Improving Textbook Reading & Comprehension
- Understanding the Equation: Tips on how to study for Math & Science
- What did I just read? Memorization, Concentration & Test Taking
- Preparing for Finals

Schedules and locations for workshops can be found at http://wwwnew.towson.edu/aac/workshops.asp.

Academic Achievement Center
Cook Library, Room 524 (map)

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Tuesday, 8a.m.-7p.m.
Office: 410-704-2291
Fax: 410-704-3216
Email: achieve@towson.edu

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, we strive to provide simple and easy-to-use technologies that facilitate lifelong learning, teaching and business processes.

Student Computing Services (SCS)

Immediately after you activated your TU NetID, we presented you with a confirmation message outlining a few key services and considerations. TechOverture will further introduce the computing services, resources and policies that will become the technology under score of your academic career.

The SCS Service Desk

The SCS Service Desk provides technical support and troubleshooting assistance to students experiencing problems with their NetIDs or to students who otherwise seek advice on how to best accomplish particular computing tasks.

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

Self-Help Documents & Movie Tutorials

Can’t finish your class assignment because you are unfamiliar with PowerPoint, Word or Excel? OTS is pleased to offer a variety of self-help technology resources for the Towson University community. All the publications come as a PDF format or movie tutorial.

Technology Workshops-Classroom Setting

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.
**Student Support Services**

**Career Center**

The Career Center is here to help you achieve your career goals. We offer a comprehensive range of free services to assist you with all of your 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 review, and graduate school essay reviews. We partner with employers, alumni, faculty and administrators to enhance career opportunities for TU students.

You can make an appointment to meet with a career adviser or career counselor. Career advisers 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 you 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, 8am – 5pm  
**Express Hours:** Monday – Thursday, 1 – 3pm (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 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 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 8am – 5pm  
**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, and we want to make it go as smoothly as possible for you. When you call the Financial Aid Office, our information specialists will answer your questions. If you need more information, they will forward your call to the processor who oversees your application. The same processor will always work with your application.

Financial Aid Office
Enrollment Services Building, Room 339 ([map](#))

Hours: Monday-Thursday, 8am-5pm
     Friday, 8am-4:30pm
Phone: 410-704-4236
Fax: 410-704-2584
Email: finaid@towson.edu (Please include your name, Towson ID number and your phone number.)

### Health and Wellness

#### Dowell Health Center

### Fast Track Clinic

Students with uncomplicated medical problems can now be seen in the Dowell 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/stye
- Sprain/strain of ankle or wrist
- Suture removal
- Poison ivy or other acute rash

The Fast Track Clinic is open Monday-Friday from 9am-4:30pm. Appointments may be made through Dowell Health’s [secure web portal](#) 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.
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 Dowell Health Center (DHC), which acts as the student's primary care provider (PCP) while the student is at Towson. Covered services and medications dispensed at DHC 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 DHC provider. Outside prescriptions filled in participating pharmacies are covered at 100% after a generic or brand-name co-pay. For more details, see the Student Health Insurance Plan.

Dowell Health Center
Dowell Hall (map)
Hours: Monday-Friday, 8:00am-5:00pm
Nurse Advice Line - After normal business hours. 410-704-2466
Phone: 410-704-2466
Fax: 410-704-3715

Campus Recreation

Campus Recreation Services supports the TU Community's pursuit of a healthy, active lifestyle by offering first-rate facilities and dynamic programming.

Come work out in our 8,500 square foot state-of-the-art Fitness Center, which features two levels of cardio machines, plate-loaded and selectorized weight equipment, free weights and a showering facility.

Group Exercise Classes provide participants with a structured, results-focused regimen in a group setting. Participants of all fitness levels are encouraged to attend. Our team of nationally certified Personal Trainers will create individualized programs to help you achieve your fitness goals.

Tigerfish Aquatic Club

Tigerfish Aquatic Club offers programs for age ranges 3 years to adult. Tigerfish Aquatic Club 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.

Burdick Hall (map)
Hours: Vary
Phone: 410-704-5627

Counseling Center

The Counseling Center seeks to help students make the most of their college experiences. We work with students to resolve emotional difficulties; improve personal skills; overcome the effects of trauma, disadvantage or substance abuse; and achieve personal goals.
Student Counseling Services Available for Students

The Counseling Center offers currently enrolled students several different kinds of help, starting with a private and confidential initial meeting with a counselor.

In your first visit, your counselor will help you address immediate problems and will collaborate with you 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
Glen Esk (map)
Hours: Monday - Friday, 8am – 5pm
Phone: 410-704-2512
Email: counseling@towson.edu

Online Resources and Books for the Nontraditional Student

Online Resources

Adult Students (Adult Students website)

Association for Non-Traditional Students in Higher Education (Association for Non-Traditional Students in Higher Education website)

Back to College (Back to College website)

College Transition (National College Transition Network website)

Mapping Your Future (Mapping Your Future website)

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.