

# UNIVERSITY MISSION

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

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22207-4299 (703) 522-5600

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

[www.facebook.com/marymount.university](https://www.facebook.com/marymount.university)

@marymountu on Twitter and Instagram

# [GO SAINTS!]

Hello Saints!

I would like to welcome all those new and returning to the Marymount community! This planner includes important information regarding university offices and services, the vibrant student life at Marymount, and helpful tips to guide you along the way! It highlights many of the things that I love about Marymount!

For instance, you will quickly find that Marymount provides many opportunities for involvement. There are countless student organizations, leadership opportunities, work-study and employment positions, and activities both on campus and in the DC Metro area. My suggestion is to get involved early and often! This is advice that you will hear a lot during your time at Marymount, but it is truly important! We are here to learn, and college has so much to offer both in and outside the classroom. These are special years when you will make lifelong friends and meet mentors who will help you discover who you truly are and reach your full potential. It's important that you remember to take advantage of these opportunities because this period of your life goes by so quickly! I encourage you all to join or start a student organization, volunteer for a service event, or apply for a student leadership position. Attend student-led events, like Midnight Madness, Portfolio in Motion, Voyage to Utopia, International Banquet, or SaintsFest! Attend an athletic event at the Converse Family Field House or Longbridge Park and show your MU pride and spirit! It is these experiences that define what it truly means to be a Saint!

The opportunities for engagement and fun extend well past the events and activities on campus! Marymount students are incredibly lucky to attend an institution that is located so close to the nation's capital. I highly encourage you to make the trip into DC whenever you have a chance. Take advantage of our free shuttle service and public transportation (either the metro, bus system, or bikeshare program) and experience the many wonderful places right in Marymount's backyard. Some of my favorite things to do are visit the monuments at night, have lunch on the steps of the Supreme Court, watch the sunset from the Jefferson Memorial, and walk along the Georgetown Waterfront. The great thing about the city is that there is something for everyone, and you can always discover something new!

Another great thing about Marymount are the incredible resources available to all students. Offices including the Health Center, Student Counseling Services, Financial Aid, Campus Safety, Student Engagement, First Year Experience, and many others are here to help you be as successful as possible. The Marymount University Student Government Association (MUSGA) is also another resource that is always available to you - Please do not hesitate to approach or email any members of MUSGA with any questions or concerns you may have. We also hold bi-weekly meetings that are open to students to attend and voice their concerns. MUSGA is here to represent and support you - the students!

This will be my second term as the Marymount University Student Government Association President, and I am so pleased with the progress we have made in ensuring an inclusive campus, and that the university is best equipped to support our needs. It is also a monumental time for this institution, as Dr. Irma Becerra will begin serving as Marymount University's President, and will build on the progress that our previous president, Dr. Matthew Shank, made throughout his tenure. I am incredibly excited for this new era for Marymount, and Student Government cannot wait to continue the work we have accomplished by advocating for students.

I wish you all the best of luck as you take on this school year! Again, Marymount provides us with the opportunity to achieve great things and realize our full potential. It is so important that every one of us becomes involved and contributes to this community. We are lucky to attend such a student-centered and diverse institution. I truly can't wait to see what we all accomplish this year!

Sincerely,



Anthony D'Andrea

President of the Marymount University Student Government Association

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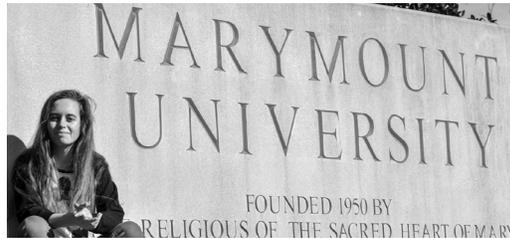
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Marymount University reserves the right to make changes to policies, procedures, and services described in this handbook at any time.

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 Title IX Coordinator, The Lodge, (703) 526-6940 or [www.marymount.edu/titleix](http://www.marymount.edu/titleix).

MARYMOUNT STUDENT PLANNER

**LIVING AND LEARNING ON CAMPUS**

## ACADEMIC AFFAIRS

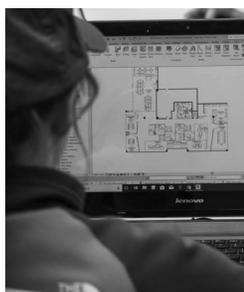
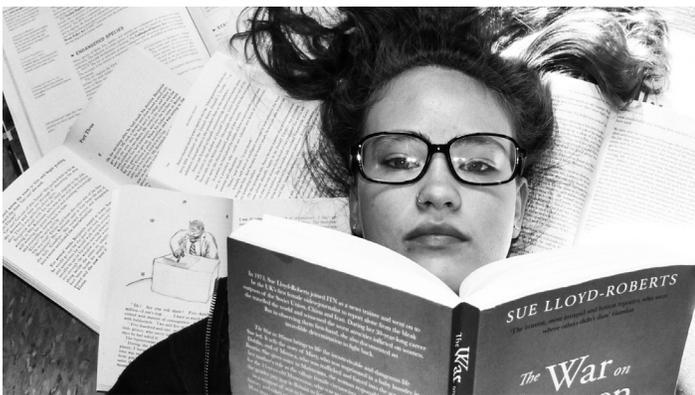
- ROWLEY HALL 1004
- [WWW.MARYMOUNT.EDU/ACADEMICS](http://WWW.MARYMOUNT.EDU/ACADEMICS)
- (703) 284-1550
- [ACADEMICAFFAIRS@MARYMOUNT.EDU](mailto:ACADEMICAFFAIRS@MARYMOUNT.EDU)

### ACADEMIC ADVISING

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.

SCHOOL OF DESIGN, ARTS, AND HUMANITIES	(703) 284-1560
SCHOOL OF BUSINESS AND TECHNOLOGY	(703) 284-5910
SCHOOL OF SCIENCES, MATHEMATICS, AND EDUCATION	(703) 284-1620
MALEK SCHOOL OF HEALTH PROFESSIONS	(703) 284-1580
FIRST-YEAR EXPERIENCE	(703) 284-5761

Undeclared students or those desiring to change majors should contact a professional advisor in the office of first year experience by calling 703-284-5761 or email [firstyr@marymount.edu](mailto:firstyr@marymount.edu).



## THE CENTER FOR TEACHING AND LEARNING

- ROWLEY HALL G105
- [WWW.MARYMOUNT.EDU/CTL](http://WWW.MARYMOUNT.EDU/CTL)
- (703) 284-1538
- [CTL@MARYMOUNT.EDU](mailto:CTL@MARYMOUNT.EDU)

The Center for Teaching and Learning strives to be a nexus of support where all students and faculty can explore innovations that inspire learning. The center is staffed by specialists in teaching, learning, writing, instructional technology and design, media, and access services. The center offers the following for students:

- One-on-one tutoring, drop-in tutoring, and group study sessions led by trained graduate and undergraduate peer tutors for many academic subjects.
- One-on-one and drop-in writing support by trained graduate and undergraduate writing consultants; writing support for English Language Learners.
- Academic coaching for students who want to explore better ways to study and learn.
- Assistance preparing applications for graduate school, honors and awards, and distinguished scholarships
- Assistance with writing scholarly work and teaching writing-intensive courses .
- Determination and coordination of academic accommodations and academic support for students with documented disabilities who are registered with Student Access Services.
- Media assistance for faculty and students.

