Marymount University is a comprehensive Catholic university, guided by the traditions of the Religious of the Sacred Heart of Mary, that emphasizes intellectual curiosity, service to others, and a global perspective. A Marymount education is grounded in the liberal arts, promotes career preparation, and provides opportunities for personal and professional growth. A student-centered learning community that values diversity and focuses on the education of the whole person, Marymount guides the intellectual, ethical, and spiritual development of each individual.

Marymount University
2807 North Glebe Road, Arlington, Virginia 22207-4299 • (703) 522-5600
WWW.MARYMOUNT.EDU
WWW.FACEBOOK.COM/MARYMOUNT.UNIVERSITY
@MARYMOUNTU ON TWITTER AND INSTAGRAM

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Hello Marymount Family!

On behalf of the student body, I welcome new students and those who are returning to campus. This Student Handbook provides you with some important information about your academics, events, programs, and services available to all students.

As the President of the Marymount University Student Government Association, I am excited to provide a voice for the undergraduate student body. The MU Student Government Association is here to support you and to advocate for you.

I would like to encourage everyone to get involved with student programs and events as the new semester begins. For example, our Student Government elections will be held this fall, and you can participate in two ways. One, we invite you to run for a seat in the Senate. Two, get out and vote! Let your voice be heard! We want to hear from you!

Exciting events will take place all year long. You will not want to miss Homecoming and Family Weekend. Show your Saints’ spirit at athletic events throughout the year, including Midnight Madness, Marymount’s celebration to kick-off the basketball seasons. Wear your most creative costume and participate in Marymount’s annual Halloweenfest. Attend the Club Fair to meet representatives from Marymount’s 35 student clubs and organizations. Celebrate Marymount’s beginnings with Founders’ Day in the spring. Learn about the exciting research that your classmates are doing at the Student Research Conference.

Most importantly, don’t forget that the Marymount community is your community, and your engagement is crucial. Your community is what you make of it. The MU Student Government Association is your voice and we look forward to hearing from you with any questions or concerns. We are here to work for you.

Sincerely,

Grace Caldwell
President, MU Student Government Association
2015-2016
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Marymount University reserves the right to make changes to policies, procedures, and services described in this handbook at any time.

Marymount University does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in any of its educational programs or activities. For inquiries regarding nondiscrimination policies, contact the 504/ADA Coordinator, Gerard Hall, (703) 284-1615, or the Title IX Coordinator, The Lodge, (703) 526-6940 or www.marymount.edu/titleix.
MARYMOUNT UNIVERSITY
CODE OF ETHICS

STATEMENT OF COMMITMENT
Marymount University is a Catholic institution of higher education committed to excellence in teaching, learning, scholarship, and service. As such, the university acknowledges specific core values that guide and govern the actions of its community. These values include integrity, responsibility, fairness, respect, and the pursuit of excellence.

The Marymount community is committed to exemplifying these core values through ethical conduct in all endeavors and interactions. By teaching and modeling ethical behavior, Marymount University builds character and citizenship and prepares its graduates for lives of personal and professional success.

APPLICABILITY
This Code of Ethics applies to all members of the Marymount community, including students, faculty, staff, administrators, board members, consultants, vendors, and others engaged in business with the university. Each member of the community is responsible for conducting himself or herself in accordance with this code and other university policies and procedures.

STANDARDS OF CONDUCT
In their actions and interactions, members of the Marymount community will be guided by the highest standards of personal and professional conduct. Specifically, the members of this community agree to:

- comply with all federal, state, and local laws and regulations, and conduct themselves in accordance with the university’s mission and values, policies and procedures, and Code of Ethics;
- strive for quality, efficiency, and effectiveness in all endeavors aimed at achieving Marymount University’s mission and goals;
- act honestly and responsibly at all times, holding themselves accountable for their actions;
- maintain and promote an atmosphere of mutual respect, cooperation, and civility;
- commit to the just and dignified treatment of others, applying policies fairly and making resources and services equally available to all members of the campus community;
- respect the privacy of each individual and preserve the confidentiality of university data and other information that is not a matter of public record;
- steward university resources carefully, ensuring that facilities, equipment, supplies, funds, and personnel time are not misused or misappropriated, but used appropriately in support of Marymount’s mission and goals; and
- avoid conflicts of interest, reject bribery and coercion, and strive to avoid even the appearance of impropriety in connection with their roles and responsibilities at Marymount University.

NONCOMPLIANCE
Commitment to this Code of Ethics includes the responsibility to bring suspected noncompliance to the attention of appropriate university authorities. All reports of possible noncompliance with this Code of Ethics will be investigated and, if the facts warrant, corrective and/or disciplinary action will be taken in accordance with applicable laws and university policies. To the extent possible, the identity of the individual making such a report shall be kept confidential. Retaliation for good-faith reports of alleged noncompliance with this Code of Ethics is a violation of university policy and will result in disciplinary action.

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EMERGENCY PROCEDURES OVERVIEW

Marymount University is committed to the safety of its students, employees, and guests. The university has emergency plans in place and maintains close contact with the Arlington County and District of Columbia Offices of Emergency Management. Marymount’s dining services provider also has emergency procedures in place, to ensure ongoing provisions for resident students and others on campus.

This section of the Student Handbook contains basic information about emergency preparedness and response at Marymount University. Please read it carefully. Any questions about emergency procedures should be directed to the Director of Campus Safety and Emergency Management, (703) 284-1601 or campus.safety@marymount.edu.

GENERAL INFORMATION

NOTIFICATION OF EMERGENCIES

In the event of an emergency, individuals on campus will be notified through

- MU Alerts, emergency notification via text message and email (users must opt-in to receive text messages on their cell phones; all Marymount email addresses receive MU Alert messages)
- announcements on the external public address system
- announcements through desk phones (in faculty and staff offices)
- instructions from Campus Safety staff, university officials, police/fire personnel, etc.
- bright orange flyers posted across campus

Individuals on and off campus can also obtain emergency information through

- MU Alerts, emergency notification via text message and email
- Marymount University’s website, www.marymount.edu
- Marymount’s weather and emergency information phone line, (703) 526-6888
- email (in order to receive campuswide email announcements, students must have a Marymount email account, which may be obtained at www.marymount.edu/its. Students are responsible for activating and regularly checking their university email accounts.)
- the local media

REPORTING AN EMERGENCY

If you become aware of an emergency situation on campus, dial (703) 284-1600 (ext. 1600 on campus) to reach Campus Safety personnel, who can summon medical, fire, or police response.

In a life-threatening situation, dial 911. Campus Safety personnel will automatically be notified if the call is made from a campus phone.

- When you call, give your name, telephone number, and location, and the nature and location of the emergency.
- Don’t hang up until the Campus Safety officer or 911 operator ends the conversation.
- If the phone lines are dead, take the message to Campus Safety in person or use a cell phone if available.
- If you are in a hazardous situation, do not endanger yourself further. Avoid unstable structures; smoke; electrical hazards; fire; and radiation, chemical, or biological exposure. Do not risk your well being to save personal or university property.
REPORTING UNSAFE CONDITIONS

Marymount is committed to maintaining a safe campus environment. To this end, everyone in the campus community is urged to report conditions that may pose a serious risk of injury or property damage. Do not assume that someone else will report the situation. Call Campus Safety at (703) 284-1600 (ext. 1600 on campus) or Physical Plant at (703) 284-1529 (ext. 1529 on campus).

ACTING IN AN EMERGENCY

• The Office of Campus Safety will take the lead in all campus emergency situations. Please listen carefully to information provided by Campus Safety personnel and follow their instructions.
• Remain calm and use common sense.
• Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities, or when the building conditions appear hazardous (e.g., the odor of natural gas).
• Use the telephone for emergency purposes ONLY.
• Do not enter elevators during an emergency. If stuck in an elevator, do not attempt to force open stalled elevator doors; use the emergency phone, which will automatically contact Campus Safety.
• Keep a flashlight handy if you are in an area that does not have emergency lighting or natural lighting.
• Know the location of all marked exits from your office, classrooms, living area, etc.

SPECIFIC SITUATIONS

FIRE

Be Prepared!

• Know where the fire alarm pull stations are and how to activate them.
• Know your evacuation routes and keep them clear at all times. Never use the elevator to evacuate.
• Know where the closest fire extinguishers are and review the instructions for their use.

If Fire or Smoke Is Detected

• Activate the building alarm system.
• Evacuate the building, moving a distance of at least 100 feet from it. Follow posted building evacuation routes if possible.
• Notify others as you leave the building by shouting “fire” and knocking on doors.
• If possible, close doors and windows as you leave to prevent the fire from spreading.
• If there is smoke in the area, get down on the floor and crawl out of the building.
• Feel all doors before opening them. If a door is not hot, open it slowly. If a door is hot, DO NOT open it. Move to a second exit, or if one is not available, stay in place and try to open a window for fresh air.
• If you are unable to evacuate, call 911 and give your location. Try to do something to help identify your location from the outside of the building (e.g., hang a sheet, blanket, or colorful piece of clothing out the window).
• Once you are outdoors, if you know the specific location or cause of the fire, provide that information to Campus Safety (ext. 1600) or emergency-response personnel.

MEDICAL EMERGENCIES

• Dial (703) 284-1600 (ext. 1600 from a campus phone) to report a serious illness or injury. If the situation is potentially life-threatening, dial 911.
• Provide the level of first aid for which you are trained and equipped. Generally, do not try to move an injured person; this should be done ONLY when the person’s position puts him or her in additional danger.
• When possible, have someone meet the ambulance or Campus Safety officer at a clearly visible location to quickly direct them to the injured or ill individual.
• If sudden cardiac arrest is suspected, use one of the automated external defibrillators (AED) located around campus and identified by AED signs. Dial 911 immediately and bring an AED to the incident site. No previous experience is necessary to operate the device; it will talk the user through its safe application and will not shock someone with a normal heart beat. When a wall-mounted AED case is opened, an alarm will sound to alert others that help is needed.
POWER OUTAGE

- In the event of a power outage, limited emergency power is supplied to campus buildings to provide for safe evacuation (but not for continued occupancy).
- Power outages should be reported to Physical Plant by calling (703) 284-1529 (ext. 1529 on campus) or Campus Safety at (703) 284-1600 (ext. 1600).
- Use a flashlight, NOT candles.
- Evacuate laboratories immediately, since most fume hoods will not operate when building power is cut off.
- If Campus Safety personnel determine that relocation to a safer area is necessary, they will go from floor to floor to notify students, faculty, and staff in academic buildings. Campus and Residential Services staff will notify students in the residence halls.

NOTE: Campus Safety and several other offices have battery-powered radios and will keep the campus community informed during situations that result in power outage.

SEVERE WEATHER

- In the event of severe weather or other unusual conditions, Marymount University may delay or cancel classes, or close altogether. Information about delays, cancellations, and closings is made available through a variety of media as soon as possible once a decision is made. Campuswide notification will also be sent via MU Alerts. Consult Marymount’s Weather and Emergency Information Line, (703) 526-6888, the university’s website (www.marymount.edu), and local radio and television stations for information.
- Power outages may occur during severe weather. To reduce the potential for injury and/or damage, please refer to the instructions under “Power Outage.”

If a Tornado/Hurricane Warning Is Issued

- Immediately move to the lowest interior floors of your building, and into a windowless area (hallway, bathroom). As you leave your room/office, close windows and lock the door behind you.
- Stay away from windows, doors, and outside walls.
- Do not evacuate the building unless a fire begins or the building structure is unsafe.
- If you are outside in your vehicle and see a tornado approaching, stay in your car with your seatbelt on. Put your head below the windows and cover your head. If there is a sturdy building nearby, go to the lowest level of that structure for protection. If you are out in the open, lay in as low an area as possible, away from cars.

BOMB THREATS

Take all calls seriously and report them to Campus Safety at (703) 284-1600 (ext. 1600 on campus) immediately.
- Try to obtain as much information from the caller as possible: location of the bomb; detonation time; reason for the threat; information about the caller (age, affiliation with any organization, etc.)
- Do not try to locate the bomb and never touch suspicious objects or packages.
- Do not use portable radios or pull the fire alarm in a facility where a bomb may be located.

TOXIC ODORS AND SPILLS

- In the event of a biological, chemical, or radioactive spill, or if an odor of gas or a noxious substance is detected in your area, leave the area immediately and call Campus Safety at (703) 284-1600.
- If possible, secure the area to prevent others from entering.
- If the hazard is thought to place all building occupants at risk (e.g. the odor of natural gas), pull the fire alarm to evacuate the building.
- In campus science laboratories, follow the posted instructions.
- Do not re-enter the building/area until it is determined safe by emergency responders.

ROBBERY/ASSAULT

- Cooperate, giving the person exactly what he/she is asking for. nothing more.
- Try to notice distinguishing traits: clothing, race, height, weight, age, eye color, facial hair, or other identifying features such as scars, moles, etc.
- Pay attention to the type of weapon used, if applicable.
- Listen carefully to the person’s voice for distinguishing characteristics.
- Record what direction the person goes after the confrontation. If a vehicle is used, record the license plate number, as well as the make and model.
- Call Campus Safety at (703) 284-1600 (ext. 1600 on campus) immediately following the incident. Campus Safety personnel will come to your assistance and notify the police.
SITUATIONS REQUIRING EVACUATION, LOCKDOWN, OR SHELTER-IN-PLACE

Evacuation
Whenever a building alarm sounds, you must evacuate to a distance of at least 100 feet from the building. Await instructions from Campus Safety officers or other emergency personnel.

Lockdown
In the event of an emergency involving an imminent threat of harm, it may become necessary to “lockdown” one or more buildings to protect occupants and minimize overall exposure to danger. A lockdown is a temporary sheltering technique that may last anywhere from a few minutes to several hours. When alerted that the campus or specific buildings are in lockdown, occupants of any building within the subject area are to remain inside, away from windows, and lock room doors and windows. Do not shelter in a hallway; go to an office, classroom, or residence hall room that can be locked. Turn off room lights, stay away from windows, and remain quiet. No one should enter or exit the lockdown area until the “all clear” has been sounded. If you are outdoors when the lockdown is announced, take shelter in the nearest campus building.

If specific buildings or areas of the campus are known to be unsafe at a given time, instructions to evacuate/avoid those buildings or areas will be given by Campus Safety personnel or a public safety official.

Shelter in Place
In the event of a chemical or biological attack, the order to “shelter-in-place” may be given.

To shelter in place
• Move to an interior room or hallway with no windows.
• On your way to the sheltered space, close windows and doors to the best of your ability.
• Yellow emergency kits are located in easily accessible locations in each campus building. They contain basic first aid supplies, emergency equipment, and instructions on sheltering in place.
• Designated personnel will be responsible for turning off air-handling systems to reduce the flow of air into the buildings from outside.

• Specific instructions will be provided by Campus Safety officers and, in the residence halls, by Campus and Residential Services staff. Remain indoors until you are advised that it is safe to leave. Shelter-in-place would likely be needed for no more than a few hours.

PERSONAL PREPAREDNESS
While Marymount is prepared to meet the basic needs of the campus community during an emergency situation, it is still a good idea to be personally prepared. You may wish to assemble a personal emergency kit. Items that the American Red Cross recommends include

• a small first aid kit and extra prescription medications
• emergency contact and medical information
• sanitation and hygiene supplies
• a battery-operated flashlight
• a battery-operated radio
• extra batteries
• a whistle
• a pen or pencil and paper
• several bottles of water
• some food that will stay fresh for a long time, such as granola bars

CAMPUS ACCESSIBILITY ASSISTANCE
Any student or campus visitor who is unable to use stairs or who would require special assistance during an emergency or building evacuation must contact the Office of Campus Safety and Emergency Management at (703) 284-1600/5900.

Residential students should contact the Office of Campus and Residential Services, (703) 526-6808, and also meet with the Director of Student Access Services at (703) 526-6925 to develop an exit plan. Students with temporary injuries who are unable to use stairs should first contact the Student Health Center at (703) 284-1610.