## DISCOVER PROGRAM

- ROWLEY HALL G105
- [WWW.MARYMOUNT.EDU/DISCOVER](http://WWW.MARYMOUNT.EDU/DISCOVER)
- (703) 284-5988
- [DISCOVER@MARYMOUNT.EDU](mailto: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 and undergraduate students.

The program oversees a summer research program for students and faculty mentors, provides a 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.

## FIRST YEAR EXPERIENCE PROGRAM

- ROWLEY HALL G105
- WWW.MARYMOUNT.EDU/FYE
- (703) 284-5761
- FIRSTYR@MARYMOUNT.EDU

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 60 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.

## STUDENT ACCESS SERVICES

- ROWLEY HALL G105
- WWW.MARYMOUNT.EDU/ACCESS
- (703) 284-1538 (MAIN OFFICE)
- (703) 284-6485 (FAX)
- ACCESS@MARYMOUNT.EDU

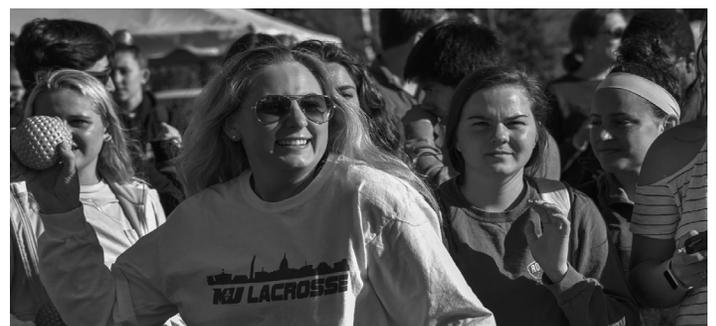
The mission of Student Access Services (SAS) is to collaborate with instructors, staff, and community members to create usable, equitable, inclusive, and sustainable learning environments for Marymount students with disabilities. Students are able to engage SAS to strengthen their self-advocacy skills and learn about resources and services that enhance their academic strategies for success. As a result, students with disabilities

can fully participate in and enjoy the benefits of higher education at Marymount.

In order to meet this mission statement, SAS is very active to offer the following three disability related services to students and the broader Marymount community:

- Support, assistance and advice to empower students to utilize all campus resources throughout their college experience in order to achieve their personal and academic goals.
- Advice and general information on disability-related issues at Marymount to students, faculty and staff.
- Facilitate reasonable supports and accommodations to students with disabilities.

Students are invited to contact SAS should they have interest in or need to make use of these services so as to better ensure their academic success.



# HONORS PROGRAM

- GERARD 1029
- WWW.MARYMOUNT.EDU/HONORS
- (703) 284-1546
- HONORS@MARYMOUNT.EDU

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, challenges students intellectually, and promotes academic excellence on campus.

Each student is required to earn a minimum of 24 Honors credits. Twelve of these credits are earned through Honors sections of Marymount courses (ex. HON SOC 203: The Global Village, where students work with peers from the Netherlands). Six credits are earned through one-on-one tutorials with professors of one's choice, and the topics are student driven (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 score of 1200 (Math/Critical Reading) on the old SAT or a 1270 on the new version

of the SAT, 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)

# EMERSON G. REINSCH LIBRARY

- M-TH 7:30AM-1AM; F 7:30AM-8PM SAT. 10AM-6PM; SUN. 12PM-1AM HOURS MAY VARY DURING THE SEMESTER. PLEASE REFER TO THE LIBRARY AND LEARNING SERVICES WEBPAGE FOR THE CURRENT HOURS.
- WWW.MARYMOUNT.EDU/LLS
- (703) 284-1533
- LIBRARY@MARYMOUNT.EDU

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 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 12 million volumes through the Washington Research Library Consortium (WRLC)
- 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 services and interlibrary loans for materials not owned by the Reinsch Library
- Library research instruction by class, workshop, or individual research appointments
- Reference assistance in person, by phone, online chat, text, or email
- Internet access on more than 80 computers including both 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
- Power cables, USB drives, and headphones that can be checked out for use in the library
- WiFi access
- Overdue Brew Coffee Bar
- Curriculum materials center
- University archives

Marymount's membership in the 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 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 CONDUCT & ACADEMIC INTEGRITY

- THE LODGE 2002
- [WWW.MARYMOUNT.EDU/STUDENTCONDUCT](http://WWW.MARYMOUNT.EDU/STUDENTCONDUCT)
- (703) 908-7669
- [STUDENTCONDUCT@MARYMOUNT.EDU](mailto:STUDENTCONDUCT@MARYMOUNT.EDU)
- [ACADEMICINTEGRITY@MARYMOUNT.EDU](mailto:ACADEMICINTEGRITY@MARYMOUNT.EDU)

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.

The Office of Student Conduct and Academic integrity publishes the Marymount University Community Standards which include the Student Community Conduct Code and Academic Integrity Code along with other important policies. The Community Standards publication is available on the Student Conduct and Academic Integrity website (<https://www.marymount.edu/Student-Life/Student-Affairs-Administration/Student-Conduct/Policies>). Hard copies are available upon request from the Office of Student Conduct and Academic Integrity.

## CAMPUS & RESIDENTIAL SERVICES

- BERG HALL 1001
- [WWW.MARYMOUNT.EDU/HOUSING](http://WWW.MARYMOUNT.EDU/HOUSING)
- (703) 284-1608
- [OGRS@MARYMOUNT.EDU](mailto:OGRS@MARYMOUNT.EDU)
- [HTTPS://WWW.MARYMOUNT.EDU/STUDENT-LIFE/HOUSING/STUDENT-HOUSING/CURRENT-STUDENTS](https://www.marymount.edu/Student-Life/Housing/Student-Housing/Current-Students)

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.

### **RESIDENTIAL 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 streaming television service, internet and heat and air conditioning.



### **RESIDENCE INFORMATION**

Residential students are required to maintain full-time academic status each semester except during the summer. Students who drop below full-time status may be required to move out of the residence halls. Students considering a drop below full-time status should consult with Campus and Residential Services regarding their housing status prior to dropping classes.

### **HOUSING CONTRACT CANCELLATION AND FEES**

<https://www.marymount.edu/Student-Life/Housing/Student-Housing/Current-Students/Housing-Changes>

Housing contracts are made for the full academic year (fall and spring semesters). The housing contract cannot be sold, loaned, subleased, or transferred. To cancel a housing contract, the student must submit a request in writing to Campus and Residential Services at [ocrs@marymount.edu](mailto:ocrs@marymount.edu). Cancellation fees apply to all requests received after dates listed in the Housing License agreement (HLA). The Housing License agreement can be found at: <https://www.marymount.edu/Student-Life/Housing/Student-Housing/Current-Students/Policy>

Students who have been academically dismissed, are otherwise ineligible, or are unable to return to campus housing may request a waiver of the cancellation fees. This request should be submitted in writing to [ocrs@marymount.edu](mailto:ocrs@marymount.edu). Paperwork must be completed in person in the OCRS office for requests to be considered. Not all requests will be granted. Residents who fail to cancel their housing contract in writing prior to the dates outlined in the HLA or who do not take occupancy of their room will have their reservation canceled and will be charged based on the fee schedule listed in the Housing License agreement (HLA).

### **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**

Campus and Residential Services is open from 9 a.m. to 5 p.m., Monday through Friday. After hours, there is at least one resident assistant (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 lobby 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 with MU ID card by residents of those buildings. In addition, Campus and Residential Services desk assistants monitor the front desks in the residence halls on a nightly basis from 9 p.m. until 5 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 or residence staff 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 Campus and Residential Services, and will result in additional fees. Requests may be emailed to [ocrs@marymount.edu](mailto: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. 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 may be charged a 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 (RCR). Students who do not officially check out of the residence hall will be charged an improper check-out fee. 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 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](mailto:ocrs@marymount.edu) alerting OCRS staff to their intent to move out prior to the end of their year-long contract. Sending this email does not imply the request to move out prior to the end of their license agreement will be granted.

## **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 each year. It is important that each student read and understand the rules and deadlines associated with room reapplication. Every resident who submits an application for housing by

the posted deadlines will be eligible to participate in the room reapplication process and be eligible for university housing. Marymount University reserves the right to change the designations of floors and/or assignment of rooms at any time during and after the reapplication process. Such changes may be necessary to allow the maximum number of 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 the residence 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 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 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. Unpaid damage 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. Requests are considered on a first come, first serve basis. Bed rails for bunked beds are available for safety purposes. Submit an email to [ocrs@marymount.edu](mailto:ocrs@marymount.edu) for a bed rail request.

## **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. If not returned promptly, a lost key or lock change fee may be applied to the resident's account by a member the OCRS staff. Only the resident of a room can check out a spare key for his/her room. If OCRS staff notice excessive use of spare key check, staff will consult with the student doing the checkouts to determine the cause for excessive use of the spare key.

## **LOST KEYS**

If a room key is lost, the resident must notify 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, 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.

## CENTER FOR CAREER SERVICES

- ROWLEY HALL 1005
- M-F 9AM-5PM
- [WWW.MARYMOUNT.EDU/CAREERSERVICES](http://WWW.MARYMOUNT.EDU/CAREERSERVICES)
- (703) 284-5960
- [CAREER.SERVICES@MARYMOUNT.EDU](mailto:CAREER.SERVICES@MARYMOUNT.EDU)

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' offering regardless of major or year. Specifically, Career Services addresses the following areas:

### I. CAREER PREPARATION

- Career Exploration: Career Services provides

individual and programmatic support to introduce students to the career development process. The Center for Career Services assists with researching occupations and majors as well as the steps to pursuing graduate study. In addition the Center for Career Services helps students develop 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.

- 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.
- Professional Preparation: In order to be successful in the job market, students must have the proper tools. 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, Career Services provides guidance on professionalism and professional behavior in the workplace.
- Career Opportunities: The Center for Career Services presents a number of events designed to connect students with local employers and professionals. The office also 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.
- Professional Workshops and In-class Visits: Throughout the year, the Center for Career Services presents workshops designed to expose students to a variety of career paths, as well as polish their professional skills. The Center for Career Services offers a variety of workshops and conducts classroom presentations on topics such as resume writing, interviewing skills, and job search strategies. Students are encouraged to take advantage of these offerings.

### II. EXPERIENTIAL LEARNING AND INTERNSHIPS

- 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 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 Center for Career Services connect students with local employers who are seeking job candidates, but they also assist with preparing students with the search and application process.

### III. ON CAMPUS EMPLOYMENT AND WORK STUDY

- The Center for Career Services also connects students to on campus positions 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) as part of their Financial Aid package, 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.



## STUDENT COUNSELING SERVICES

- BERG HALL 1014
- WWW.MARYMOUNT.EDU/COUNSELING
- (703) 526-6861
- COUNSELINGCENTER@MARYMOUNT.EDU

The mission of Student Counseling Services (SCS) is to promote the growth, development, health and well-being of all Marymount students by providing accessible, empowering, and comprehensive mental health services. The SCS offers free and confidential individual and group counseling to all enrolled undergraduate and graduate students. SCS also provides consultation and outreach to the entire Marymount community, with an emphasis on social justice and serving populations of need. Finally, SCS's senior staff train and supervise graduate students in the mental health field.

Without written permission from the student, no information about 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 their academic record.

### COMMON CONCERNS

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

### COUNSELING SERVICES

Student Counseling Services offers a variety of counseling options, including: brief, unscheduled check-ins during Walk-in hours; individual counseling; interpersonal and informational groups; and collaborative care with our psychiatric nurse practitioner. 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.

### OUTREACH

Throughout the year, counselors present workshops on psychological issues to a variety of university audiences, including classes, student clubs, residence halls, resident advisors, orientation leaders, administrators and faculty. SCS also helps put on health and wellness-related activities and events tailored toward students' most commonly

reported concerns.

## CONSULTATION

If anyone affiliated with Marymount is concerned about a student's well-being or behavior, SCS is 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.

## CRISIS

For students experiencing mental health crises, Student Counseling Services works with the Student Health Center, the Office of Campus and Residential Services, and Student Affairs to provide assistance. During SCS office hours (Mon-Fri, 9 a.m. to 5 p.m.), students in crisis should call or come directly to SCS 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.

## SCHEDULING

To meet with one of our counselors, come into the SCS to either make an appointment or attend a walk-in session. Walk-in periods are scheduled Mon-Fri, 2 p.m. to 3 p.m.

# STUDENT HEALTH CENTER

- BERG HALL 1014
- WWW.MARYMOUNT.EDU/HEALTH
- (703) 284-1610
- SHEALTHC@MARYMOUNT.EDU

The Student Health Center (SHC) provides evaluation & treatment of illness, injuries, preventative health care and specialist referrals as needed for all students.

## HEALTH EDUCATION

The SHC offers various activities and events on campus to promote health education and the Pursuit of a Healthier You. Programs include health and wellness events such as:

- Wellness Wednesday Programming
- Doggie De-Stress Days with visiting therapy dogs
- Men's & Women's Health Awareness
- Mindful Meditation & Movement

- Drug & Alcohol Outreach
- Art Relaxation Workshops

## REQUIRED HEALTH FORMS

The Marymount Student Health Center required forms 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 and May 1st for students matriculating in the summer semester. These forms are required of all students. The forms are uploaded via the Mediat Patient Portal from the SHC website. Students will have a medical hold place on their account if these forms are not turned in by the designated dates.

## ILLNESS/INJURY AND HOSPITALIZATION

In the event of illness or injury, students should come directly to the Student Health Center. If the Student Health Center is closed Campus Safety should be contacted. When hospital treatment is required for a student, Marymount normally uses the facilities of Virginia Hospital Center, located less than two miles from campus. Please refer to the SHC website for a list of local medical resources that may be utilized if medical care is needed outside of the Student Health Center's operating hours. 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. 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, 8:30 a.m.–5 p.m., with extended hours on Wednesdays until

6:30 for appointments. Appointments are preferred and walk-ins are accepted based on provider availability. The Student Health Center is closed when the University is closed. 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. 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.