Access to MU shuttle buses equipped with wheelchair lifts can be arranged by the Office of Campus Safety and Emergency Management, (703) 284-1600/5900. The University ADA/504 Coordinator is located in the Office of Human Resources and may be reached at (703) 284-1680.

For information on situations affecting Arlington County as a whole, MU students can sign up for the Arlington Alert system. Visit www.arlingtonva.us/alerts to register.
LIVING & LEARNING ON CAMPUS
ACADEMIC ADMISSIONS

The academic advising program provides students with access to faculty for assistance in preregistration, change of major, course substitution, approval of courses for transfer credit, and add/drop decisions. Academic advisors also assist students in developing career plans, preparing for internships, and beginning a professional network.

Registration and program changes are preceded by an advising session with a faculty or professional advisor. For information on being assigned to a faculty advisor, students should check their Marynet account, contact the school office which houses their program, or, for first year and new transfer students, contact the Associate Dean for the First-Year Experience.

Arts and Sciences, (703) 284-1560
Business Administration, (703) 284-5910
Education and Human Services, (703) 284-1620
Health Professions, (703) 284-1580
First-Year Experience, (703) 284-1697

Undeclared students or those desiring to change majors should contact a professional advisor in the Center for Teaching and Learning.

An advisee and advisor work collaboratively to develop and carry out an academic plan that meets the student’s professional and personal goals. The university values the advising relationship as a continuous dialogue from admission through graduation. This conversation encourages the student’s participation in the university community, the exploration of the Liberal Arts Core, the fulfillment of major requirements, and the development of a career.

FACULTY EVALUATION

Marymount students evaluate faculty through a formal online evaluation at the conclusion of each semester. The information is used by the university to improve teaching and to reward good teaching.

COMPLAINTS AND PROBLEMS

Students who have academic complaints should attempt to resolve them promptly and informally in discussions with the appropriate faculty member or their advisor. Complaints that are not resolved informally between students and faculty members are to be referred in writing (email or letter sent by post) to the appropriate department chair and the school dean. The chair and school dean will adjudicate the complaint and resolve the matter. The decision of the school dean regarding the issue or issues of concern is final. For consideration, a student should bring forward a complaint no more than 45 days from the end of the semester in which the concern occurred.

Nonacademic complaints should be addressed first to the office in which the problem originates. Complainants not resolved at this level may be referred in writing (email or letter sent by post) to the supervisor for that office. If the student is not satisfied with the resolution of the problem by the supervisor, he or she may refer the concern to the office of the vice president who supervises the area in which the complaint originated. The decision of the vice president for that area regarding the issue or issues of concern is final. This policy applies to oral and written nonacademic complaints.

REQUESTS FOR EXCEPTIONS TO ACADEMIC POLICIES

In extenuating circumstances, a student may submit a request for an exception to an academic policy, such as withdrawing from all classes after the last day to withdraw, receiving a refund for a class dropped after the last day that refunds are granted, receiving a medical withdrawal from some classes while staying in others, or converting an Incomplete from a course in a previous
semester to a withdrawal. Requests for exceptions to academic policies must be submitted in writing (email or letter sent by post) to the Associate Vice President for Academic Affairs within 45 days of the end of the term in which the situation requiring an exception occurred. The Academic Enrollment Committee meets regularly to review requests for exceptions.

CLASS CANCELLATIONS DUE TO INCLEMENT WEATHER

Weather-related closings are announced via MU Alerts and area television and radio stations. For the most up-to-date information concerning Marymount weather and emergency closings, call (703) 526-6888 (ext. 6888 on campus) or see the website, www.marymount.edu.

CENTER FOR TEACHING & LEARNING

Rowley Hall G105
(703) 284-1538
www.marymount.edu/ctl
ctl@marymount.edu

The Center for Teaching and Learning provides a variety of programs for Marymount students and faculty to promote student success and support student learning. The following services are available for students:

Advising for students who have not yet chosen a major, have nondegree status, or are in transition between programs; the center also offers walk-in course scheduling assistance for all students.

One-on-One Tutoring and Group Study Sessions led by trained graduate and undergraduate peer tutors for business, math, and more.

Writing Consultation with trained peer tutors and CTL staff members. Help is available for writers at any stage from brainstorming ideas through final polishing.

Resources and Mentoring for first-year and transfer students new to Marymount through DSC 101 First-Year Seminar and DSC 201 Transfer Student Experience.

Technology Training and Support for students who would like to become more proficient in a variety of technology tools and techniques, including WordPress, Google sites and multimedia.

Workshops and Coaching for students who need assistance to achieve greater success and for students preparing applications for graduate school, honors and awards, and distinguished scholarships.

Testing for students with disability accommodations. See Student Access Services Section for more information.

DISCOVER PROGRAM

Rowley Hall G105
www.marymount.edu/discover
(703) 284-5988
discover@marymount.edu

The DISCOVER Undergraduate Research Program provides opportunities for undergraduate students to engage in faculty-mentored scholarship, research, and/or creative activities and to present their work inside and outside the University. Students who participate in research develop skills, such as critical thinking, independence, and time management that are valued by graduate schools and employers.

The program oversees a summer research program for students and faculty mentors, provides funding for undergraduate students to attend professional conferences and present their work, and supports an annual Student Research Conference in April for graduate and undergraduate students.
The mission of the First-Year Experience program at Marymount is to foster the successful transition and retention of new students by providing academic support and intellectual engagement and empowering students to connect with the Marymount University community.

As part of the First-Year Experience program, all first-year students are advised by professional academic advisors during their first year at Marymount. Additionally, first-year students are required to enroll in DSC 101, a 3-credit first-year seminar, and all transfer students with fewer than 64 credits are required to enroll in DSC 201, a 1-credit transfer student seminar. Both courses focus on learning how to ask and answer questions.

As students move through their academic majors, they will have opportunities to develop knowledge and skills through conducting creative inquiry in the core curriculum and their major, culminating in their senior capstone course.

The mission of the Office of Student Access Services (SAS) is to facilitate an equitable learning environment and to reduce barriers for students with documented cognitive, psychological, and physical or medical disabilities. Our services and initiatives aim to ensure that all students have the opportunity to participate in Marymount programs and demonstrate their ability to meet the institutional standards.

Students who are in need of reasonable accommodations are responsible for initiating and completing the SAS registration process, in sufficient time, to allow for the coordination of support services. Before any accommodations can be provided, students must submit appropriate disability documentation (criteria available online) to the SAS Director and meet with an SAS staff member each semester, to obtain an official letter of accommodations. The student is responsible for giving their professor(s) a copy of their current letter of accommodations, and for notifying each professor of upcoming accommodation needs.

SAS readily complies with the Americans with Disabilities Amendments Act (ADA/AA) and Section 504 of the Rehabilitation Act. The University ADA/504 Coordinator can be reached at (703) 284-1680. More information can be found on the SAS website.
The Marymount University Honors Program is a diverse community of students who are seeking academic challenges and opportunities to enhance their college experience. All academic schools are represented within the program, and students from all majors are encouraged to apply (for details, see the Honors link above).

The Honors Program encourages its students to become independent and critical thinkers, challenging students intellectually and promoting academic excellence on campus.

Each student is required to earn a minimum of 24 Honors credits. Half of these credits are earned through Honors sections of Marymount courses (ex. SOC 203: The Global Village, where students work with peers from the Netherlands). There are 6 credits of one-on-one tutorials with a professor of one’s choice. These tutorials are student focused: students decide the topic and have a hand in designing the syllabus (ex. investigate black holes, discuss the philosophy of art).

The program concludes with Honors 399 and Honors 400 (final 6 credits). In these courses, the student proposes, writes, and defends a thesis in her/his specialized field of study.

Benefits of the Honors Program include:

- substantial scholarship support
- one-on-one mentoring
- leadership opportunities within the program
- priority registration for classes
- use of the Honors lounge
- travel support for conferences
- special recognition at graduation

Because of the specialized opportunities offered to students, the Honors Program accepts a maximum of 20 new students each year.

Eligible students should have:

- a minimum high school or college GPA of 3.5
- a minimum composite SAT score of 1200 (Math/Critical Reading) or a minimum composite ACT score of 26
- a strong background and interest in reading and writing, especially within their chosen major
- international students - a minimum TOEFL score of 617 (paper-based) or 105 (Internet-based)
The Emerson G. Reinsch Library is an integral part of Marymount University’s learning resources. The library’s collection and services support both the curriculum and the general needs of the university community.

The library offers:

- a collection of more than 244,000 volumes in print or electronic format, plus access to nearly twelve million volumes through the Washington Research Library Consortium;
- more than 200 online information resources and access to more than 70,000 electronic journals, streaming videos, and e-books, with access on or off campus at any time;
- Consortium Loan Service and Interlibrary Loan for materials not owned by the Reinsch Library;
- library research instruction by class, workshop, or individual research appointments;
- reference assistance in person, and by phone, online chat, text, or email;
- Internet access on more than 80 computers including PCs and Macs, and access to many software packages;
- group study rooms that may be reserved;
- black and white photocopiers, scanners, and WEPA print kiosks;
- netbooks, power cables, USB drives, and headphones that can be checked out for use in the library;
- wireless access;
- Overdue Brew Coffee bar;
- Curriculum Materials Center;
- University Archives.

Marymount’s membership in the Washington Research Library Consortium (WRLC) allows students to borrow from or use on-site the collections of American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, and the University of the District of Columbia.

Library consortium members share an online catalog of collections. Loan requests for books, articles, or media are made online and delivered electronically or to the student’s home institution. Interlibrary Loan requests may also be made for materials unavailable within the WRLC.

STUDENT AFFAIRS

The Office of the Vice President of Student Affairs is a central place for all students to obtain assistance related to student life and personal concerns.

ABSENCES FROM CLASS

When students are absent due to a crisis situation or unexpected, serious illness and unable to contact their individual instructors directly, Student Affairs can send out an Emergency Notification.

What is an Emergency Notification?

- An email notification from Student Affairs to a student’s instructors and university officials. A copy of this message is sent to the student as well.
- An announcement that an emergency situation (a student’s own hospitalization, assault, accident, death in the family, etc.) prevent a student from contacting instructors directly and may also prevent him/her from fulfilling his/her academic responsibilities.
- A source of information so faculty can anticipate the absence and, sometimes, can know when to expect the student to return to class.
- A written reminder that the student should work directly with his/her instructors to determine how to complete any missed coursework during the absence.
Each instructor has the authority to make decisions about students' absences and how the absence will affect students' grades. The Student Affairs staff encourage faculty to keep in mind that students who utilize the emergency notification service are typically recovering from a crisis and would benefit from appropriate consideration.

How to initiate an Emergency Notification

Contact Student Affairs by phone at 703-284-1615 or by email at studentaffairs@marymount.edu. Be prepared to provide a detailed description of the emergency circumstances, as well as a reasonable explanation as to why the student is unable to contact his/her instructors directly. Documentation supporting the absence is required. If possible, please include the length of time the student will be absent from classes.

Emergency Notification Guidelines

• An Emergency Notification is not appropriate for non-emergency situations (e.g., car problems, planned absences, minor illnesses, or a past absence).
• An Emergency Notification is not a request or mandate to excuse an absence. (This decision is at the sole discretion of the instructor.)
• An Emergency Notification is not a requirement for students. If a student contacts instructors about an emergency situation directly, it is not necessary to involve Student Affairs as arrangements are made to resolve the absence. Instructors are always welcome to share information with the Student Affairs staff about any student concern.
• An Emergency Notification is not verification that the information the student has provided is true, however. Student Affairs will request documentation of the absence. (Documentation may include letters, notes, or discharge papers from the Student Health Center, physicians, or hospitals; obituaries; or other official documents.)

THE BARK

The Bark is a weekly email digest that announces events and opportunities at Marymount. All students receive The Bark during the academic year. Any organization, office, or group related to Marymount may submit items to be included in The Bark through the Student Affairs website.

ROOM RESERVATIONS

Student Affairs reserves several spaces for Marymount offices or registered student clubs and organizations, including the Lodge kitchen and lounge, and Gerard lobby. Reservations can be made by visiting or calling Student Affairs.
The Office of Student Conduct and Academic Integrity exists to promote the Marymount University values of excellence, integrity, professionalism, diversity, respect, faith, and service through community accountability and education. To this end, the office is entrusted with the administration of the Community Conduct Code and the Academic Integrity Code.

The office serves as a central clearinghouse for all concerns related to student academic and behavioral misconduct. Faculty, staff, and students are invited to confer with the staff of the office when there are questions or concerns about student behavior. Many issues can be resolved through conflict coaching, mediation, and other means of alternative dispute resolution. When the need to move to formal adjudication arises, the office will assist all parties to a complaint in navigating the system.

Additionally, the office provides the following services and opportunities:

- assistance contacting the student conduct offices at other universities and/or local law enforcement;
- educational presentations and workshops;
- leadership opportunities through serving on student conduct or academic integrity hearing panels and committees.

The complete Community Conduct Code and Academic Integrity Code may be found on the Student Conduct and Academic Integrity website. Hard copies are available upon request from the Office of Student Conduct and Academic Integrity.

The Office of Campus and Residential Services advances the mission and vision of Marymount University by providing residential and university services that empower students, staff and faculty to value and develop lifelong learning, leadership and global citizenship.

Guiding Values and Principles

- We work to offer students diverse opportunities to explore and develop their spiritual identity and personal philosophies.
- We work to promote healthy and safe residential facilities.
- We work to provide excellent service to our varied constituents.
- We work to foster a diverse and inclusive community.

RESIDENT ROOMS

Undergraduate room assignments may be made in one of six (6) on-campus residence halls (Berg, Butler, Gerard, Lee Ostapenko, St. Joseph’s, or Rowley). Graduate and second-degree nursing student room assignments are made in university-sponsored, off-campus locations.

All on-campus rooms are equipped with satellite television access, data access (wired and wireless), and heat and air conditioning.
RESIDENCE INFORMATION
Resident students are required to maintain full-time academic status each semester except during the summer.

Part-time and/or nondegree students are housed on a space-available basis. Other students should consult with the Director of Campus and Residential Services or designee concerning the application process. Because academics are a priority at Marymount, students who choose not to attend classes on a regular basis may lose housing. For students who are required to reside on campus, this may mean withdrawal from the university.

HOUSING CONTRACT CANCELLATION AND FEES
Housing contracts are made for the full academic year (fall and spring semesters). The housing contract cannot be sold, loaned, subleased, or transferred. Room reservations will be held until 5 pm on the first day of classes and can be reassigned after that time period if a student does not check into the halls. To cancel a housing contract, the student must submit a request in writing to the Office of Campus and Residential Services at ocrs@marymount.edu. A request for a cancellation fee waiver for students who have been academically dismissed, are otherwise ineligible, or are unable to return to campus housing may also be submitted in writing to ocrs@marymount.edu.

Residents who fail to cancel their housing contract in writing prior to the dates outlined below or who do not take occupancy of their room will have their reservation cancelled and will be charged the following fees:

Returning and New students
For fall semester:
- Cancellation before June 15, 2015 for returning students and July 1, 2015 for new incoming students: $300 cancellation fee
- Cancellation from June 16, 2015 (returning students) and July 2, 2015 (new students) through the first calendar week of classes: Forfeit 25% of semester room and board charges and charge of $300 cancellation fee
- Cancellation during 2nd calendar week of classes: Forfeit 50% of semester room and board charges and charge of $300 cancellation fee
- Cancellation during 3rd calendar week of classes: Forfeit 75% of semester room and board charges and charge of $300 cancellation fee
- Cancellation during 4th calendar week of classes or after: Forfeit 100% of semester room and board charges and charge of $300 cancellation fee

For spring semester:
- Cancellation from November 15, 2015 through the first calendar week of classes: Forfeit 25% of semester room and board charges and charge of $300 cancellation fee
- Cancellation during 2nd calendar week of classes: Forfeit 50% of semester room and board charges and charge of $300 cancellation fee
- Cancellation during 3rd calendar week of classes: Forfeit 75% of semester room and board charges and charge of $300 cancellation fee
- Cancellation during 4th calendar week of classes or after: Forfeit 100% of semester room and board charges and charge of $300 cancellation fee

FOR YOUR HEALTH
All resident students must submit a medical form to the Student Health Center prior to enrollment. When a student’s illness poses a threat to the health or safety of the student or others, the student may be asked to seek medical treatment as a condition of remaining in the residence hall or returning to classes.

RESIDENTS WITH SPECIAL NEEDS
Students requesting special housing accommodations due to medical condition(s) must submit the appropriate documentation for approval through the Office of Student Access Services.
STAFF ON CALL

The Office of Campus and Residential Services is open from 9 a.m. to 5 p.m., Monday through Friday. After hours, there are at least two resident assistants (RAs) per side of campus on call from 8 p.m. to 8 a.m. Monday through Friday and 24 hours a day on Saturday and Sunday. There is a professional staff member on call 24 hours per day every day of the week. If any problems arise, please speak with the staff member on call by contacting an RA, or by contacting one of the 24 hour desks in Lee Ostapenko and Rowley Halls or by calling Campus Safety (ext. 1600).

RESIDENCE HALL FRONT DESK PROCEDURES

For the safety and security of all Marymount University students, the residential sections of buildings are secured 24 hours a day and only accessible by residents of those floors. In addition, Campus and Residential Services desk assistants staff the front desks in the residence halls on a nightly basis from 10:45 p.m. until 7 a.m. in Berg, Gerard, and Butler Halls and 24 hours per day in Lee Ostapenko and Rowley Halls.

Starting at 11 p.m., all persons entering the residence halls are asked to scan their student ID cards in order to gain entry to the building. If the student is a resident of the building, he or she will be permitted entrance. If the student is not a resident, he or she is not permitted to enter the residence hall unaccompanied unless he or she is registered as a guest by a residential student. The desk assistants will facilitate this process and ensure that the guest leaves the residence hall by 2 a.m., the end of visitation hours.

CHECK-IN

Check-in dates are published annually in the university catalog, the Student Handbook and online. Students must check in on the published dates. Early arrivals require special permission, must be authorized by the Office of Campus and Residential Services, and will result in additional fees. Requests may be emailed to ocrs@marymount.edu.

Upon check-in, residents will receive a Room Condition Report (RCR) that was completed prior to their arrival by a Campus and Residential Services staff member. The RCR describes the check-in condition of each room. Residents are required to document any damages or missing furniture on their RCR at the time of check-in that is not already noted on the report.

It is especially important to note any discrepancies between the condition of the room at check-in and the condition documented on the RCR. Residents are responsible for reporting damages as they occur to their RA. At the end of the year, residents will be held financially responsible for any damages that are not documented on the check-in RCR.

ROOM CHANGES

No room changes are permitted the first and last two weeks of each semester. Room changes are allowed outside of these weeks. Residents seeking a room change should visit the OCRS office in Berg Hall to start the room change process. Please note a room change may result in additional fees if the new room is more expensive than the original. Any resident who changes rooms without written authorization will be assessed an $80 fee, may be required to return to the original room, and may face disciplinary action.
CHECK-OUT PROCEDURES
When a student leaves housing, the student must check out of his or her room with a Campus and Residential Services staff member at the appropriate 24-hour desk for their room assignment. The staff member will collect the student’s keys and assist the student in completing the check-out Room Condition Report. Students who do not officially check out of the residence hall will be charged an improper check-out fee of $100. If the resident fails to return his or her room keys to a Campus and Residential Services staff member at the appropriate 24-hour desk at the time of checkout, he or she will be charged a fee of $180 to re-core the lock on the room door.

Students who are checking out mid-semester or at the end of the fall semester also need to send an email from their MU email account to OCRS at ocrs@marymount.edu alerting OCRS staff to their intent to move out prior to the end of their year long contract.

HOUSING DURING BREAK PERIODS
The residence halls remain open during academic term break periods such as fall break and spring break. For safety and security reasons, during the winter break period, students who wish to stay in residence will be required to submit an application with their intent to stay and dates of stay to OCRS. Approval of the applications is at the discretion of OCRS and university officials. Students approved to stay over winter break will be assessed a charge for their stay. The only students allowed to stay in their rooms without application over the winter break are students who reside in university-sponsored, off-campus locations.

ROOM REAPPLICATION
In order to reserve a room for the next academic year, current residents must participate in a room reapplication process. Room reapplication generally occurs in late February through early April each year. Each resident must submit a new housing application form indicating that he or she has read and understands the rules associated with room reapplication and must submit all applicable applications for housing by the posted deadlines. Every resident who submits an application for housing by the posted deadlines will be eligible to participate in the selected room reapplication process and be eligible for university housing. Marymount University reserves the right to change the designations of floors and/or rooms at any time during and after room lottery. Such a change may be necessary to allow all eligible residents to have a space on campus.

MAINTENANCE AND HOUSEKEEPING
The housekeeping staff is responsible for normal cleaning duties in public areas and community bath facilities. Residents are responsible for cleaning their own rooms and private baths if applicable. The housekeeping staff members work hard to make the residence halls clean, comfortable, and pleasant places to live. Resident cooperation in caring for these facilities is necessary and appreciated.

Maintenance and housekeeping concerns should be reported to the RA. Please note that residents should never attempt to make room repairs themselves. The maintenance staff is responsible for making repairs, such as plumbing, electrical, heating and air conditioning, and other minor maintenance repairs in the residence halls. Repairs will be made as soon as possible after a request is submitted. If more than four business days have passed since a request was made and the work has not yet been completed, please contact the Area Coordinator to follow up on concerns.

LAUNDRY
Washers and dryers are located in the laundry rooms of Berg, Gerard, Lee Ostapenko, and Rowley halls. A majority of the laundry rooms are equipped with large-capacity and super-capacity washers and dryers. Neither Marymount University nor the laundry company (Caldwell-Gregory) is responsible for lost or damaged clothing. Residents are encouraged not to leave their laundry unattended. If laundry is left in the laundry room for more than 24 hours, it will be considered abandoned and will either be discarded or donated to charity.

SUMMER HOUSING
Summer housing is available to students enrolled in summer session classes, internships, or working on campus for a university office. Applications for housing will be made available in the Office of Campus and Residential Services following the Room Reapplication process during the spring semester. If the number of students desiring summer housing is deemed not significant, housing may not be offered. The Director
for Student Conduct and Academic Integrity will review the disciplinary records of applicants and make a determination as to the applicant’s eligibility for housing, taking into account the number and nature of violations, as well as the length of time since the most recent violation.

The cost for summer housing includes room and board. Rooms are assigned on a first-come, first-served basis and space is limited. Single-room requests will be accommodated, space permitting, for an additional fee.

**PERSONAL PROPERTY INSURANCE**

Marymount University does not assume responsibility for damaged or lost personal property. Resident students are encouraged to obtain insurance coverage for their personal belongings; this is often available under their parents’ or guardians’ homeowner’s insurance policy.

**DAMAGE ASSESSMENT**

When students arrive, their rooms will be clean and ready for occupancy. Students must leave their rooms in the same condition at check-out.

During check-out, rooms are evaluated by the resident and a member of the Campus and Residential Services staff. Damages that are identified during check-out will be documented on the Room Condition Report, and the costs associated with those damages will be charged to the resident’s student account. If neither resident claims responsibility for the room damages, the costs associated with the damages will be split evenly between the residents of the room and will be charged to each resident’s student account.

If lounges, hallways, or other public areas are damaged, the cost is assumed by the student who damaged the property. If the person(s) responsible for the damage are not identified, the floor or building residents are charged as a community for the cost of the damage.

Common area damages are not appealable. Charges can be reversed if student(s) responsible for common area damage are identified at a later time.

Damage charges that are not paid promptly may result in the loss of the privilege of campus housing. Also, unpaid charges will result in a hold being placed on the student’s records, which means that the student may not register for classes.

**BUNKING BEDS**

Students may not bunk/de-bunk beds on their own and should not have anyone except maintenance staff members do it for them. Maintenance staff members will facilitate all requests during a specified period at the beginning of each semester. Bed rails for bunked beds are available for safety purposes. Submit an email to fixit@marymount.edu to request a bed safety rail or to have beds bunked/de-bunked.

**GUEST POLICY**

All guests who are not Marymount students must be escorted at all times by a Marymount University student. Students should not escort individuals who they do not know. Students are responsible for the conduct of their guests and must remain with their guests at all times. Guests are not allowed to be alone in resident rooms, public areas, lounges, laundry rooms, hallways, or stairwells. Guests left unattended or unescorted will be asked to leave the building. All guests arriving after 11 p.m. must sign in at the front desk.

**Overnight Guests**

- Overnight guests are defined as individuals at least 18 years of age who stay overnight in a Marymount University residence hall at the invitation of a resident student.
• The resident host must obtain an overnight guest pass from his/her RA and/or the professional Campus and Residential Services staff member on call prior to midnight on the evening the guest will be staying. Guest passes will not be given after midnight except under extreme circumstances and then must be approved by an Area Coordinator.

• Guests who are 17 and younger may not stay on campus overnight without written parental permission and the approval of the professional Campus and Residential Services staff member on call. Written parental permission must be provided, and Campus and Residential Services approval must be requested at least 24 hours in advance of the visit.

• The resident host is responsible for informing his or her guest(s) of all university and residence hall rules and regulations.

• Guests of the same gender may stay overnight in a resident’s room. Guests of the opposite gender may not.

• Guests are not permitted to stay more than three nights in the residence halls per semester.

• The residents of one room may host up to a total of two (2) overnight guests in their room at a time.

• Overnight guests may not stay in the residence halls during the week before or the first week of classes each semester, the final exam period of each semester, Senior Week, Thanksgiving break, Winter break, and Spring break.

COHABITATION

Cohabitation is not permitted in the residence halls. The right of a student to live in reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. Any activity in a residence hall that impedes a student’s ability to have a positive living-learning experience can be grounds for student conduct action.

LOCK OUTS

Students who get locked out of their room may gain access to it with the assistance of the staff at one of the 24-hour residence hall desks. Students living in Berg, Gerard or Lee Ostapenko halls should go to the desk in Lee Ostapenko Hall while students living in Butler, Rowley or St. Joe’s halls should go to the desk in Rowley Hall. A spare key to the room will be checked out to the student to get back into his/her room. The spare key must be returned promptly, as instructed by the desk staff at time of check-out.

Only the resident of a room can check out a spare key for his/her room. If OCRS staff see what looks like excessive use of spare key check outs that indicate the possible loss of a room key, staff will consult with the student doing the check outs to see what is actually occurring to ensure that no loss of key has occurred.

LOST KEYS

If a room key is lost, the resident must notify a member of the Campus and Residential Services staff immediately so that a replacement can be provided. For security purposes, when a key is lost, the resident room door lock must be changed. The cost of a lock core change is $180. This charge will be billed to the student’s account. Duplicating any keys that belong to the university is prohibited.

QUIET HOURS

Quiet hours are 10 p.m. to 10 a.m. Sunday through Thursday, and midnight to 10 a.m., Friday and Saturday. During final exams, 24-hour quiet hours are in effect to provide the most conducive atmosphere for study. During quiet hours the noise level should be low enough that it cannot be heard in other rooms or hallways. Courtesy hours are 24 hours per day.

In cases of repeat noise offenses, the Office of Campus and Residential Services may require that the offending items (stereos, speakers, etc.) be removed from campus at the resident’s expense.

ROOM ENTRY

The university reserves the right to have its representative enter a student’s room in the following instances:

1. when it appears that an occupant may be physically harmed or endangered;

2. when it appears university property is endangered;

3. when it appears university policy is being violated; and

4. to make periodic health, safety, and maintenance inspections and repairs.

Every attempt will be made to allow residents to retain as much privacy as possible in their room. Health and safety inspections will take place at least once a semester and will be posted in advance. Also, maintenance staff will enter a room to respond to work orders.
The Center for Career Services supports students and alumni by assisting them throughout the career development process and by connecting them to a wide variety of job opportunities in the local area and beyond. Current students are encouraged to take advantage of Career Services’ offerings regardless of major or year. Specifically, Career Services addresses the following areas:

- **Career Exploration:** The CCS provides individual and programmatic support designed to introduce students to the career development process, allows for opportunities to explore careers and industries, and develops strategies for achieving their career goals. Students are encouraged to reflect upon their skills, interests, and values and how those impact career choice and success. The Center for Career Services assists with researching occupations and majors as well as the steps to pursuing graduate study. In addition, the CCS encourages students to pursue experiential learning opportunities that allow students to explore careers and industries first-hand in a professional setting.

- **Professional Preparation:** In order to be successful in the job market, students must have the proper tools and knowledge. The Center for Career Services provides direct assistance with each stage of the job search process, including resume and cover letter writing, networking, interviewing, and evaluating and negotiating job offers. In addition, the CCS provides guidance on professionalism and professional behavior in the workplace.

- **Career Opportunities:** The Center for Career Services connects students to experiential and full-time work opportunities in the DC metro area and beyond. Each year, the CCS presents a number of events designed to connect students with local employers and professionals. In addition, the office manages an online job posting system which allows students to apply directly to current openings. Students conducting a national or international job search are encouraged to meet with a staff member, who can provide them with support and guidance and connect them to a variety of online and print resources.

**CAREER COACHING**

Students can meet individually with a trained career coach who can assist with career exploration, help students build their professional skills, or connect them to career opportunities. The CCS offers a number of career assessments that can help define students' occupational interests and skills. In addition, the staff is available to review resumes, cover letters, and other job application documents. The CCS also offers mock interviews and advice on every step of the job search.

**EXPERIENTIAL LEARNING**

The Center for Career Services strongly encourages students to take advantage of numerous experiential learning opportunities during their time at Marymount. Experiential learning is a broad term used to describe a variety of experiences that can enhance one's understanding of a career field or assist with building professional skills and abilities. Though most often associated with an internship, experiential learning can also take place through a part-time job, volunteer work, externship, student-teaching, research, or clinical experience. All Marymount students are required to complete an internship for credit during their junior or senior year. Many students, however, opt to have multiple internships or experiential learning opportunities in order to broaden their professional skills and enhance their prospects for employment after graduation.

The Center for Career Services assists students with both the required internship component and pursuing additional experiential learning opportunities. Not only does the CCS connect students with local employers who are seeking job candidates, but they also assist with preparing students with the search and application process.
ON-CAMPUS RECRUITING
Marymount students can connect directly to a wide range of employers looking to fill internships, part-time positions, or full-time opportunities. The online campus recruiting software, Jobs4Saints, allows students to search and apply for jobs at their convenience. In addition, many organizations choose to visit campus to conduct informational sessions, participate in job fairs, and conduct interviews. All recruiting events are posted on Jobs4Saints and advertised throughout campus.

ON-CAMPUS EMPLOYMENT & WORK STUDY
The Center for Career Services also connects students to part-time jobs located on campus in various offices and departments. Full-time undergraduate and graduate students are eligible to work on campus and are paid a competitive, hourly wage. Working on-campus is a great way to build marketable experience in an environment that is flexible to class schedules and other academic commitments. Some positions are set aside exclusively for those who have received Federal Work-Study (FWS), which is funded by the federal government and awarded through the Financial Aid Office. Other campus positions are open to all full-time students regardless of financial aid status. Detailed information, including eligibility for on-campus employment and FWS, can be found on the Center for Career Services website.