## **OFFICE OF FINANCIAL AID**

- ROWLEY HALL 1008
- M-F 9AM-5PM
- WWW.MARYMOUNT.EDU/FINANCIALAID
- (703) 284-1530
- FAID@MARYMOUNT.EDU

The Financial Aid Office provides financial aid and debt management counseling, coordinates financial aid awards, and makes applications and program information available to all students. Aid awards are made by the director in accord with federal, state, and university guidelines. Approximately 86% of full-time undergraduates currently receive some type of financial aid.

### **KINDS OF AID**

Three types of financial aid are available:

1. Grants and scholarships, which do not have to be repaid. Virginia residents who are enrolled full-time for graduate or undergraduate study can receive the Tuition Assistance Grant (TAG), if application is made before the deadline. (Graduate students must be enrolled in a health-related program.)
2. Loans, which are available to eligible students at lower interest rates than commercial bank loans and are generally repaid following graduation. Information on applying for students loans is provided with a student's

financial aid award.

3. Employment programs, which provide paychecks in return for hours worked. Employment is offered through the Federal Work-Study program (a form of need-based aid awarded by the Financial Aid Office) or Campus Employment (available to all students, regardless of need). All full-time students are eligible to apply for on-campus jobs. Students may view current vacancies and apply for jobs online by visiting [www.marymountjobs](http://www.marymountjobs). Students are urged not to allow employment to interfere with their academic performance.

### **HOW TO APPLY FOR FINANCIAL AID**

1. Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1st for the following fall semester.
2. Apply for state grants, such as the Virginia Tuition Assistance Grant, and the DC Tuition Assistance Grant. Other places that have grants that transfer to Virginia for study include Rhode Island, Vermont, and Delaware. Contact the Post-Secondary Office of Education for your state, for additional information.

## **STUDENT EMPLOYMENT**

- ROWLEY HALL 1005
- M-F 9AM-5PM
- (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 at least part-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](http://www.marymount.edu/careerservices).

Career Services supports equitable access of on-campus positions for all students. Regardless of funding streams students may apply to any on-campus position.

Once hired, students will receive notification regarding next steps via email. Jobs are posted throughout the year. Most students are hired during the beginning of each academic term; however, there are often positions still available throughout the semester.

In order to work on campus, student employees must complete the following: State and Federal tax forms, the I-9, and optional direct deposit forms. Students must present documentation verifying their right to work in the United States to Human Resources. For a full list of the acceptable documents, the student should contact either Career Services or Human Resources. Only original documents will be accepted.

Students are paid an hourly wage and paid on a bi-weekly schedule. Benefits to working on campus include flexible hours that fit the student's class schedule, an opportunity to build relationships with faculty and staff around campus, and the opportunity to develop valuable workplace experience and skills.

Student employees are students first. Thus, students are limited to working one 12-hour per week on-campus job during the academic year. Students are urged to prioritize academic performance and talk to their supervisor if employment begins to affect their ability to learn and study.

## INTERNATIONAL STUDENT SERVICES

- GERARD HALL 1031
- [WWW.MARYMOUNT.EDU/ISS](http://WWW.MARYMOUNT.EDU/ISS)
- (703) 526-6922
- [ISS@MARYMOUNT.EDU](mailto:ISS@MARYMOUNT.EDU)



## 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 13% of Marymount University's student body comes from overseas. These students represent nearly 64 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 and health insurance

### Cultural and Educational Programs

- Receptions
- Presentations on immigration topics
- International Thanksgiving Dinner
- International Banquet
- International Education Week
- Weekly coffee hours

### Academic Support

- Time management

- Test-taking skills
- Study skills
- Help alleviating test anxiety
- Stress reduction techniques

#### Confidential Cross-cultural Support

- 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 find more information on our website about the following:

- Cross-cultural adjustment
- Academic Integrity Policy
- Health insurance
- Taxes
- Driver's license
- 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 website.

## STUDY ABROAD — CENTER FOR GLOBAL EDUCATION

- ROWLEY HALL, 1004J
- WWW.MARYMOUNT.EDU/GLOBAL
- (703) 284-6474
- SABROAD@MARYMOUNT.EDU

#### WHY STUDY ABROAD?

Today's employers are increasingly looking for college graduates who possess knowledge of the world around them and are capable of adapting quickly and appropriately to culturally diverse environments. By connecting students with a variety of study abroad programs, Marymount's Center for Global Education (CGE) assists students in becoming the culturally competent citizens that the world and their professional futures demand. CGE staff have helped thousands of Marymount students find programs that match their academic and personal goals. Dozens of short-term, semester, and summer program options are available, offering students diverse opportunities to study, intern, teach, conduct research, and volunteer all over the globe.

The global perspective, knowledge, and skills gained overseas will help you grow personally and professionally. Studying abroad helps students:

- Develop foreign language skills, self-confidence and cultural sensitivity
- Discover new interests and talents

- Enhance independence, maturity and problem-solving



a second language or already possess foreign language skills, there are many opportunities to develop these skills by taking classes in another language while abroad. In fact, students who choose to minor in French or Spanish while at Marymount have to study abroad to complete the required amount of language courses. If you are interested in adding a French or Spanish minor to your studies at Marymount, ask the CGE!

### **Who will help me prepare?**

The CGE will provide orientation programs before your departure and assists you with the logistical aspects of preparing to live abroad. The CGE will address matters of health and safety, host country culture and academic systems, visa requirements, and more.

### **When is the application deadline?**

In terms of semester study abroad, the deadline to complete a study abroad application for the fall is March 1st, the deadline to study abroad for the spring is October 1st, and the deadline to study abroad for the summer is February 1st. Deadlines for our short-term programs vary each year, so please check with the CGE for exact details.

### **How do I get started?**

Visit <https://www.marymount.edu/Academics/Services-Resources/Center-for-Global-Education> global and schedule an appointment with a CGE advisor to discuss your goals and interests, explore your options, and learn practical information about finances, the application process, and additional resources.

**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.



## **STUDY ABROAD FAQ'S**

### **Will I be able to graduate on time if I study abroad?**

With the right planning you will be able to graduate on time. Marymount grants academic credit for most study abroad courses and the vast majority of students who study abroad graduate on time, if not early!

### **Is studying abroad affordable?**

The CGE strives to offer programs that are as affordable as possible. Most forms of financial aid can be applied to program costs and there are many scholarships available. Typically, a semester abroad is comparable to the cost of a semester at Marymount and can be cheaper depending on the study abroad program location.

### **What subjects can I study abroad?**

You can study a wide variety of subjects, including courses in your major, minor, and the liberal arts core.

### **Can I study abroad if I don't speak a foreign language?**

You do not have to speak a foreign language in order to study abroad. In fact, most of the study abroad programs that the CGE works with teach their courses in English, even if the host country is not an English-speaking country. That said, the CGE strongly encourages students to consider taking language courses while abroad as a way of enhancing the culturally immersive quality of their experience. If you are interested in gaining fluency in

## HEALTH & SAFETY

Read carefully any information about health and safety provided by the program, check out [www.cdc.gov/travel](http://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 students maintain their own health insurance while abroad and also have additional coverage under Marymount University's Travel Assistance program, which provides health coverage for accidents, sickness, medical conditions, and emergency medical reunion while abroad. Students are automatically enrolled in the plan for their time abroad, and the Travel Assistance Program is included as part of the program fee.