PROFESSIONAL WORKSHOPS
Throughout the year, the Center for Career Services presents workshops and events designed to expose students to a variety of career paths, as well as polish their professional skills. Alumni and employer representatives are regularly invited to speak about their industry or field, allowing students the chance to network with experienced professionals. In addition, the CCS offers a variety of workshops on topics such as resume writing, interviewing skills, and job search strategies. Students are encouraged to take advantage of these offerings which will enhance their ability to land an internship and/or full-time job after graduation.

COUNSELING CENTER

Berg Hall 1014  
www.marymount.edu/counseling  
(703) 526-6861  
counselingcenter@marymount.edu

The mission of the Counseling Center is to support the healthy academic, emotional, and social growth of Marymount University students. Licensed and trained therapists are available to provide psychological counseling services in a safe and confidential setting to all actively registered Marymount students.

Students come to the Counseling Center to discuss a wide variety of concerns, including adjusting to college, making friends, managing anxiety, strengthening self-esteem, and improving interpersonal relationships. The Counseling Center staff are also experienced in working with students who are coping with depression, eating disorders, substance abuse, sexual assault, and grief.

A board-certified psychiatrist provides medication evaluations and other psychiatric services to students.

Students may meet with therapists for initial assessments and short-term counseling. Students seeking more intensive, specialized, or long-term mental health treatment can work with therapists to locate referrals for mental health providers in the local area.

Therapists are also available to present workshops on psychological issues to a variety of university audiences, including classes, clubs, residence halls, administrators, and faculty. Please contact the center to make arrangements. Counseling Center staff members also provide training to university paraprofessionals, including Resident Advisors and Orientation Leaders. As part of its educational mission, the Counseling Center provides training and supervision to social work and counseling interns and psychology externs from local universities.

In addition, if anyone affiliated with Marymount is concerned about a student’s well-being or behavior, Counseling Center staff members are available to assist with setting appropriate limits, clarifying the seriousness of the problem, planning effective ways to express concern to the student, developing a referral plan, and learning more about university and community resources.
All Counseling Center services are provided on a private and confidential basis, within the legal and ethical limits of confidentiality. Without written permission from the student, no information about his or her treatment may be disclosed to any person, including family members and university faculty or administrators. A student’s use of counseling services does not become a part of his or her academic record.

In general, Counseling Center services are available by appointment. Students are encouraged to call or email the center to make an appointment. However, for students who are unable to wait until the next available appointment, walk-in periods are scheduled each day (Monday–Friday), from 3 to 4 p.m. when classes are in session. During these walk-in periods, a therapist is available to meet with students for a brief period on an unscheduled, first-come, first-served basis. Please call the center for more details.

For students experiencing mental health crises, the Counseling Center staff works with the Student Health Center, the Office of Campus and Residential Services, and Student Affairs to provide assistance. During Counseling Center office hours (Monday–Friday, 9 a.m.–5 p.m.), students in crisis should call or come directly to the Counseling Center and inform the receptionist that there is an urgent need to speak with a therapist. After office hours, on-campus students should contact Campus Safety (ext. 1600) or the Office of Campus and Residential Services to contact the therapist on call. Off-campus students experiencing crises after hours should call 911 or go to their nearest emergency room.

STUDENT HEALTH CENTER

Berg Hall 1014
www.marymount.edu/health
(703) 284-1610

The Student Health Center (SHC) provides preventative health care, diagnosis and treatment of acute illnesses or injuries, and specialist referral as needed for all full-time students.

HEALTH EDUCATION

The SHC staff provides education for students regarding preventive health care, wellness promotion, and other personal health matters. The SHC also sponsors numerous wellness events throughout the school year.

MEDICAL RECORD

The Marymount Student Health Form must be submitted to the Student Health Center by August 1st for students matriculating in the fall semester and by January 1st for students matriculating in the spring semester. The form is required of all undergraduate students, whether full or part time, degree or non-degree, regardless of age. Graduate students who reside in university-sponsored housing must also complete the form. The form can be downloaded from the SHC website.

ILLNESS/INJURY AND HOSPITALIZATION

In the event of illness or injury, students should come directly to the Student Health Center. When hospital treatment is required for a student, Marymount normally uses the facilities of Virginia Hospital Center, located less than two miles from campus.

If a student is transported to the hospital by cab for an emergency, Marymount will pay for the cost of the fare. Students who need to be transported to the hospital or a doctor’s office by cab for routine visits or healthcare that is deemed non-emergency
will be responsible for their own fare. Cab vouchers may be used so cash is not needed at the time of the cab ride, but the student’s account will be charged the amount of the fare.

In circumstances where any student’s condition is deemed to pose a direct threat to the health and safety of the student or others, the student may be asked to seek medical treatment as a condition of remaining in the residence hall or attending class. The university may wish to place conditions on a student to ensure that he/she can safely return to residence hall living or the Marymount University community. The university will provide reasonable accommodations to assist the student in meeting his/her requirements for return to residential living or the Marymount University community.

The Student Health Center does not provide individual notes for students’ class absences and strictly enforces the ‘no note’ policy. If a student is absent from a given class due to illness, the student is responsible for communicating with his/her professor and adhering to the class syllabus standards. Should a student have an extended absence an emergency notification can be issued, with appropriate documentation, through Student Affairs.

**SCHEDULE OF OPERATIONS**

The Student Health Center is open Monday–Friday 8 a.m.–5 p.m. for appointments. Appointments are preferred and walk-ins are accepted based on provider availability. Hours of operation may vary during the summer semester and during university breaks. Please visit our website for updates.

**STUDENT HEALTH INSURANCE**

All full-time Marymount students are required to have health insurance. The university offers a comprehensive health insurance plan in accordance with the Affordable Care Act. which students may waive if they have adequate coverage in the Commonwealth of Virginia. If a waiver is not submitted online by the specified deadline, the student will automatically be enrolled in the coverage and charged a fee for the premium. Waivers will not be accepted after the deadline. For questions, visit the Student Health Center website or call for further information.
HOW TO APPLY FOR FINANCIAL AID

1. Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 for the following fall semester.

2. Apply for state grants, such as the Virginia Tuition Assistance Grant, DC State Incentive Grant, and the Pennsylvania Higher Education Assistance Grant. Other places that have grants that transfer to Virginia for study include Rhode Island, Vermont, and Delaware. Contact the Financial Aid Office for additional information.

STUDENT EMPLOYMENT

1005 Rowley Hall
M-F 9 am-5 pm
http://www.marymount.edu/careerservices
(703) 284-5960
jobsoncampus@marymount.edu

The Center for Career Services coordinates on-campus student employment. The office serves students seeking employment through both the Federal Work-Study Program (FWS), which is funded by the federal government and awarded by the Financial Aid Office, and through Campus Employment (CE), which is funded by the university.

Eligibility criteria for all student employment jobs include full-time undergraduate or graduate status, good judicial standing, and authorization to work in the United States. Domestic and international students (visa permitting) are eligible to work on campus at Marymount.

For detailed information about student employment, visit www.marymount.edu/careerservices. You must know your status, either Federal Work-Study or Campus Employment, in order to apply for the correct jobs. Once hired, students will receive notification and information about next steps via email. Jobs are posted throughout the year, though the majority of positions are available in September.

In order to work on campus, student employees must complete paperwork including tax, I-9 Work Authorization, and optional direct deposit forms. Students must present, in person, a passport or a driver's license and a Social Security card, or a driver's license and birth certificate.

Students are paid an hourly wage according to the type of position held. Benefits to working on campus include flexible hours that fit the student's class schedule, the ability to work between classes, an opportunity to get to know faculty and staff, and an opportunity to build marketable resume experience.

Balance is crucial, and student workers are students first. Thus, students are limited to working one 10-hour-per-week campus job during the academic year. Students are urged not to allow employment to interfere with their academic performance.
WELCOMING STUDENTS FROM AROUND THE WORLD

International students are an integral part of Marymount University, providing the campus community with an opportunity to learn about the richness of different cultures around the world. Approximately 9% of Marymount University’s student body comes from overseas; these students represent nearly 70 countries.

Marymount’s International Student Services Office (ISS) is dedicated to providing students with a comfortable and supportive environment that facilitates adjustment and promotes personal growth and academic success. ISS strives to promote global awareness through a wide variety of intercultural and educational programs for the university community.

SERVICES

Orientation programs
- introduction to the American higher education system
- immigration information
- adjusting to a new culture
- banking and financial issues
- university registration processes
- health care concerns and health insurance

Cultural and educational programs
- receptions
- presentations on immigration topics
- International Thanksgiving Dinner
- International Banquet
- International Education Week
- weekly coffee hour/discussion groups

Academic support
- time management
- test-taking skills
- study skills
- help alleviating test anxiety
- stress reduction techniques

Confidential cross-cultural counseling
- adjustment issues
- relationships
- grief
- family issues

Immigration advising and assistance
- F-1 visa regulations
- immigration transfer
- work permission
- travel
- extension of stay
- dependents
- Social Security
- special registration
- change of status
- SEVIS and SEVIS fee

You can also pick up brochures and information about the following in the International Student Services office:
- cross-cultural adjustment
- Academic Integrity Policy
- health insurance
- taxes
- driver’s licenses
- Social Security
- immigration-related topics
MARYMOUNT UNIVERSITY
GLOBAL THINKERS (MUGT) RESIDENTIAL COMMUNITY

The Marymount University Global Thinkers (MUGT) floor is a residential community for both U.S. and international students. This community focuses on diversifying students’ global competence and enhancing mutual respect and understanding among students of different backgrounds.

Members are engaged in a number of cross-cultural programs and experiences, which will enhance their sensitivity to diversity and the promotion of social justice across borders. In addition, this floor serves as a support system to help orient new students from abroad to the Marymount and United States cultures.

Capitalizing on the diversity of the Marymount community, this floor provides a more formal and centralized place where students can engage with one another and share their cultures.

The floor takes the lead in spearheading new programs, including but not limited to, coordinating awareness and emergency response to international disasters. In addition, the floor helps facilitate cooperation between other groups on campus, which already strive to promote tolerance and cultural understanding.

Students interested in applying to be part of the MUGT residential community should fill out the application on the OCRS or ISS website.

STUDY ABROAD CENTER FOR GLOBAL EDUCATION

Rowley Hall, 1004J
www.marymount.edu/globaled
(703) 284-6474
studyabroad@marymount.edu

WHY STUDY ABROAD?

Thousands of students who study abroad return home and say, “It was a life-changing experience.” Living and learning in another country helps students become more self-confident and self-reliant and see the world from a new perspective. More and more employers are looking for future employees who have a global view and broader understanding of the complex world in which we live. Studying abroad can help students gain these valuable assets and enable them to

• experience another culture first-hand;
• gain skills that make a more marketable employee;
• gain a global outlook and develop new perspectives;
• enhance their educational experience;
• become independent thinkers and develop a deeper intellectual maturity;
• foster personal growth and build self-confidence;
• learn about themselves;
• build life skills such as decision making and budgeting;
• travel!
FAST FACTS AND REQUIREMENTS

- GPA of at least 2.75
- Open to second-semester freshmen, sophomores, juniors, or first-semester seniors
- Depending on the program, financial aid/loans may be transferred
- Classes transfer back for credit toward an MU degree
- Foreign language skills are not needed to go abroad! The programs offer courses in English.

HOW TO GET STARTED

Start the Conversation with a Study Abroad Advisor
- It is never too early to start planning for study abroad! Schedule an appointment with a staff member in the Center for Global Education so that we can assess your goals and interests and assist you in selecting the right program to meet your needs. We'll provide answers to all your study abroad questions including issues surrounding credit transfer, course selection, financial aid, living arrangements, etc.

Visit the Study Abroad website for detailed information about study abroad, financial aid, and programs.

Talk with your academic advisor - Selecting a Study Abroad program is an important academic decision and one that should be discussed with an academic advisor. It is essential that advisors are able to consider students' plans when helping with course selections. The application of credits toward major requirements is a departmental decision.

Talk with others - Students need to consider their motivation for studying abroad and their goals. Students should discuss their plans with parents/guardians and friends. Talk with former Study Abroad participants or contact the Center for Global Education to meet with program alumni.

Schedule a Follow-Up Appointment with the Center for Global Education - Once you have had time to consider your options and discuss study abroad with your academic advisor and family, schedule a follow-up appointment with the Center for Global Education so we can provide you with more detailed information on procedures and next steps. Former Study Abroad students are available to help with your questions.

Read about the host country - Look at books, magazines, and websites with information about the potential host country. Talk with the Center for Global Education and past students for their impressions. Pick up a phrase book or download some language lessons to an iPod.

Apply to a program - Marymount offers a variety of semester and summer Study Abroad opportunities to challenge student's worldviews and broaden perspectives. To enroll in any of these programs, complete the application and required paperwork, and submit by the application deadline. START EARLY; recommendations and transcripts may take time to reach the Center for Global Education.

Application Deadlines

Summer: February 1
Fall: March 1
Spring: October 1

NOTE: Some MU Faculty-led programs may have different deadlines.

Get a passport - A current passport from the applicant's country of residence is required to enter a foreign country. U.S. resident students applying for a new passport or to renew a passport can download the application from the U.S. State Department's website, http://travel.state.gov/passport.

Due to lengthy processing times for the U.S. passport, students should apply as early as possible in the study abroad process.

Apply for financial aid - Contact a counselor in the Office of Financial Aid to discuss the procedures for applying financial aid toward study abroad program costs. There are a limited number of scholarships through partner organizations and for students who have a Pell Grant. Please see the CGE webpage for more information.

Apply for a visa - Some study abroad host countries may require a visa. It is important to have a current passport as early as possible to give plenty of time to apply for the visa.

Pack! - There are certain essentials that should be taken along, but students should avoid taking too much. Lots of luggage will become cumbersome. Be sure to bring any medications needed during your time abroad.
HEALTH & SAFETY
Read carefully any information about health and safety provided by the program, check out www.cdc.gov/travel, and get any required and recommended vaccinations. Students can check with Marymount’s Student Health Center to determine any needed vaccinations.

HEALTH INSURANCE
Marymount University offers a Student Health Insurance Plan to all Study Abroad participants. Students are automatically enrolled in the plan for their semester abroad, and the insurance cost is included as part of the program.

POLICIES, REGULATIONS, AND PROCEDURES
Students participating in Marymount University sponsored programs are expected to adhere to the guidelines and community conduct policies of Marymount University, the host institution, and the host country at all times.

Students are held responsible for their actions and conduct at all times. If any student violates the program’s policies, or faces any disciplinary actions while attending any of the programs, he or she will be subject to the Marymount University disciplinary process.

PARTNER PROGRAMS
There is a huge world out there! From studying interior design and business in Dubai, to culture and politics in China, to biology in South Africa, or American studies in Scotland – there are multiple Partner Program opportunities available to Marymount students.

Partner Programs involve partnerships with specific universities and organizations. For these programs, most of an MU financial aid package can be applied toward the program cost.

Stop by the Center for Global Education to learn more about locations available through Partner Programs.

DO YOUR INTERNSHIP ABROAD!
Students interested in gaining work experience abroad should consider doing an internship overseas! Internship opportunities are offered in a wide variety of locations around the world during the summer semester as well as during the academic year. It is important to plan early for an internship abroad, as an international internship is not an option in the final semester before graduation. Opportunities for all academic disciplines are available!
GETTING INVOLVED
Marymount is a Division III member of the National Collegiate Athletic Association and a founding member of the Capital Athletic Conference. Marymount follows the purpose of the NCAA to initiate, stimulate, and improve our intercollegiate athletics programs and to develop educational leadership, physical fitness, and athletics excellence. As an integral part of campus life, athletics promotes the academic success of student-athletes, collaborates with other departments for leadership opportunities, and fosters school pride and spirit. The university fields 16 varsity teams including men’s and women’s basketball, cross-country, golf, lacrosse, soccer, swimming, triathlon, and volleyball, and men’s baseball. Students interested in playing on a varsity team should contact the coach.

**INTRAMURALS**

Intramural sports are offered on a pick-up, as well as an organized basis and may be single-gender or co-ed. Programs may include basketball, flag football, volleyball, dodgeball, swimming, and a variety of other sports.