## 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, the student will be subject to the Marymount University disciplinary process.

## PROGRAMS OPTIONS

There is a huge world out there! From studying business in the Netherlands, to culture and politics in China, to biology in Belize, or fashion in Florence – there is a multitude of opportunities available to Marymount students through partnerships with specific universities and organizations. For these programs, most of an MU financial aid package can be applied toward the program cost.

Visit our website or stop by the Center for Global Education to learn more about where you can study!

## 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

# ATHLETICS

- ROSE BENTÉ LEE CENTER
- WWW.MARYMOUNTSAINTS.COM
- (703) 284-1619
- ATHLETICS@MARYMOUNT.EDU

Marymount is a Division III member of the National Collegiate Athletic Association and a founding member of the Atlantic East 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 17 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

(rec@marymount.edu)

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.



## CAMPUS MINISTRY

- THE LODGE 1001-1005
- WWW.MARYMOUNT.EDU/CAMPUSMINISTRY
- (703) 284-1607
- MINISTRY@MARYMOUNT.EDU

The Office of Campus Ministry invites everyone to journey with us as we explore the ultimate meaning and purpose of life. We seek to create a family where students encounter the unconditional love of God and are encouraged to use the gifts and talents that they have been blessed with to not only discover their unique calling in life, but to make the world a better place for all.

Through friendships rooted in the love of Christ, students support one another in their struggles and rejoice in their triumphs, hence we are open and welcoming to people of all religions as we strive to give full witness to the traditions, beliefs, and practices of the Catholic Faith. Our community celebrates this faith in prayer, worship, and fellowship.



## OFFICE OF COMMUNITY ENGAGEMENT

- THE LODGE 2011
- [WWW.MARYMOUNT.EDU/COMMUNITYENGAGEMENT](http://WWW.MARYMOUNT.EDU/COMMUNITYENGAGEMENT)
- (703) 708-7611
- [SERVICE@MARYMOUNT.EDU](mailto:SERVICE@MARYMOUNT.EDU)

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.

Opportunities include, but are not limited to, mentoring and tutoring at-risk grade school or middle school students; providing companionship and recreational activities for Arlington-area senior; and preparing a meal for individuals with disabilities.

Additionally, Community Engagement collaborates with other university departments to offer one-time service projects throughout the year for individuals, residence halls, and student organizations, as well as working with faculty to incorporate service learning 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.

The Office of Community Engagement has also developed a relationship with Volunteer Arlington that assists the University with identifying volunteer opportunities for students.

## COMMUTER & GRADUATE STUDENT SERVICES

- BERG G105
- [WWW.MARYMOUNT.EDU/COMMUTER](http://WWW.MARYMOUNT.EDU/COMMUTER)
- (703) 284-5749
- [COMMUTER@MARYMOUNT.EDU](mailto:COMMUTER@MARYMOUNT.EDU)
- [GRADSERV@MARYMOUNT.EDU](mailto:GRADSERV@MARYMOUNT.EDU)

The Office of Commuter and Graduate Student Services (OCGSS) 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@marymount.edu](mailto:cab@marymount.edu).

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 OCGSS. For more information about how to get involved or a list of upcoming events please contact the Coordinator of Commuter and Graduate Student Services.



## OFFICE OF STUDENT ENGAGEMENT, TRANSITION, & LEADERSHIP ORIENTATION PROGRAMS

- GERARD HALL 1021
- [WWW.MARYMOUNT.EDU/ORIENTATION](http://WWW.MARYMOUNT.EDU/ORIENTATION)
- (703) 284-5706
- [ORIENTATION@MARYMOUNT.EDU](mailto:ORIENTATION@MARYMOUNT.EDU)

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

All first-year and transfer students enrolling for the fall semester participate in an orientation experience. During New Student Orientation, students participate in academic and social events, as well as finalize their course schedules in preparation for the semester. During this program, students have the opportunity to interact with peers, faculty, and staff while engaging in activities designed to assist with their transition to Marymount. This program starts with Convocation and leads directly into Welcome Weekend. Both these events building excitement and signify the beginning of the academic year.

There is a separate one-day orientation program for parents that runs concurrently with the student program. During Parent Orientation, parents meet with representatives from the university to discuss ways to support their student during the transition to Marymount.

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

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 at Marymount.

## PEER MENTOR PROGRAM

- PEER MENTORS [WWW.MARYMOUNT.EDU/PEERMENTORS](http://WWW.MARYMOUNT.EDU/PEERMENTORS)
- (703) 284-5706
- [PEERMENTOR@MARYMOUNT.EDU](mailto:PEERMENTOR@MARYMOUNT.EDU)

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 uniquely 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, providing students with additional opportunities to meet one another and enjoy the many things to do on and off campus.

## STUDENT LEADERSHIP DEVELOPMENT

- GERARD HALL 1022
- [WWW.MARYMOUNT.EDU/LEADERSHIP](http://WWW.MARYMOUNT.EDU/LEADERSHIP)
- (703) 284-5735

The mission of Student Leadership Development 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.

Student Leadership Development organizes events and programs that are open to the entire student body, including student 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 on Jobs4Saints, such as Resident Assistant, Peer Mentor, and Orientation Leader.

## STUDENT ENGAGEMENT

- THE LODGE 2012
- [WWW.MARYMOUNT.EDU/ENGAGEMENT](http://WWW.MARYMOUNT.EDU/ENGAGEMENT)
- (703) 284-1611
- [SENGAGE@MARYMOUNT.EDU](mailto:SENGAGE@MARYMOUNT.EDU)

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 Student Engagement serves all students: resident and commuter, undergraduate and graduate, part time and full time. The staff welcomes new ideas and innovative volunteers.

OrgSync is a web-based software that creates an online community for student organizations and departments

to share events and other information in order to drive campus engagement. Registered students at Marymount can access OrgSync using their MU credentials through the my.marymount portal.

Please contact the Office of Student Engagement with any questions or concerns regarding OrgSync and its various functionalities.

### **STUDENT ORGANIZATIONS**

Student organizations provide cultural, social, humanitarian, academic, or professional development. Marymount University encourages students to take an active role in student organizations, and provides support and guidance to meet the diverse needs and interests of its students. A Marymount University organization's purpose must be consistent with the University's mission to foster 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 Marymount's Catholic heritage.

To form a new organization, students must complete the New Organization Packet on OrgSync and refer to the following guidelines:

- Meet with the Director of Student Engagement to discuss the purpose and goals of the organization.
- Formulate a statement of purpose/ mission in accordance with the University mission statement and the Co-Curricular Council (CCC) guidelines.
- Complete a membership roster with at least ten interested students.
- Create a constitution with guidelines, rules and regulations, election procedures and a statement of compliance with the university's mission, policies, and procedures, and with the Student Government Association and Co-Curricular constitutions.
- Elect officers and define the roles/ responsibilities of each officer (descriptions to be included in the constitution). Officers must be full-time Marymount students in good standing.
- Identify a faculty or staff member working at Marymount University to serve as an advisor for the new organization.
- Submit the required materials through OrgSync to

Student Engagement for membership consideration. Submitted materials are reviewed once during the fall semester and once during the spring semester.

For further information, including application deadlines, please e-mail CCC@marymount.edu or contact the Office of Student Engagement at 703-284-1611.

Graduate students interested in starting an organization should contact the Office of Student Engagement.

### **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.

- ace@marymount.edu

### **AFRICAN CARIBBEAN STUDENT ASSOCIATION**

enables the student body at Marymount to explore the diversity of African and Caribbean culture.

- acsa@marymount.edu

### **AMERICAN MEDICAL STUDENT ASSOCIATION**

is a national organization for premed student around the nation to network and take part in opportunities to prepare for medical school. Marymount AMSA regularly participates in community service projects around the Arlington area, including AFAC (Arlington Food Assistance Center) and other local groups. On campus events include talks from local physicians, medical students and other health professions. Representatives from various organizations are invited to speak, including AMSA national representatives, MCAT professionals, military officers, and advisors for shadowing abroad programs.

- amsa@marymount.edu

### **BELIZE SERVICE CLUB**

supports programs, fundraising activities and partnerships that raise awareness about poverty in Gales Point Belize.

- bsc@marymount.edu

### **BLACK STUDENT ALLIANCE**

plans and organizes programs that promote awareness of Black history and culture and promotes interests of minority students.

- bsa@marymount.edu

## BLUE CREW

promotes good sportsmanship and increases school spirit by supporting Marymount University athletics through participation in a variety of skits and cheers. Blue Crew also includes the step team, Blue Illusion.

- bluecrew@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



## COLLEGE REPUBLICANS

seek to elect Republican candidates at all levels of government and build the next generation of conservative leaders in Virginia. This organization also serves as a forum for students to share their views in a receptive environment.

- colrepub@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

## CRIMINAL JUSTICE STUDENT ASSOCIATION

engages the Marymount community in Criminal Justice related programs and events as well as provide academic resources and support for students studying criminal justice.

- cjsa@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

## DANCE TEAM

is dedicated to supporting athletic programs and campus activities by performing and spreading MU spirit.

- danceteam@marymount.edu



## MARYMOUNT DREAMERS

promotes awareness about issues facing the immigrant community. The diverse membership advocates for education equality and organizes students to fight injustices everywhere.

- dreamers@marymount.edu

## EAST ASIAN SOCIETY

promotes awareness about East Asian history, culture, traditions, language, and technology.

- easa@marymount.edu

## FASHION CLUB

networks with industry professionals and provides students with the opportunity to work at metropolitan fashion events throughout the school year.

- fclub@marymount.edu



## FILM CLUB

provides opportunities for Marymount students to either gain or enhance their appreciation for film through regular viewings, trips to cultural film showings in Washington, D.C., and participation in D.C. area film festivals. The club also promotes film at Marymount University through involvement with Marymount's annual Film Festival and Ethics Week film viewings.

- film@marymount.edu

## FINANCE CLUB

promotes intellectual curiosity among students and faculty, engages members to learn about the global business market, and teaches students how to practically apply the knowledge in the real world. The club aims to enrich the personal and professional growth of individuals by instilling business knowledge and enabling them to make decisions on their own regarding finances.

- financeclub@marymount.edu

## FOOD FOR THOUGHT

is focused on raising awareness about and helping to alleviate food insecurity in the Arlington area. The club grows produce that is donated to those in need.

- fft@marymount.edu

## FULL SPECTRUM

promotes an atmosphere of respect and education about the lesbian, gay, bisexual and transgender community.

- fullspectrum@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.

- international.club@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.

- LIST@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 ACTORS GUILD

performs everything from professional main stage productions to improvisation shows. The club and its members are involved in every aspect of theater production from lights, sound, and set construction to directing and publicity.

- theatre@marymount.edu

## MARYTHON:

promotes awareness about the Children's National Health System through a variety of activities including a 12 hour dance marathon.

- dancemu@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](mailto:msa@marymount.edu)



## PATTERN MAKER CLUB

offers classes and workshops in pattern making. In addition, Fashion industry professionals are invited to provide workshops on a variety of industry related topics.

- [pmc@marymount.edu](mailto:pmc@marymount.edu)

## RESIDENCE HALL ASSOCIATION

advocates for residential students and plans programs to build campus wide community.

- [rha@marymount.edu](mailto: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](mailto: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](mailto: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](mailto:science@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](mailto:sas@marymount.edu)

## STUDENT GOVERNMENT ASSOCIATION

(SGA) serves as the official representatives of the student body.

- [sga@marymount.edu](mailto:sga@marymount.edu)

## STUDENT NURSES ASSOCIATION

plans activities that enhance the professional development of nursing students.

- [sna@marymount.edu](mailto:sna@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. Student clubs must reserve space through the Office of Student Engagement.

## SPEAKERS AND PERFORMERS

All speakers and performers sponsored by student organizations or individual students must be approved in advance by the Office of Student Engagement. Details governing speaker and performer selection are available from the Office of Student Engagement, as are speaker request forms, which must be submitted for approval at least four 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

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

## SIDEWALK CHALK AND WINDOW PAINT/MARKER POLICY

Chalk or window art/writing publicity must be approved through the Office of Student Engagement.

### 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 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 Office of Student Engagement 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 Office of Student Engagement for approval to use chalk or window art. In order to gain approvals please send the following information to Student Engagement:

- 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.

## 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 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 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.



## MARYMOUNT UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

- GERARD HALL 1024
- [WWW.MARYMOUNT.EDU/SGA](http://WWW.MARYMOUNT.EDU/SGA)
- (703) 908-7712
- [SGA@MARYMOUNT.EDU](mailto:SGA@MARYMOUNT.EDU)

The Student Government Association (MUSGA) 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 responsibility to the university and global community.

## ALUMNI RELATIONS

- MAIN HOUSE, SECOND FLOOR
- [WWW.MARYMOUNT.EDU/ALUMNI](http://WWW.MARYMOUNT.EDU/ALUMNI)
- (703) 284-1541
- [ALUMNI@MARYMOUNT.EDU](mailto:ALUMNI@MARYMOUNT.EDU)

You, our current students, are our future alumni. Your affiliation with Marymount University continues long after graduation! 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 (your name@alumni.marymount.edu).

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!

# SERVICES FOR YOU

# CAMPUS SAFETY

- BERG HALL 1008
  - M–F 9AM–5PM [HTTPS://WWW.MARYMOUNT.EDU/STUDENT-LIFE/HEALTH-WELLNESS/CAMPUS-SAFETY](https://www.marymount.edu/student-life/health-wellness/campus-safety)
  - (703) 284-1601
  - SAFETY ESCORT, (703) 284-1600 (24 HOURS DAILY)
  - CSAFETY@MARYMOUNT.EDU
- 
- MAIN CAMPUS
  - (703) 284-1600
  - (24 HOURS DAILY)
- 
- BALLSTON CENTER
  - (703) 284-5900

M–F 8am–11pm, Sat. 8am–6pm; Sun. closed



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, or making the report in person at the main security station 24 hours a day or at the Ballston Center Campus Safety front desk during building 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.