Students and university community members participating in intramural sports or utilizing recreational facilities do so at their own risk. The university advises all such individuals to have appropriate medical/hospitalization insurance.

**PRAYER & WORSHIP SCHEDULE**

Help gain a deeper understanding of the Word of God by spending time in prayer and worship with the Marymount community and your fellow students. All events take place in the Sacred Heart of Mary Chapel, unless noted otherwise.

**Mass Schedule during the Academic Year**

- **Sunday**: 10:00 AM & 7:00 PM
- **Mon., Tues., Wed., & Fri.**: 7:30 AM & 12:00 PM
- **Thursday**: 7:30 AM (Main Chapel); 12:00 PM (Chapel at 4040 Fairfax Drive); 9:30 PM (Residence Hall Mass)
- *Special Masses and Holy Days of Obligation as Announced*

**Praise and Worship**

- **Thursdays**: 8-9 PM

**Confessions**

- **Sunday**: 6:45 PM
- **Thursday**: 8:45 PM

*Additional hours of confession are offered throughout Lent and Advent, as announced.*
Other Worship Opportunities
• Meditation Room (Located in the Lodge as well as in 4040 Fairfax Drive)
• Off Campus Religious Services Brochure available on the Campus Ministry website
• All Night Adoration as announced

FAITH FORMATION
Discover the richness of your faith and dive deeper as you journey with others.
• Weekly Small Group Bible Studies
• Annual International Pilgrimage
• Local Pilgrimages throughout the year
• Woman of Faith and Men of Virtue Groups
• R.C.I.A. (Rite of Christian Initiation for Adults)
• Q.U.E.S.T. Apologetics Group (Question, Understand, Explore, Seek, Transcend)

RETREATS
Spend time away from campus to renew your faith, meet people, and enjoy time spent in prayer.
• Beach Retreat
• Winter Retreat
  *Other retreats as announced

SPECIAL EVENTS
We also enjoy just hanging out! These annual events promote community and allow for conversation and fun.
• Welcome Back Party
• Hayride
• March for Life
• Weekly “Food for the Soul”
• Movie Nights
• Praying with Paint
• S’mores and Bonfire Night

SERVICE
In addition to the programs and opportunities planned through the Office of Community Engagement, Campus Ministry hosts monthly service opportunities. Join us for opportunities to reach out to the campus, the community, and the world.
• Halloween Fest
• Alternative Spring Break Service Trips
• Advent Angel Giving Tree
• Lenten Rice Bowl
• Missionaries of Charity

LEADERSHIP OPPORTUNITIES
Campus Ministry offers many opportunities for students to simultaneously grow in faith and in leadership through service to the Marymount community. If you are interested in any of these opportunities, please stop by the office to talk with one of the staff members. Leadership opportunities in Campus Ministry include, but are not limited to:

• Student Leadership Team
  One of our largest leadership positions is our “Student Leadership Team”. The small group Bible studies that Campus Ministry offers are facilitated by students on our leadership team. In addition to leading the studies, the students also receive weekly formation in the faith, spend time together in prayer and fellowship as a community, and attend a retreat each semester for further training and development.

• Liturgy Helpers
  Another way that students can lead is through their service at our Liturgies. Students are encouraged to serve as lectors, altar servers, ushers, and greeters at both our Sunday and daily Masses. Training is provided.

• Interfaith Ambassadors
  This initiative for Campus Ministry creates unity on campus as well as makes students of all faith backgrounds, or even no faith backgrounds, feel welcome. These student ambassadors serve as liaisons and advocates to enhance the mission of Campus Ministry at Marymount University.

• Retreat Leaders
  Each semester Campus Ministry hosts a retreat off-campus. These retreats are opportunities for our students to spend time away from campus to renew their faith, meet people, and enjoy time spent in prayer. Students are able to help with preparation of the retreat as well as give talks throughout the weekend.

• Cantors and Chapel Choir members
  Chapel Choir provides music for all Masses and Liturgies at Marymount University. Rehearsals occur several times weekly, with additional opportunities for cantors and instrumentalists as well as Praise and Worship leaders. Members of Chapel Choir also grow together in the Catholic Faith by studying great music of the Church.
The Office of Community Engagement offers students diverse opportunities to volunteer in groups or individually at area agencies and schools, and within the university. Through volunteering, students explore the community while making a difference in other people's lives. Some of these opportunities include being the mentor and tutor of an at-risk grade school or middle school student; providing companionship and recreational activities for the elderly; and cooking a meal for persons who are mentally handicapped.

In addition, Community Engagement collaborates with other university departments to offer one-time service projects throughout the year for individuals, residence halls, and student organizations and works with faculty to incorporate service into the curriculum. Some of these opportunities include HalloweenFest, a Halloween party for disadvantaged children; Adopt-a-family Thanksgiving drives; Alternative Spring Break at various mission sites; and the Special Olympics Basketball Tournament in April. These events are open to the entire university community.

Contact the office to find out more about how you, your club or department can get involved with serving the local community!

The Office of Commuter and Graduate Student Services (CGSS) helps commuter and graduate students become a part of the Marymount University community by providing support and guidance, advocating on their behalf, and taking action on concerns. Much of this is accomplished through the Commuter Activities Board (CAB) and Graduate Student Council (GSC).

All commuter students are automatically members of CAB. In consultation with the CAB advisor, CAB holds meetings to discuss current concerns of commuters and develop potential solutions; plans events and activities at commuter-friendly times; and supports commuters by directing them to services on campus and putting them in touch with one another. CAB also serves as the official commuter voice on the Co-Curricular Council. To become involved or get more information, email CAB.

Graduate Student Council (GSC) is an organization created to communicate the concerns of graduate students and help to advocate for their needs. In addition, the GSC holds a variety of social, educational, and networking events in collaboration with academic departments, the Alumni Association, and the CGSS. Members of the GSC are appointed in the fall semester by the program director of each graduate program. For more information about how to get involved or a list of upcoming events please contact the Coordinator of Commuter and Graduate Student Services or email GSC.

The Office of Commuter and Graduate Student Services also provides a variety of resources for students. Stop by the office to learn about different ways to travel to Marymount University and the many ways to get
involved. You can pick up a copy of the latest parking or public transit information as well as a current copy of the shuttle schedule.

CGSS wants commuter and graduate students to know that the resources available on campus are open to all students, and encourages students to take advantage of them. Examples include the fitness centers, dining halls, student lounges, and computer labs. Marymount also offers a number of services specifically for commuters. The Lodge commuter lounge is available for commuter students to store, prepare, and eat meals; lockers are available for free and can be reserved from the Lee Center manager; Dining Services offers a commuter meal plan, and the ID and Parking Office can help students acquire a parking pass. In the 4040 Fairfax Center there are student lounge areas on each level. Please contact the departments mentioned above for additional information, or stop by the CGSS office for assistance.

NEW STUDENT TRANSITIONS

Gerard Hall 1021
www.marymount.edu/orientation
(703) 284-5706
orientation@marymount.edu

Peer Mentors
www.marymount.edu/peermentors
(703) 284-1615
mupeermentors@marymount.edu

ORIENTATION PROGRAMS

Orientation programs assist new students in making the transition to Marymount. Specialized programs are offered for first-year, transfer, international, and graduate students.

All first-year students enrolling for the fall semester participate in a two-part orientation experience. The first part, a New Student Orientation (NSO), is a two-day overnight program held during the summer to introduce students to academic and campus life. During NSO, students participate in academic and social events and finalize their course schedules. Students return in August for Welcome Weekend, a program that provides more information about life on campus and offers many social activities and community service opportunities.

For first year students entering the university in January there is a one day orientation program. Parents are welcome to attend first-year student Orientation Sessions, where specific programs have been developed to meet their needs.

Transfer students have their own orientation programs, scheduled throughout the summer. These four-hour programs include information on resources and services and give students an opportunity to meet with an academic advisor and confirm their schedule of classes. International students participate in an orientation program sponsored by the Office of International Student Services. The program is designed to address issues of cultural transition, campus resources and services, placement testing and advising, and much more. There is a two-day program offered in August for students enrolling in the fall and a one-day program in January for students enrolling for the spring.

Graduate students participate in a school or department orientation program to learn more about their specific graduate academic program. Open house and welcome sessions are also hosted by the Office of Graduate Admissions to acquaint students with the many resources and services on campus.

PEER MENTOR PROGRAM

Marymount’s Peer Mentor Program is designed to provide all first-year and transfer students with a mentor, who serves as an additional resource for new students. Mentors are specially trained upper-class students who co-facilitate activities in DISCOVER 101 and 201 classes with a course instructor. Mentors meet with their first-year and transfer students to answer questions, assist them in finding resources, and talk about their new life at Marymount. Mentors also plan social activities, giving students additional opportunities to meet one another and enjoy the many things to do on and off campus.
In accordance with the university mission, campus programs are intended to enhance students’ academic experience through social, cultural, spiritual, educational, and physical extracurricular experiences. The Office of Campus Programs and Leadership Development (CPLD) serves all students: resident and commuter, undergraduate and graduate, part time and full time. The staff welcomes new ideas and innovative volunteers.

**STUDENT ORGANIZATIONS**

Marymount University encourages students to take an active role in student organizations and supports a variety of clubs and organizations to meet the needs and interests of its students. To register as an official Marymount University student organization, a club must have a purpose consistent with the university’s mission, which includes goals consistent with Catholic teaching and fostering the intellectual, moral, spiritual, social, cultural, and physical development of each student. No organization may encourage or participate in any activity that is in conflict with the mission of the university or its Catholic heritage.

New student organizations are welcome and may be formed at any time during the year by 1) presenting a written constitution consistent with the university mission, 2) having the required minimum number of 10 student members, and 3) engaging the commitment of a qualified advisor. New Student Organization Recognition Packet Forms can be found online on the CPLD website.

Marymount University student organizations include in their constitutions a statement of compliance with the university’s mission, policies, and procedures, and with the Student Government Association and Co-Curricular Council constitutions. Officers of organizations must be full-time Marymount students in good standing. Student organizations provide cultural, social, humanitarian, academic, or professional development. Please contact the CPLD for more information.

**ASSOCIATION FOR CAMPUS EVENTS** (ACE) plans and implements a variety of events such as comedy nights, movies, lectures, theme parties, dances, concerts, coffee houses, day trips and the annual semi-formal ball. Students can obtain up-to-date event information by joining the ACE Facebook group.

**ACTIVE MINDS** (AM-MU) increases the awareness of the students, faculty, and staff at Marymount University about issues surrounding mental health, symptoms related to mental health disorders and mental health resources available both on campus and in the surrounding community.

**AFRICAN CARIBBEAN STUDENT ASSOCIATION** enables the student body at Marymount to explore the diversity of African and Caribbean culture.

**THE BANNER** is the university’s student newspaper that covers campus, national, and international news and events.

**BARBELL CLUB** educates, inspires, and creates a foundation for safe exercise through barbell lifting.

**BLACK STUDENT ALLIANCE** plans and organizes programs that promote awareness of Black history and culture and promotes interests of minority students.
BLUE CREW
promotes good sportsmanship and increases school spirit by supporting Marymount University athletics through participation in a variety of skits and cheers. bluecrew@marymount.edu

BLUE HARMONY
performs a variety of music including pop, jazz, a cappella, classical, blues, gospel and show-tunes. Auditions are held in the early fall and spring semesters. blueharmony@marymount.edu

BLUEINK LITERARY ARTS MAGAZINE
is the annual publication that features student writing, art, and photography. blueink@marymount.edu

CHEER TEAM
promotes and upholds team spirit for Marymount University by performing at sporting events and competing in national competitions. cteam@marymount.edu

COAST GUARD AUXILIARY UNIVERSITY PROGRAM
AUP-Unit Marymount provides boater safety education, public education on environmental and other Coast Guard-related issues. In addition, AUP-Unit Marymount provides leadership development opportunities including Coast Guard internships and training. cstgrdu@marymount.edu

CO-CURRICULAR COUNCIL
includes a representative from each student organization and represents the extracurricular interests of the student body. Members of the Co-Curricular Council also help plan major campus events such as Club Fairs, SpringFest, and participate in events such as HalloweenFest. ccc@marymount.edu

COMMUTER ACTIVITIES BOARD
(CAB) provides a voice for commuter students’ needs and interests on campus. (See “Commuter Student Services” in this handbook) cab@marymount.edu

CRU
is a non-denominational Christian community where the Gospel captures hearts, transforms lives, and launches men and women into a life-long adventure with Christ. cru@marymount.edu

CYBERSECURITY CLUB
promotes awareness about cyber and physical security through security awareness training sessions, cybersecurity competitions and attending conferences. cyber@marymount.edu

DANCE TEAM
is dedicated to supporting athletic programs and campus activities by performing and spreading MU spirit. danceteam@marymount.edu

FANDOMS UNITED
harnesses creativity in the mind and life of students. This will be accomplished through discussions, activities, field trips, and other creative pop culture means. fandoms@marymount.edu

FASHION CLUB
networks with industry professionals and work metropolitan fashion events throughout the school year. fclub@marymount.edu

FILM CLUB
provides opportunities for Marymount students to gain a new appreciation for film through regular viewings, trips to cultural film showings in Washington, D.C., and participation in D.C. area film festivals. The Film Club also promotes film at Marymount University through involvement with Marymount’s annual Film Festival and Ethics Week film viewings. film@marymount.edu

FULL SPECTRUM
promotes an atmosphere of respect and education about the lesbian, gay, bisexual and transgender community. fullspectrum@marymount.edu

GAMING CLUB
encourages all students with an interest in video games to participate in an interactive gaming experience. gaming@marymount.edu
HEALTH COALITION
brings health promotion and educational awareness in a fun and interactive way through speakers and activities to Marymount University. healthcoalition@marymount.edu

HISTORY AND POLITICS CLUB
encourages students to take advantage of Marymount’s proximity to the richness of historical locations in the area. historyclub@marymount.edu

HUMAN CONNECTION ORGANIZATION
creates, promotes and hosts community service projects paired with community bonding based activities that align with the University’s guiding principles. humanconnect@marymount.edu

INTERNATIONAL AFFAIRS SOCIETY
promotes a better understanding and awareness of international and national politics, history and culture. ias@marymount.edu

INTERNATIONAL CLUB
promotes cross-cultural understanding by planning social, cultural, and educational activities, including International Week. internationalclub@marymount.edu

INTERIOR DESIGN ASSOCIATION
(IDA) enhances the professional development of Interior Design students. IDA@marymount.edu

JUST ABOUT MUSIC
(J.A.M.) promotes the appreciation of music at Marymount through teaching music lessons as well as hosting and attending music events on and off campus. jam@marymount.edu

LADIES INSPIRING STRENGTH FOR TOMORROW
(L.I.S.T.) encourages young women and men to develop the useful skills and confidence to assist in all future endeavors on the collegiate and professional level. LISTS@marymount.edu

LATINO STUDENT ASSOCIATION
familiarizes the campus community with the Latino culture through special programs, engages in service projects within the DC metropolitan Latino community, and strengthens ties between Latino students and Marymount University. lsa@marymount.edu

MARYMOUNT ACTOR’S GUILD
is a theatre group, performing everything from professional main stage productions to improvisation shows. The club and its members are involved in every aspect of production from lights, sound, and set construction to directing and publicity. theatre@marymount.edu

MARYMOUNT UNDERGRADUATE ECONOMICS ASSOCIATION
provides a forum for undergraduate students interested in Economics. Its activities include regular meetings, seminars, discussions with professional economists, peer advising, closer interaction with the Economics department faculty and other relevant programs. muea@marymount.edu

MODEL UNITED NATIONS
provides opportunities for students to gain an understanding of the United Nations and international policies and affairs through debates and simulations. modelun@marymount.edu
MUSLIM STUDENT ASSOCIATION
supports Muslim students on campus and provides the overall Marymount community with educational programming regarding the Islamic faith. The Muslim Student Association is an affiliate of a national organization. msa@marymount.edu