# DINING SERVICES

- [WWW.MARYMOUNTDINING.COM](http://WWW.MARYMOUNTDINING.COM)
- [HTTPS://MARYMOUNTDINING.SODEXOMYWAY.COM/](https://MARYMOUNTDINING.SODEXOMYWAY.COM/)
- [HTTPS://WWW.MARYMOUNT.EDU/STUDENT-LIFE/HOUSING/DINING-\(1\)](https://WWW.MARYMOUNT.EDU/STUDENT-LIFE/HOUSING/DINING-(1))

Marymount Dining Services venues include the Gerard Dining Hall, eat Café, Bernie’s Café in the Rose Benté 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 1001 during business hours. For information on commuter meal plans, and current dining hours, please visit the Dining Services website: <https://marymountdining.sodexomyway.com/>

## MEALS TO GO

For students who don’t have enough time to sit down and eat in Gerard Dining Hall or Eat Café, there is a quick solution. Gerard Dining sells a reusable to-go-box that can be used in the Gerard Dining Hall and the eat Café for meals to go. After purchasing the to-go-box for \$5 (a one-time charge), simply take it to Gerard Dining Hall, 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 HALL

Gerard Dining Hall 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.

Featuring a wide variety of fresh food designed to satisfy everyone’s appetite with food choices to rival your favorite restaurants. Meal swipes, dining dollars, cash, and credit are accepted.



## EAT CAFÉ

Located in a beautiful and modern space, Eat Café is a great option when in the Ballston Center building. Eat Café features a variety of hot meals including a grill, pizza, hearty and delicious fare, as well as healthier options and a salad bar. Aspreto drip coffee is available as well as to-go sandwiches and salads. Meal plans are accepted.

## 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 various snacks, sandwiches, salads, coffee, soft drinks, and ice cream. Great for grabbing a meal or snack in between classes.



## LOLA’S CAFÉ

Lola’s offers sandwiches, paninis, flatbread customizable salads, soups, and wraps. Please note while meal plans are not accepted at Lola’s Café, dining dollars, cash, or credit are.

## ADDITIONAL INFORMATION

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.

The food service staff solicits feedback on service and menus at the comment board or via email at <https://marymountdining.sodexomyway.com/contact/feedback>

## INFORMATION TECHNOLOGY SERVICES

- EMERSON G. REINSCH LIBRARY, GROUND FLOOR
- [WWW.MARYMOUNT.EDU/ITS](http://WWW.MARYMOUNT.EDU/ITS)
- (703) 526-6990
- [ITS@MARYMOUNT.EDU](mailto: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 the Ballston Center and in Rowley Hall on Main Campus.

### 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 over 275 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 and 4040 Fairfax Drive. Students can register up to 4 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 and the link to My Network Devices. Students are encouraged to use laptops or mobile devices that support 5GHz Wifi for the best wireless network performance.



### STREAMING TV SERVICE

Streaming TV service is available to residential students through Philo TV. When on the Marymount network (wireless or wired), TV content is available via streaming directly to your laptop, smartphone or tablet. This service is accessible by using the Philo TV link in the Sign On link menu on the myMarymount portal. This service also includes 20 hours of DVR space per user. The Philo service can be streamed to a TV using a device such as a laptop or Roku connected to the TV via HDMI cable. Please note that TVs that do not have an HDMI connection will be able to stream the content from the Philo TV service. The TV channel lineup is available at <https://my.marymount.edu/tvchannels> and more information on the Philo TV service can be found at <https://my.marymount.edu/philotv>

## OFFICE OF THE REGISTRAR

- ROWLEY HALL 1009
- M-F 9AM – 5PM
- [WWW.MARYMOUNT.EDU/REGISTRAR](http://WWW.MARYMOUNT.EDU/REGISTRAR)
- 703-284-1520
- [REGISTRAR@MARYMOUNT.EDU](mailto:REGISTRAR@MARYMOUNT.EDU)

### COURSE REGISTRATION

Students may register for classes each semester through My MU Plan. 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. Advance registration periods are posted on the Office of the Registrar website. Undergraduate 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 and internships, 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 days of the fall and spring semester, unregistered students, including newly admitted students, may enroll in or add classes. During the first three days of summer session I, the first two days of summer session II, and the first five days of summer session III, unregistered students may enroll in or add classes. Classes may not be added after the Late Registration and Add/Withdrawal

period has ended.

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

After the last day to drop a class without record, all course withdrawals must be done in person at the Office of the Registrar. Students cannot drop a course online during this period and cannot withdraw from courses online.

To drop or withdraw from all classes in a semester and maintain matriculation for the next semester, a student must request and obtain email approval for Continuous Registration from their associate dean.



### 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 Medical Documents 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.

### TRANSCRIPTS

The Office of the Registrar issues official transcripts for current students and alumni by request. Current students may view and print their unofficial transcript online through My MU Plan. The university will not, under any

circumstances, fax out a transcript nor can the university accept email requests for transcripts without a signed authorization attached. Complete details on how to request a transcript are listed on the Office of 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 submit a Graduation Application (available in Marynet) by the deadline indicated online.



The completion of a Graduation Application does not guarantee that a student will graduate. The degree audit will be completed by the school in which the student matriculated once the application is received. The degree

audit will determine eligibility to graduate.

Detailed information about the Graduation Application can be found on the Office of the Registrar website. Information about the May Commencement ceremonies will be available online.

### **CLASSROOM RESERVATIONS**

Classroom space on campus is reserved by the Office of the Registrar. 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 Consortium of Universities of the Washington Metropolitan Area ([www.consortium.org](http://www.consortium.org)). Degree-seeking students in good academic standing have the option of taking courses at these institutions. Special registration forms are located at the Office of Registrar. Completed forms with the appropriate signature must be returned to the Office of Registrar at least one week before the start of the academic semester in which the course will be taken.

### **NATIONAL STUDENT CLEARINGHOUSE**

Student verification reports are transmitted to the National Student Clearinghouse during the semester. Many lenders use this service to verify enrollment and graduation; however students are encouraged to contact their individual lender to determine if additional information must be provided in a separate format.

### **PAYROLL OFFICE**

Students with approved campus employment or work-study contracts, will submit their hours via a timecard through Marynet at <https://marynet.marymount.edu>. The pay period begins on Sunday and ends on the second Saturday. Timecards are due Bi-Weekly by 4:59pm on the Tuesday following the period ending date. Note - Student workers will not be able to input their time in Marynet until they have completed all of their new hire paper work (includes I-9 and Tax Forms) through Human Resources Office.

Students Workers are paid bi-weekly, every other Friday. If a pay date falls on a holiday, students will be paid on the closest previous workday. The Bi-Weekly Pay schedule and student timecard information can be found on the Payroll Portal <https://my.marymount.edu/Offices-Resource>.

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. If a student does not have a bank account, they can sign-up for “MyLink Payroll Card” via the Payroll Office.

The Payroll Office is located in Ballston, office 2040F & 2040J. For any questions the payroll office can be reached at [payroll@marymount.edu](mailto:payroll@marymount.edu) or 703-526-6992 or 703-284-1485.



## **STUDENT ACCOUNTS**

- ROWLEY HALL 1011
- M-F 9AM-5PM
- [WWW.MARYMOUNT.EDU/STUDENTACCOUNTS](http://WWW.MARYMOUNT.EDU/STUDENTACCOUNTS)
- (703) 284-1490
- [SACCOUNT@MARYMOUNT.EDU](mailto:SACCOUNT@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, Discover 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.