PRE-LAW SOCIETY
unites students and teachers of the law in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law. plss@marymount.edu

PSYCHOLOGY CLUB
broadens the student body’s awareness of psychology and mental health issues and provides networking opportunities for undergraduates interested in psychology careers. pclub@marymount.edu

RESIDENCE HALL ASSOCIATION
advocates for residential students and plans programs to build campus wide community. rha@marymount.edu

RESPECT LIFE CLUB
works with Marymount students and the Arlington community to raise awareness on life issues from conception to natural death. Also serving the community with reminders that life is precious. respectlife@marymount.edu

SAUDI STUDENT ASSOCIATION
promotes interest in history and culture, provides fellowship among students and faculty and provides a forum of understanding of between the US and Saudi Arabia to enhance university community. ssa@marymount.edu

SCIENCE CLUB
serves as a support system for future scientists by inviting speakers to campus, traveling to science institutions, and having monthly meetings. science@marymount.edu

SCIENCE TECHNOLOGY ENGINEERING AND MATH CLUB
(STEM) promotes interest in STEM related fields, connects students with similar interests, and explores the applications of technology in everyday life. sstem@marymount.edu

SOUTH ASIAN SOCIETY
(SAS) seeks to meet the social, cultural and educational needs of all those with interest in South Asia. sas@marymount.edu

STUDENT GOVERNMENT ASSOCIATION
(SGA) serves as the official representatives of the student body. sga@marymount.edu

STUDENT NURSES ASSOCIATION
plans activities that enhance the professional development of nursing students. sna@marymount.edu

STUDENT VETERANS OF AMERICA
provides veterans of all backgrounds the opportunity to network and discuss the issues unique to student veterans and learn about available resources to help them successfully transition from service to scholar. stuvets@marymount.edu

STUDENT VIRGINIA EDUCATORS ASSOCIATION
provides students the opportunity to explore education as a profession and to evaluate their own aptitudes, capabilities, and interests as prospective educators, and seeks to interest others in education as a profession. svea@marymount.edu

TOASTMASTERS INTERNATIONAL CLUB
provides a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skill, which in turn foster self-confidence and personal growth. tostms@marymount.edu
VICTORY GARDEN COALITION
establishes a campus based Victory Garden to enhance Marymount's involvement in the community. The food will provide a greener footprint on campus, and will be donated to local charitable organizations.

victorygarden@marymount.edu

YARN CLUB
promotes the art of yarnwork through knitting, crocheting, crafting and teaching. yarn@marymount.edu

YOUNG AMERICANS FOR LIBERTY (YAL)
research, study, inform and educate the public concerning public policy issues as well as mobilize youth activists committed to "winning on principle." yal@marymount.edu

SCHEDULING OF EVENTS
Student groups and individuals may reserve the use of facilities for meetings and other events through various departments on campus. Classroom space is reserved through the Registrar's Office; Gerard Lobby and The Lodge can be reserved through Student Affairs; the Gerard cafeteria, and certain library spaces are reserved through the Conference Center; and space in the Lee Center can be reserved through the Lee Center main office. Use of facilities must be consistent with the mission of the university.

SPEAKERS AND PERFORMERS
All speakers and performers sponsored by student organizations or individual students must be approved in advance by the CPLD. Details governing speaker and performer selection are available from the CPLD, as are speaker request forms, which must be submitted for approval at least three weeks in advance of the proposed engagement and prior to extending invitations to speakers. Only authorized university employees may enter into verbal or written contracts for services.

POSTERS AND FLYERS
The CPLD assigns bulletin board space for student groups, approves notices and posters, and oversees the removal of outdated or unapproved material. Student groups must submit posters and flyers to the CPLD for approval. Posters and flyers may be posted only in approved locations. A complete poster policy is included in the CPLD Manual and is available in the CPLD and on the website.

SIDEWALK CHALK AND WINDOW PAINT/MARKER POLICY
Chalk or window art/writing publicity must be approved through the CPLD.

Chalking Guidelines:
- Chalking may be done up to 6 days prior to an event. (i.e. if the event is on Wednesday chalking can begin the Thursday before).
- Chalking may be done on concrete and asphalt walkways and road areas in such a manner that does not inhibit traffic patterns or traffic rules. Chalking cannot be done on the Plaza between Caruthers and Lee Ostapenko Hall or on any campus surface that has pavers, brick, or slate.
- Chalking should be in good taste with appropriate spelling and grammar.
- Chalking should be legible.
- Chalking should be in locations that will be affected by weather and will naturally dissipate and vanish.
- Chalking may not be done on vertical surfaces or any surfaces that are under cover.
- Chalking should be removed (by nature or human) no later than 3 days after the event being.
advertised. This may require a brush and bucket of environmentally safe soap to remove dated information. If students need these materials for cleaning, they can contact the CPLD for assistance.

Window Art and Writing Guidelines:

- Windows that can be accessorized with art or writing about events include the following:
  - Lee Center lower level main entrance
  - Berg Lobby
  - Glass in the Dining Hall Landing
- Window graphics must be done with water-based, removable ink/paint, which is intended for such use.

Approval Process:

University offices and student groups may contact the CPLD for approval to use chalk or window art.

In order to gain approvals please send the following information to the CPLD:

- Name of office or registered student organization
- Title, date and time of event being advertised
- Name and phone number of contact person in charge of and responsible for chalking.

LEADERSHIP DEVELOPMENT

The mission of the CPLD is to provide educational and experiential opportunities to help students develop leadership skills that supplement the knowledge they acquire in the classroom. Leadership development encourages students to reflect on their leadership experiences and to make sense of how those experiences impact their plans and goals for the future. The program's goal is to develop reflective, committed, civic-minded, ethical leaders for today and tomorrow.

The CPLD organizes events and programs that are open to the entire student body, including student clubs and organizations. Past programs have included one-day Leadership Conferences and a semester-long Leadership Workshop Series.

It is important to get involved! Students who become involved in their campus community are more successful and satisfied with their college experience and gain valuable skills that they can use throughout their lives. Students who cultivate leadership skills are able to make significant contributions, serve as visionary thinkers, and work interdependently in a global community.

There are also a number of leadership positions that are available through an application process. Visit the CPLD, located in The Lodge, to learn more about these opportunities.

SURVEYS

Authorization must be obtained from the Office of the Vice President for Student Affairs to conduct a survey anywhere on campus, including residence halls.

RECREATIONAL FACILITIES

The Rose Benté Lee Center includes a 1,000-seat sports arena, recreational gym, aquatic center, fitness center, and Bernie's Café. The Lee Center also houses the bookstore, student mailboxes, and commuter lockers.

Aerobics classes, intramural sports, and fitness and recreational programs are offered in the Lee Center.

Bernie's is a great place to see popular films, as well as local and nationally known singers, novelty acts, comedians, and bands. It's also the place to meet friends for drinks, lunch, or snacks.

All members of the university community are invited to use the Lee Center. However, priority access for facilities use is given to Marymount students.

Approvals to distribute materials, set up information tables, and provide space for vendors can be obtained by contacting the Lee Center manager.

The Aquatic Center is available for use by students, faculty, and staff during regularly scheduled recreational swim hours. Marymount identification is required.

Marymount students and personnel may bring one guest and must accompany that guest while he/she is using the Center.

The Fitness Center in the Lee Center and the Al-Shathry Fitness Center in Lee Ostapenko Hall are available during regularly scheduled hours for use by students, faculty, and staff only. Marymount identification is required. Guests are not permitted to use the Fitness Centers. The equipment is never to be used when a Lee Center employee or assigned student employee is not present in the room. Use of the Fitness Centers and equipment is at your own risk. To avoid injury, students are encouraged to seek assistance while using weights and equipment. The university is not liable for any injuries incurred or from misuse of equipment.
The Recreational Gym is available for exercising, aerobics, running, basketball, etc., when the facility is not being used for scheduled events. Athletic shoes are required.

STUDENT GOVERNMENT ASSOCIATION

Gerard Hall 1024
www.marymount.edu/sga
(703) 284-1611
sga@marymount.edu

The Student Government Association (SGA) is comprised of an Executive Cabinet elected by the entire undergraduate student body, and a senate of five senators elected from each class year.

With the motto “Working for Students” as its guide, the MUSGA exists to serve as the official representation of the undergraduate student body; to provide a balanced forum for communication between students, faculty, and administration; and to advance student opinions and concerns through legislative action and policy recommendations.

Members serve on university and faculty committees to provide a student perspective on various issues impacting Marymount the student experience. MUSGA is responsible for allocating the Student Activities Fee, paid by all full-time undergraduate students, and funding may be requested by university recognized groups for events and activities that will benefit the entire Marymount community. Intended outcomes of participation in MUSGA include: the development of leadership and communication skills, the promotion of student involvement and advocacy, and the cultivation of a sense of duty to the university and global community.

ALUMNI RELATIONS

Main House, 2nd Floor
www.marymount.edu/alumni
(703) 284-1541
alumni@marymount.edu

You, our current students, are our future alumni. We encourage you to tap into the resources of the Office of Alumni Relations and learn about the Alumni Association – a volunteer network of 31,000 alumni who stay connected to Marymount through local, regional, and international events.

The Alumni Association sponsors alumni networking events, an alumni career mentoring program, and hosts a graduation gathering, A GOLD Affair, so graduating students can meet with fellow young alumni.

Look for important benefits and services that will be available to you after graduation, such as a free lifetime email account (yourname@alumni.marymount.edu). Other benefits include membership with NAPUS Federal Credit Union, special offers for GEICO auto insurance, MU bookstore discounts, access to the fitness center, and Career Services (i.e. career coaching, professional development workshops, and more). Stay involved by participating in the Saints Being Saints Program which is an opportunity for you to volunteer your time as an alumni ambassador, campus ministry volunteer, class agent, or an alumni network leader. Enjoy gatherings sponsored by our young alumni program and other interesting activities in cities from DC to Boston to Palm Beach and beyond to help stay connected to your Marymount friends and network with alumni in a city near you!

Your affiliation with Marymount University continues long after graduation! In the meantime, stay involved, be informed, and be thinking about how your class will be remembered on campus through your Senior Class Gift — a longstanding Marymount tradition.
SERVICES FOR YOU
Security personnel on Main Campus are on duty 24 hours a day. Students may report a crime, attempted crime, suspicious activity or persons, or any other matter that may endanger members of the campus community by calling Campus Safety at ext. 1600, contacting a Campus and Residential Service staff member, or making the report in person at the main security station 24 hours a day or at the Office of Campus Safety, the 4040 Fairfax Campus Safety Office (Room 431), or the Office of Campus and Residential Services during regular business hours.

Members of the Marymount community are encouraged to sign up for MU Alerts to receive email and text messaging about campus emergency situations, as well as weather-related delays, cancellations, and closings.

ESCORT SERVICES

Security guard escort service is available to any student on the Main Campus by calling ext. 1600 or by stopping in at the main security station. Escort service is also available at the Ballston Center.

SAFE PRACTICES

Students are urged to use the lighted main walkways of the campus at night and to walk with others. Some doors of the campus buildings are alarmed at certain hours. Propping doors open, tampering with locked doors, willfully setting off an alarm, and/or admitting any unauthorized person through a locked door may result in a fine or disciplinary action. A ringing alarm should be reported to Campus Safety (ext. 1600) immediately so that the door can be secured and the area surveyed if necessary.

Campus Safety personnel may ask anyone for identification at any time and may refuse admittance to the campus or specific buildings when appropriate identification is not presented. Campus Safety personnel are employed to assist members of the Marymount community and should receive cooperation and courteous treatment.

CAR SEARCH

Cars parked on campus may be searched when there is good reason to believe that civil law or major university regulations are being violated. When a search is necessary it will be conducted by at least two university officials. Prior to the search, the Vice President for Student Affairs or someone appointed by the Vice President for Student Affairs will authorize the search. He/she will prepare or dictate a written statement that specifies the reason for the search, the car to be searched, and the objects being sought. Only personal property that a student apparently possesses illegally or property that threatens the health, safety, or ability of any member of the Marymount community to reasonably pursue his/her studies will be confiscated.

CAR SAFETY

Lock your car and do not leave valuable objects in view. Marymount University does not assume responsibility for items stolen from, or damage done to, cars while parked on campus.

Campus Safety officers are authorized to request identification from people entering campus and to determine whether and/or where they may park. Marymount University reserves the right to restrict any car from campus.
Shuttle bus service is provided free of charge to all Marymount University students, faculty, and staff. The buses travel between the Main Campus, university-sponsored, off-campus parking lots, some university-sponsored, off-campus housing, 4040 Fairfax Drive; and the Ballston/MU Metro Station. They run seven days a week and some holidays. Riders must carry a valid Marymount ID card and present it to the driver upon boarding.

Bus stops are at central locations on the Main Campus, on Randolph Street, outside of 4040 Fairfax Drive, and at the corner of Stuart Street and Fairfax Drive in front of the Ballston/MU Metro Station.

Shuttle bus timetables are available on the MU website the Transportation Shuttle Office, the Main Security Station, the Lee Center, the 4040 Fairfax Drive Campus Safety Office, and from shuttle bus drivers.

Identification Cards
The Marymount ID card has multiple uses and is called the “Blue Card.” Students must carry their Blue Card when on campus, and it must be presented to authorized personnel upon request. A current Blue Card is required to obtain a parking pass.

The Blue Card serves as a residence hall access card, campus meal card, and library card, and can be linked to your PNC Bank account. Your Blue Card will also be needed when purchasing tickets from the Campus Programs office; using computer labs; utilizing the pool, gym, and fitness facilities; accessing the Main Campus garage; and riding the Marymount shuttles.

Blue Cards are issued at orientation and during regular business hours. The cost of your first card is included in the new-student fee. Replacement cards cost $35 each.

Parking
Because parking at Marymount is limited, students are encouraged to use the Metro and free MU shuttles for commuting to and from campus. Parking regulations may be obtained at the ID & Parking Office; the Main Security Station; the main desks in the Gerard, Rowley, and Butler lobbies; and the 4040 Fairfax Drive Campus Safety Office.

Resident freshmen and sophomores are not eligible to have a vehicle on campus.

Eligible students parking vehicles on campus must obtain and display a current Marymount parking pass in their vehicle. Parking passes can be obtained from the ID & Parking Office. Students with parking passes may park only in their assigned lot while attending class or conducting other Marymount business.
MARYMOUNT UNIVERSITY ASSUMES NO RESPONSIBILITY FOR ITEMS STOLEN OR DAMAGE DONE TO VEHICLES ON UNIVERSITY PROPERTY OR IN UNIVERSITY-DESIGNATED OFF-CAMPUS PARKING LOTS. DRIVERS SHOULD PROTECT THEMSELVES BY SECURING THEIR VEHICLES AT ALL TIMES.

Visitor Parking – Students expecting visitors should obtain a Guest Parking Pass from the Main Security Station. Frequent visitors to campus may be required to purchase daily parking permits for $5 each at kiosks located in various parking lots. Students are responsible for informing their guests of the parking regulations and are held responsible for the failure of their guests to follow them.

Violations – Examples include parking in a fire-lane or other area marked “No Parking,” parking other than in the lots authorized by the permit the vehicle is bearing, parking in two spaces, blocking the flow of traffic, reckless driving, and speeding. Violations such as parking in a fire-lane or a “No Parking” area may result in towing or booting without advance warning.

Fines – Fines are marked on violation tickets. Unpaid fines may lead to booting and the termination of Marymount parking privileges. Removal of a boot costs $100 plus outstanding fines. Vehicles that remain booted for over three days may be towed from university property. A hold will be placed on the student’s record until all fines are paid.

Appeals – Campus Safety officers cannot void tickets once they are issued. Appeals to void a ticket may be made in writing within seven (7) days after the issue date of the ticket at the ID and Parking Office. Appeals submitted after the seven (7) day appeals window are late and may still be reviewed at the discretion of the Director of Campus and Residential Services or his/her designee.

LOST AND FOUND
All articles should be turned in at the ID and Parking Office in Ireton Hall or the main security station. Items found at 4040 Fairfax Drive should be given to Campus Safety personnel on site.

DINING SERVICES

Berg Hall 1001
www.marymountdining.com
(703) 284-1608
dining.services@marymount.edu

Marymount Dining Services venues include the Gerard Dining Room, Ballston 4040 Café, Bernie’s Café in the Rose Benton Lee Center, and Lola’s Café in Caruthers Hall. Meal plans are available for residents and commuters. Students will receive information on their meal plan choices prior to the beginning of each semester. Commuter students may purchase meal plans through the Campus and Residential Services Office in Berg Hall during business hours. For information on commuter meal plans, and current dining hours, please visit the Dining Services website.

MEALS TO GO
Students on a meal plan who know that they will miss a lunch or dinner may stop by the Gerard Dining Hall and request a “meal to go” – a boxed meal prepared with your day in mind.

For students who don’t have enough time to sit down and eat in Gerard Dining Hall or Ballston Café, there is a quick solution. OCRS sells a reusable to-go-box that can be used in the Gerard Dining Hall and the Ballston Café for meals to go. After purchasing the to-go-box for $5 (a one-time charge), simply take it to one of these dining locations, purchase a meal and then exchange the current to-go-box for a cleaned and sterilized to-go-box. Students may then fill the to-go-box with the food they want to take with them.
GERARD DINING ROOM
Gerard Dining Room is an all-you-care-to-eat facility available to all students with resident or commuter meal plans, or at the guest rate. Only patrons with meal cards or who have paid may be admitted to the dining hall.

BALLSTON 4040 CAFÉ
Ballston 4040 Café is a quick service operation that offers “Grab and Go” options. Ballston 4040 Café is available to all students with resident or commuter meal plans, or at a guest rate.

BERNIE’S CAFÉ
WOW Café at Bernie’s offers counter service options along with “Grab and Go” items. Bernie’s also features a convenience store offering a variety of goods at retail prices.

LOLA’S CAFÉ
Lola’s offers sandwiches, paninis, flatbread customizable salads, and wraps. If you are looking for something to warm up your insides, the house-made soups and signature macaroni and cheese are the perfect fit. Lola’s also serves the perfect cup of coffee, offering the Aspretto ethical coffee and tea brand. Aspretto’s fundamental objective is simple: to deliver great quality coffee and excellent tea to consumers with founding principles of freedom, care, respect, and support.

Hours of all dining facilities are subject to change and may vary throughout the year.

Those with special dietary needs are encouraged to contact the general manager and/or executive chef to discuss their needs.

“Surprise Someone” packages are available for parents to remember their son’s or daughter’s birthday, exams, or other special event. Call (703) 284-1603.

The food service staff solicits feedback on service and menus at the comment board or via email at dining.services@marymount.edu.

INFORMATION TECHNOLOGY SERVICES
Emerson G. Reinsch Library, Ground Floor
www.marymount.edu/its
(703) 526-6990
its@marymount.edu

Information Technology Services (ITS) provides technology resources and support for students, faculty and staff. ITS is a service provider, a technical support provider and a consulting resource for those seeking technical assistance.
ITS supports the computer labs which are located on the 4th floor of 4040 Fairfax Drive, in Rowley and Caruthers Halls on Main Campus, and at the Reston Center.

**STUDENT PRINTING**

Students are able to print documents using the Wireless Everywhere Print Anywhere (WEPA) service. This system allows students to print from any location and conveniently retrieve documents at any WEPA print kiosk on campus. Students are provided with an allowance of $25 each semester for printing (which yields 250 black and white pages). Students can also add money to their WEPA account using a credit card for printing in addition to the allowance.

**WIRELESS ACCESS**

The wireless network (muwireless and muwireless-2.4GHz) is available in all academic spaces and residence halls on Main Campus, the Ballston Center 4040 Fairfax Drive and the Reston Center. Students can register up to 3 devices on the wireless network which will enable automatic login to the network. Instructions for registering your device can be found on the myMarymount portal under IT Support Services -> My Wireless Devices. Students are also encouraged to use laptops or mobile devices that support 5GHz WiFi for the best wireless network performance.

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**REGISTRAR’S OFFICE**

- Rowley Hall 1009
- M TH (Fall and Spring semesters) 8:30 am-6 pm
- F (Fall and Spring semesters) 8:30 am-5 pm
- www.marymount.edu/registrar
- 703-284-1520
- registrar@marymount.edu

**COURSE REGISTRATION**

Students may register for classes each semester through Marynet. Preregistration takes place in March and April for the fall semester and October and November for the spring semester. Summer registration takes place in February. Each student is required to register at the time and in the manner designated by the Registrar. Students are required to seek the academic guidance of a faculty advisor in developing a schedule of classes. No credit will be granted for any course, including independent study, unless registration is completed within the prescribed time at the start of a semester. Responsibility rests with the student to register for the necessary courses in the proper sequence to meet the requirements of the chosen curriculum.

During the first nine calendar days of the fall or spring semester, unregistered students, including newly admitted students, may enroll or add classes. During a summer session, a student must add a class before the second class meeting. Classes may not be added after the Late Registration and Add/Withdrawal period has ended.

Students can add or withdraw from courses online or in person up to the last day specified in the Academic Calendar. To withdraw from a class or classes, a student should complete an “Add/Drop” form found on the Registrar’s website or in the Registrar’s Office or access his or her class schedule via Marynet.

After the last day to drop a class without record, all course drops must be done in person at the Registrar’s Office. Students cannot drop a course online during this period.
HOLDS
Holds can be placed on a student’s account for many reasons, including an outstanding balance owed to the university for tuition, parking or library fees, an incomplete health form, or failure to meet with an academic advisor. Holds can only be removed by the office that assigned them (i.e. only the Student Health Center can remove a Health Form hold). Students may not be able to register until their holds are removed so it is a good idea to take care of holds as soon as possible to avoid delays in registering. In addition, students and alumni may not obtain a transcript if there are outstanding financial holds on their account.

Students with a financial hold(s) on their account are prohibited from requesting transcripts and having their academic records verified to outside sources.

TRANSCRIPTS
The Registrar issues official transcripts for current students and alumni by request. Current students may view and print their academic record online through Marynet. The university will not, under any circumstances, fax out a transcript nor can the university accept email requests for transcripts. Complete details on how to request a transcript are listed on the Registrar’s website.

GRADUATION
Marymount University confers degrees in May, August, and December, with one formal Commencement ceremony in May. In order to graduate from Marymount University, students must file a Graduation Petition form by the deadline indicated on the form and online.

The completion of a Graduation Petition does not guarantee that a student will graduate. The degree audit will be completed by the school in which the student matriculated once the petition is received. The degree audit will determine eligibility to graduate.

Information about the May Commencement ceremonies will be available online.

CLASSROOM RESERVATIONS
Classroom space on campus is reserved by the Registrar’s Office. Space is reserved on an as-available basis, and academic activities have first priority. Other spaces are reserved by the Conference Center, Lee Center, and Student Affairs.

CONSORTIUM
Marymount University is a member of the D.C. Consortium of Universities (www.consortium.org). Students have the option of taking courses at these institutions. Special registration forms are located at the Registrar’s Office. Completed forms must be returned to the Registrar’s Office at least one week before the start of the semester.

NATIONAL STUDENT LOAN CLEARINGHOUSE
Student verification reports are transmitted to the NSLC four times during the semester. Based on this report, the student’s lenders are notified of attendance.
Marymount has negotiated a great deal on a carshare program available to the entire university community. Students may join Zipcar by visiting www.zipcar.com/marymount to complete the member application. In order to join, students must be at least 18 years of age, and have a current driver’s license with at least one year of driving history. First year membership fee is $15 (and $25 after). A wide variety of vehicles can be reserved by the hour (starting $7.75) or by the day. Your Zipcar membership includes:

- Gas
- Insurance, including coverage for the vehicle
- Direct access to on-campus Zipcars
- In-vehicle audio adaptor (Auxiliary Cord)
- 24-hour Roadside Assistance
- Parking in DC, covered by Zipcar.
- Member benefits and discounts to numerous local businesses.

COPY & MAIL SERVICES

Berg Hall G103
Hours: M–F 8:30 am–6 pm; Sat. 9 am–1pm
Mailbox Hours: M–F 8 am–11 pm; Sat. 10 am–10 pm; Sun. 1 pm–11 pm
www.marymount.edu/copy
Copy: (703) 284-1493
copycenter@marymount.edu
Mail: (703) 284-1494
postservic@marymount.edu

COPIERS

Students can make photocopies using a DAC card or coins at copiers in the Main Campus library (card only), 4040 Fairfax Drive library extension (coin/card only), Caruthers Hall 1002 (coin/card), and the student lounge at the Reston Center (coin/card). The cost is 15¢ per copy using coins and 10¢ per copy using a DAC card for black and white copies. DAC cards may be purchased at Caruthers Hall 1002, Reinsch Library, and Ballston Library Extension.

Color copiers for student use are located in the Copy Center in Berg and Ballston 511. The cost for color copies is 35¢ per impression and 70¢ for 11x17 size paper.

COPY TURNAROUND TIMES

Whenever possible, we try to have copy requests completed on the same day, but ask that requests are made 24 hours before the copies are needed. Complex or high volume jobs may take 48-72 to complete.
SUBMITTING A COPY REQUEST
Submit your print/copy requests in person or by sending an attachment to copycenter@marymount.edu. Please include “Student Copies” in the subject line and your printing preferences in the message. We can print Microsoft Office, PDF and JPEG formats.

SCAN/FAX SERVICES
Students may access scan and fax services at the Copy Center in Berg (fax: 703-284-1693). The cost is 50¢ per page for domestic faxes and $1.00 per page for international.

COPYRIGHT
The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopied or other reproductions of copyrighted material. Under this law, a copy or reproduction of copyrighted material (including written, video, or audio material from books, publications, the Internet, etc.) is not to be “used for any purpose other than private study, scholarship, or research.” Other people may not profit from someone else’s copyrighted material. If a user makes a photocopy or reproduction for purposes in excess of “fair use,” the user may be liable for copyright infringement. Students will be held liable for their violation of the copyright laws using Marymount copier equipment.

MAIL SERVICES
Resident student mailboxes are located on the 2nd floor of the Lee Center and in Rowley, Lee Ostapenko, and Berg halls. Each resident student obtains an assigned box number and lock combination or key by presenting a current Marymount ID at the mailroom, located in Berg Hall G103. Mail is delivered to student mailboxes Monday through Saturday when the residence halls are open. University offices deliver information to resident students through campus mail, so students are advised to check their mailboxes regularly.

The mailroom sends email notifications to the student’s Marymount email account when packages that contain a shipper tracking barcode arrive. Packages may be picked up at the mailroom during window hours. A current ID is required to pick up packages and other deliveries.

Stamps and shipping services via U.S.P.S. FedEx, and UPS are available from the mailroom during operating hours.

PAYROLL OFFICE
St. Joseph Hall 1007
(703) 526-6992
payroll@marymount.edu

Students with approved campus employment or work-study contracts are paid bi-weekly, every other Friday. If a pay date falls on a holiday, students will be paid on the closest previous workday. Students must complete appropriate tax and I-9 forms. Online timesheets are due in by the Wednesday following the period ending date. Students under Campus Employment or Federal Work-Study programs may sign up for direct deposit by submitting a “Direct Deposit Authorization” form and a voided check to the Payroll Office.

RECYCLING
www.marymount.edu/recycling
(703) 284-1491

Marymount University encourages the campus community to go green! We offer the following programs to help facilitate recycling on campus:

Single-stream recycling is easily accessible throughout campus in all residential and non-residential areas (including classrooms). Please recycle the following:

- Paper - newspaper, white, mixed, file folders, etc. (but NOT tissues, napkins, or paper towels)
- Cardboard - even pizza boxes & milk cartons! (flatten large boxes and stack next to bin)
- Books - soft-cover and hard-cover, telephone books
- Plastic bottles and recyclables 1-7 (see number on bottom of item)
- Glass bottles, jars, and drinking glasses
- Aluminum cans, foil, and trays
- Wire hangers (fasten together and place next to bin)

For a full list, go to www.marymount.edu/recycling. Items are sorted after collection.

Single-stream recycling bins are located in campus offices, computer labs, libraries, classrooms, and hallways.
In addition, residents have access to recycling bins in all residence hall lounge areas and in Lee Ostapenko Hall trash rooms. Please recycle larger cardboard by breaking down boxes and leaving them near the trash cans for housekeeping staff to collect.

**Toner cartridges and cell phones** can be recycled in Caruthers 1002, Berg ground floor, Gailhac 2nd floor, Rowley Hall G1, and Butler Hall. Please support Marymount technology by using these drop-off areas. You may also drop off household batteries at these locations.

### STUDENT ACCOUNTS

- **Rowley Hall 1011**
- **M-F 9 am–5 pm**
- [www.marymount.edu/studentaccounts](http://www.marymount.edu/studentaccounts)
- **(703) 284-1490**
- [student.accounts@marymount.edu](mailto:student.accounts@marymount.edu)

The Cashier’s Office, located in the Rowley Hall Lobby, is where payments can be made. Payments may be made by cash, check, Visa, MasterCard, or American Express. There is a $55 service charge for each check returned by the bank. A Credit Card Authorization form is available on the Student Accounts website for payment by fax.

Billing Statements are based on the information in the university's system as of the date the statement is generated. This information is subject to change as students add and drop classes. Students may request a revised Billing Statement reflecting these changes from the Student Accounts Office. Additionally, students may view their balance or make payments online. Log in to Marynet, select “Marynet for Students,” and click “Pay on My Account.” Information about tuition payment plans is also available on the Student Accounts website.

### BOOKSTORE

- **Rose Benté Lee Center**
- **M-TH 9:30 am–7 pm, F 9:30 am–5 pm, Sat. 11 am–2 pm**
- [http://marymountbncollege.com](http://marymountbncollege.com)
- **(703) 284-1614**

The bookstore, managed by Barnes & Noble, rents select textbooks and sells new, used and digital textbooks, school supplies, art supplies, reference materials, trade books, clothing, gift items, greeting cards, and snacks.

Bookstore services include selling and renting textbooks to customers via the website or in person, for easy pickup at the bookstore or mailing directly to the customer’s home or office.

Rental textbooks are due back during finals week and may be underlined or annotated, as long as there are no food or liquid marks. Contact the bookstore for more information.

Full refunds for textbooks are made within the first week of classes with a receipt, and within the first 30 days of classes with a receipt and proof of schedule change. Books must be in original, “like-new” purchase condition and must be accompanied by the original form of payment.

The bookstore buys back used books on a daily basis. Peak buyback time is during Finals week.

The bookstore is open extended hours at the beginning and end of each semester, as well as for special events. Hours are posted monthly on the bookstore website.

The Marketplace, located at the front of the bookstore, offers candy, snacks, bottled soft drinks, and personal items for sale.
Marymount is affiliated with PNC Bank. ATM machines are located in the lobbies of the Lee Center, Gerard, and Ballston.

Area banks include:

Arlington Community Federal Credit Union
200 North Glebe Road

Bank of America
5226 Lee Highway

BB&T
4707 Lee Highway

Capital One Bank
4700 Lee Highway

PNC BANK
4401 Wilson Blvd

SunTrust Bank
4710 Lee Highway

TD Bank
900 N. Stuart St.

Wells Fargo
2213 N. Glebe Road

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**CONCERTS, SPORTING EVENTS & THEATRES**

**VIRGINIA**

The Birchmere
(703) 549-7500
3701 Mt. Vernon Ave, Alexandria
www.birchmere.com

Jiffy Lube Live
(703) 754-6400
7800 Cellar Door Dr., Bristow
www.jiffylivelive.com

Patriot Center, GMU
(703) 993-3000
4500 Patriot Circle, Fairfax
www.patriotcenter.com

The State Theatre
(703) 237-0300
220 N. Washington St., Falls Church
www.thestateatretheatre.com

Wolf Trap
(703) 255-1900
1645 Trap Rd, Vienna
www.wolftrap.org

**WASHINGTON, DC**

TICKETplace
(202) 393-2161
407 7th Street, N.W.
www.ticketplace.org

Arena Stage
(202) 488-3300
1301 6th St., S.W.
www.arenastage.org

Constitution Hall
(202) 628-4780
1776 D St., N.W.
www.dar.org/consthall

Folger Shakespeare Theatre
(202) 544-4600
201 E Capitol St., S.E.
www.folger.edu

Ford’s Theatre
(202) 347-4833
511 10th St., N.W.
www.fords.theatre.org

Kennedy Center for the Performing Arts
(202) 416-8000
2700 F St., N.W.
www.kennedycenter.org

Lisner Auditorium, GWU
(202) 994-6800
730 21st St., N.W.
www.lisner.org

Verizon Center
(202) 628-3200
601 F St., N.W.
www.verizoncenter.com

National Theatre
(202) 628-6161
1321 Pennsylvania Ave., N.W.
www.nationaltheatre.org

The Shakespeare Theatre
(202) 547-1122
450 7th St., N.W.
www.shakespearetheatre.org

**MARYLAND**

FedEx Field
(301) 777-6000
Landover, MD

Merriweather Post Pavilion
(410) 715-5550
10475 Little Patuxent Pkwy., Columbia, MD
www.merriweatherpost.com

Music Center at Strathmore
(301) 581-5100
5301 Tuckerman Lane, North Bethesda, MD
www.strathmore.org

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# COLLEGES & UNIVERSITIES

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<tr>
<th>Institution</th>
<th>Main Phone</th>
<th>Library Phone</th>
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<tbody>
<tr>
<td>American University</td>
<td>(202) 885-1000</td>
<td>(202) 885-3221</td>
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<td>Catholic University</td>
<td>(202) 319-5000</td>
<td>(202) 319-5070</td>
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<td>Gallaudet University</td>
<td>(202) 651-5000</td>
<td>(202) 651-5217</td>
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<td>George Mason University</td>
<td>(703) 994-1000</td>
<td>(703) 994-6558</td>
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<td>George Washington University</td>
<td>(202) 274-5000</td>
<td>(202) 274-5104</td>
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<td>Georgetown University</td>
<td>(202) 687-0000</td>
<td>(202) 687-7607</td>
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<td>Howard University</td>
<td>(202) 806-6100</td>
<td>(202) 806-7294</td>
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<td>Northern Va. Comm. College</td>
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<tr>
<td>Annandale</td>
<td>(703) 323-3000</td>
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<tr>
<td>Ann. Library</td>
<td>(703) 323-3232</td>
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<tr>
<td>Alexandria</td>
<td>(703) 845-6200</td>
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<td>Alex. Library</td>
<td>(703) 845-6231</td>
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<tr>
<td>Trinity University</td>
<td></td>
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<tr>
<td>Main</td>
<td>(202) 884-9000</td>
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<tr>
<td>University of D.C.</td>
<td></td>
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<tr>
<td>Main</td>
<td>(202) 274-5000</td>
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<tr>
<td>Library</td>
<td>(202) 274-5104</td>
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<tr>
<td>University of Maryland</td>
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<tr>
<td>Main</td>
<td>(301) 405-1000</td>
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<tr>
<td>Library</td>
<td>(301) 405-0800</td>
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<tr>
<td>U.S. Naval Academy</td>
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<tr>
<td>Main</td>
<td>(410) 293-1000</td>
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</table>

# PARKS & RECREATION

Area colleges and universities offer many activities that are open to all students and offer a way of meeting new people from other colleges. Libraries are open to anyone. See the Library Services section for information about checking out materials.

# HISTORIC LANDMARKS

<table>
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<tr>
<th>Landmark</th>
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<td>FDR Memorial</td>
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<td><a href="http://www.nps.gov/kowa">www.nps.gov/kowa</a></td>
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<tr>
<td>Library of Congress</td>
<td>(202) 707-5000</td>
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<tr>
<td></td>
<td>101 Independence Ave., S.E.</td>
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<td></td>
<td><a href="http://www.loc.gov">www.loc.gov</a></td>
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<td>Martin Luther King Jr Memorial</td>
<td><a href="http://www.nps.gov/mlkm">www.nps.gov/mlkm</a></td>
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<tr>
<td>Mount Vernon</td>
<td>(703) 780-2000</td>
</tr>
<tr>
<td></td>
<td>3200 Mt. Vernon Memorial Highway, Mt. Vernon, VA</td>
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<tr>
<td></td>
<td><a href="http://www.mountvernon.org">www.mountvernon.org</a></td>
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<tr>
<td>National World War II Memorial</td>
<td><a href="http://www.wwiiememorial.com">www.wwiiememorial.com</a></td>
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<tr>
<td>United States Capitol</td>
<td>(202) 226-8000</td>
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<td>First St. &amp; Independence Ave. S.W.</td>
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<td>(Tour Ticket Kiosk)</td>
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<td><a href="http://www.visitthecapitol.gov">www.visitthecapitol.gov</a></td>
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<tr>
<td>United States Supreme Court</td>
<td>(202) 479-3211</td>
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<td>First St. &amp; East Capitol St., N.E.</td>
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<td></td>
<td><a href="http://www.supremecourt.gov">www.supremecourt.gov</a></td>
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<td>Vietnam Veterans Memorial</td>
<td><a href="http://www.nps.gov/vive">www.nps.gov/vive</a></td>
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<tr>
<td>Washington Monument</td>
<td><a href="http://www.nps.gov/wamo">www.nps.gov/wamo</a></td>
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<td>The White House</td>
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<td><a href="http://www.whitehouse.gov">www.whitehouse.gov</a></td>
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<td>Arlington Parks &amp; Recreation</td>
<td><a href="http://www.arlingtonwa.us">www.arlingtonwa.us</a></td>
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<tr>
<td>DC Parks</td>
<td>dpr.dc.gov</td>
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<tr>
<td>Northern Virginia Regional Park Authority</td>
<td><a href="http://www.nvrpa.org">www.nvrpa.org</a></td>
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<tr>
<td>Constitution Gardens</td>
<td>17th Street and Constitution Ave.</td>
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<td><a href="http://www.nps.gov/keaq">www.nps.gov/keaq</a></td>
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<td>The Kenilworth Park</td>
<td>i550 Anacostia Ave., N.E.</td>
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<td>&amp; Aquatic Gardens</td>
<td><a href="http://www.nps.gov/keaq">www.nps.gov/keaq</a></td>
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A collection of galleries and museums, most of which are open daily 10 a.m. - 5:30 p.m.

General Information
(202) 633-1000
www.si.edu

Anacostia Museum
901 Ft. Place, S.E.
(202) 633-4820

Arts and Industries Building
900 Jefferson Dr., S.W.

The Castle
1000 Jefferson Drive, S.W.

Freer Gallery of Art/ Sackler Gallery
12th St. & Jefferson Dr., S.W.

Hirshhorn Museum & Sculpture Garden
Independence Ave. & 7th St., S.W.

National Air and Space Museum
6th St. & Independence Ave., S.W.

National Museum of African Art
950 Independence Ave., S.W.

American Art Museum & National Portrait Gallery
6th & F Street, N.W.

National Museum of American History
17th St. & Constitution Ave., N.W.

National Museum of the American Indian
4th St. & Independence Ave., S.W.

National Museum of Natural History
1400 Constitution Ave., N.W.

National Postal Museum
2 Massachusetts Ave., N.E.

National Zoological Park
300 Connecticut Ave., NW
(202) 633-4800
www.nationalzoo.si.edu

Renwick Gallery
17th St. & Pennsylvania Ave., N.W.

Steven F. Udvar-Hazy Center
17999 Air & Space Center Museum Parkway, Chantilly, VA
(202) 633-1000
LODGING

All of the following hotels are located in Arlington.

Holiday Inn Arlington at Ballston
(703) 243-9800
4610 N. Fairfax Dr.

Hilton Arlington
(703) 528-6000
950 N. Stafford

Hyatt Arlington
(703) 525-1234
1225 Wilson Blvd.

Comfort Inn Ballston
(703) 247-3399
1211 N. Glebe Road

Key Bridge Marriott
(703) 524-6400
1401 Lee Hwy.

Westin Arlington Gateway
(703) 771-6200
801 N. Glebe Rd.

Best Western Rosslyn
(703) 524-5000
1500 Arlington Blvd.

Rosslyn Holiday Inn
(703) 807-2000
1900 N. Fort Myer Dr.

The Virginian Suites
(703) 522-9600
1500 Arlington Blvd.

AKA Arlington
(571) 527-9900
3409 N. Wilson Blvd.

SHOPPING CENTERS

Ballston Common
(703) 243-8088
4300 N. Wilson Blvd, Arlington
www.ballstoncommon.com

Shops at Georgetown Park
(202) 342-8190
3222 M St. N.W., Washington, DC
www.shopsatgeorgetownpark.com

The Market Common—Clarendon
(703) 807-2922
2820 Clarendon Blvd, Arlington
www.marketcommonclarendon.com

Fashion Centre at Pentagon City
(703) 415-2400
1200 S. Hayes, Arlington
www.fashioncentrepentagon.com

Tysons Corner Center
(703) 847-7300
1961 Chain Bridge Rd, McLean
www.tysonscornercenter.com

Tysons Galleria
(703) 827-7700
2099 International Drive, McLean
www.tysonsgalleria.com

MOVIES

Movie Hotline
(703) 333-9456

AMC Court House 8 Theatres
(703) 243-9450
2500 Clarendon Blvd

AMC Shirlington
(703) 333-9456
2770 S. Randolph St.

AMC Tysons Corner
(703) 734-6200
1961 Chain Bridge Road McLean

Regal Ballston Common
(703) 527-9730
671 N. Glebe Rd.

AMC Georgetown 14
(202) 342-6033
311 K St. NW

TRANSPORT

TRAINS

All interstate trains use Union Station, located in DC on Massachusetts Avenue at First and North Capitol Streets. Union Station is easily accessible by Metro (Red Line). For Amtrak information and reservations, visit www.amtrak.com.

METRO

Marymount is served by Metrorail, the Washington metropolitan region's transit system, with subway and bus routes. A SmarTrip card or exact change is needed to board Metrobuses. Fare cards for Metrorail trains can be purchased at Metrosat stations or students may pick up one free SmarTrip card from the ID/Parking Office. The fare varies with the distance traveled.

Metro Hours of Operations:

M-Th 5 a.m. - 12 a.m.
F 5 a.m. - 3 a.m.
Sat 7 a.m. - 3 a.m.
Sun 7 a.m. - 12 a.m.

The general Metro information number is (202) 637-7000 (6 a.m. to 11:30 p.m.) or check their website at www.wmata.com.

Marymount shuttle service connecting the Ballston-MU Metro Station, 4040 Fairfax Drive, and the Main Campus is available to all students with current ID cards. Schedules and details are available online.

FLIGHTS

The Washington, DC, metropolitan area is served by three large airports:

Ronald Reagan National Airport
George Washington Memorial Parkway. Located 1/2 hour from MU. Accessible by Metro.

Dulles International Airport
Dulles Access Road off Interstate 495. Chantilly. Located approximately 45 minutes from MU.

Baltimore-Washington International Airport
Baltimore-Washington Parkway, or north on Interstate 95. Accessible by train from Union Station. Located approx. 1 1/2 hours from MU.
## FALL SEMESTER ’15

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug 27</td>
<td>New resident students arrive</td>
</tr>
<tr>
<td>Aug 29–30</td>
<td>Returning resident students arrive</td>
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<tr>
<td>Aug 31</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sep 2</td>
<td>Mass of the Holy Spirit</td>
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<tr>
<td>Sep 7</td>
<td>Labor Day Holiday</td>
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<tr>
<td>Sep 8</td>
<td>Last day to late register or add a class</td>
</tr>
<tr>
<td>Oct 2</td>
<td>Last day to withdraw from a class without academic record</td>
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<tr>
<td>Oct 12–13</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Oct 23</td>
<td>Midterm grades due</td>
</tr>
<tr>
<td>Oct 30–Nov 1</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>Nov 6</td>
<td>Last day to withdraw from a class with a grade of W</td>
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<tr>
<td>Nov 25–29</td>
<td>Thanksgiving Holidays</td>
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<tr>
<td>Nov 30</td>
<td>Classes resume</td>
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<tr>
<td>Dec 14</td>
<td>Last day of classes</td>
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<tr>
<td>Dec 15–19</td>
<td>Final exam period</td>
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<tr>
<td>Dec 22</td>
<td>Final grades due</td>
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## SPRING SEMESTER ’16

<table>
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<tr>
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<tr>
<td>Jan 11</td>
<td>Classes begin</td>
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<tr>
<td>Jan 18</td>
<td>Martin Luther King Jr. Holiday</td>
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<tr>
<td>Jan 19</td>
<td>Last day to late register or add a class</td>
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<tr>
<td>Feb 12</td>
<td>Last day to withdraw from a class without academic record</td>
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<tr>
<td>Mar 4</td>
<td>Midterm grades due</td>
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<td>Mar 7–13</td>
<td>Spring Break</td>
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<tr>
<td>Mar 14</td>
<td>Classes resume</td>
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<tr>
<td>Mar 18</td>
<td>Last day to withdraw from a class with a grade of W</td>
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<tr>
<td>Mar 24–28</td>
<td>Easter Holidays</td>
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<tr>
<td>Apr 20</td>
<td>Student Research Conference</td>
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<tr>
<td>May 2</td>
<td>Last day of classes</td>
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<tr>
<td>May 3–7</td>
<td>Final exam period</td>
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<tr>
<td>May 10</td>
<td>Final grades due</td>
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<tr>
<td>May 14</td>
<td>Recognition Day, Baccalaureate Mass, and Graduation Reception</td>
</tr>
<tr>
<td>May 15</td>
<td>Commencement</td>
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The most up-to-date calendar information can be found on the Registrar's website.
- When using a university extension to make an on-campus call, dial the four-digit extension directly.
- From off-campus, dial 703-284 plus the four-digit extension for 1000, 3000, and 5000 series numbers.
- Dial 703-526 plus the four-digit extension for 6000 series numbers.
- Dial 703-522-5600 to reach the switchboard for general info & to reach 2000 and 4000 series numbers.

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<td>Academic Affairs</td>
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<td>Admissions, Undergraduate</td>
<td>Butler Hall</td>
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<td>Admissions, Graduate</td>
<td>4040 Fairfax</td>
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<td>Alumni</td>
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<tr>
<td>Athletics</td>
<td>Rose Benté Lee Center</td>
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<td>Bookstore</td>
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<td>Campus and Residential Services</td>
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<td>2648</td>
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<tr>
<td>Butler/Rowley/Graduate Area Coordinator</td>
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<td>Campus Ministry</td>
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<td>Campus Programs &amp; Leadership Development</td>
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<td>Center for Career Services</td>
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<td>Center for Teaching and Learning</td>
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<td>Community Engagement</td>
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<td>Rose Benté Lee Center</td>
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<td>Student Conduct &amp; Academic Integrity</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Vice President for Academic Affairs</td>
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<tr>
<td>Vice President for Advancement</td>
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<tr>
<td>Vice President for Financial Affairs</td>
<td>St. Joseph Hall</td>
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<tr>
<td>Vice President for Student Affairs</td>
<td>The Lodge</td>
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<tr>
<td>Year</td>
<td>January</td>
<td>February</td>
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