Your statement is based on the information in our system as of the date the statement is generated. This information is subject to change as you add and drop classes. At the beginning of Fall 2017, students were able to access their statements and pay their tuition through our new Online Billing site. Fall 2017 was the last semester paper bills were mailed. All student account statements can be found online.

Registered students can view the full details of their bill, view/print itemized statements and make payments, by logging into Marynet and selecting “View my eBill” and/or “Make a payment”. Information about tuition payment plans is also available on the Student Accounts website.

# GENERAL INFORMATION

## BANKING SERVICES

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

2130 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

## 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.jiffylubelive.com

#### Eagle Bank Arena, GMU

(703) 993-3000  
4500 Patriot Circle, Fairfax  
www.eaglebankarena.com

#### The State Theatre

(703) 237-0300 220  
N. Washington St., Falls Church  
www.thestatetheatre.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  
1101 6th St., S.W.  
www.arenastage.org

#### Constitution Hall

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

#### Folger Shakespeare Theatre

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

#### Ford's Theatre

(202) 347-48335  
11 10th St., N.W.  
www.fordstheatre.org

#### Kennedy Center for the Performing Arts

(202) 416-8000  
2700 F St., N.W.  
www.kennedy-center.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

#### Studio Theatre

(202) 332-3300  
1501 14th St., N.W.  
www.studiotheatre.org

#### Warner Theatre

(202) 783-4000  
513 13th St., N.W.  
www.warnertheatre.org

#### Washington Performing Arts Society

(202) 785-9727  
2000 L St., N.W., Ste. 510  
www.wpas.org

#### 9:30 Club

(202) 265-0930  
815 V St., N.W.  
www.930.com

## MARYLAND

FedEx Field  
(301) 276-6000  
1600 Fedex Way Greater  
Landover, MD

Merriweather Post Pavilion  
(401) 715-5550  
10475 Little Patuxent Pkwy.,  
Columbia, MD  
www.merriweathermusic.com

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

## LIBRARIES & HISTORIC LANDMARKS

Arlington County Central Library  
(703) 228-5990  
1015 N. Quincy St.

Library of Congress  
(202) 707-5000  
101 Independence Ave., S.E.

Consortium Libraries See Emerson  
G. Reinsch Library and Colleges &  
Universities

FDR Memorial  
www.nps.gov/frde

Jefferson Memorial  
www.nps.gov/thje

Korean War Veterans' Memorial  
www.nps.gov/kowa

Lincoln Memorial  
www.nps.gov/linc

Library of Congress  
(202) 707-5000 101 Independence  
Ave., S.E.  
www.loc.gov

Martin Luther King Jr Memorial  
www.nps.gov/mlkm

Mount Vernon  
(703) 780-2000 3200  
Mt. Vernon Memorial Hwy  
Mt. Vernon, VA  
www.mountvernon.org

National WWII Memorial  
www.wwiimemorial.com

United States Capitol  
(202) 226-8000 First St. &  
Independence Ave., S.W.  
(Tour Ticket Kiosk)  
www.visitthecapitol.gov

US Supreme Court  
(202) 479-3000  
First St. & East Capitol St., N.E.  
www.supremecourt.gov

Vietnam Veterans Memorial  
www.nps.gov/vive

Washington Monument  
www.nps.gov/wamo

The White House  
1600 Pennsylvania Ave., N.W.  
www.whitehouse.gov

## COLLEGES & UNIVERSITIES

American University  
Main (202) 885-1000  
Library (202) 885-3221

Catholic University  
Main (202) 319-5000  
Library (202) 319-5070

Gallaudet University  
Main (202) 651-5000  
Library (202) 651-5217

George Mason University  
Main (202) 993-1000  
Library (202) 993-2240

George Washington University  
Main (202) 994-1000  
Library (202) 994-6558

Georgetown University  
Main (202) 687-0100  
Library (202) 687-7607

Howard University  
Main (202) 806-6100  
Library (202) 806-7234

Northern Va. Comm. College  
Annandale (703) 323-3000  
Ann. Library (703) 323-3128  
Alexandria (703) 845-6200  
Alex. Library (703) 845-6231

Trinity University  
Main (202) 885-1000

University of D.C.  
Main (202) 274-5000  
Library (202) 274-5104

University of Maryland  
Main (301) 405-1000  
Library (301) 405-0800

U.S. Naval Academy  
Main (410) 293-1000

Arena 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 Service section for information about checking out materials.

## PARKS & RECREATION MUSEUMS, GALLERIES, & MORE

Arlington National Cemetery  
(877) 907-8585  
www.arlingtoncemetery.org

Corcoran Contemporary  
(202) 639-1700  
500 17th St., N.W.  
www.corcoran.org

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

International Spy Museum  
(202) 393-7798  
800 F St., N.W.  
www.spymuseum.org

Maryland Science Center  
(410) 685-2370  
601 Light St., Baltimore  
www.mdsci.org

National Archives  
(202) 357-5271 700  
Pennsylvania Ave., N.W.  
www.archives.gov

National Aquarium in Baltimore  
(410) 576-3800  
501 E. Pratt St., Baltimore  
www.aqua.org

National Arboretum  
(202) 245-2726  
3501 New York Ave., N.E.  
www.usna.usda.gov

The National Building Museum  
(202) 272-2448  
401 F St., N.W.  
www.nbm.org

National Gallery of Art  
(202) 737-4215 401  
Constitution Ave., N.W.  
www.nga.gov

National Geographic Museum  
(202) 857-7588  
1145 17th St., N.W.  
www.nationalgeographic.com/  
museum

National Museum of  
Women in the Arts  
(202) 783-5000 1250  
New York Ave., N.W.  
www.nmwa.org

Newseum  
(202) 292-6100  
555 Pennsylvania Ave., N.W.  
www.newseum.org

Phillips Collection  
(202) 387-2151  
G & 21st St., N.W.  
www.phillipscollection.org

The Textile Museum  
(202) 994-5200  
701 21st St., N.W.  
www.museum.gwu.edu

United States Botanic Gardens  
(202) 225-8333  
100 Maryland Ave., S.W.  
www.usbg.gov

United States Holocaust  
Memorial Museum  
(202) 488-0400  
100 Raoul Wallenberg Pl., S.W.  
www.ushmm.org

Arlington Parks & Recreation  
www.arlingtonva.us  
(click on Parks & Recreation)

DC Parks  
dpr.dc.gov

Northern Virginia  
Regional Park Authority  
www.nvrpa.org

Constitution Gardens  
17th Street and Constitution Ave.  
www.nps.gov/coga

The Kenilworth Park  
& Aquatic Gardens  
1550 Anacostia Ave., N.E.  
www.nps.gov/keaq

## SMITHSONIAN INSTITUTION

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  
1901 Ft. Place, S.E.  
(202) 633-4820

Arts and Industries Building  
900 Jefferson Drive, 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  
8th & F Street N.W.

National Museum  
of American History  
14th 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  
3001 Connecticut Ave., N.W.  
(202) 633-4800  
www.nationalzoo.si.edu

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

Steven F. Udvar-Hazy Center  
14390 Air & Space Center Museum  
Parkway, Chantilly, VA  
(703) 572-4118

## SHOPPING CENTERS

Ballston Common  
(703) 243-8088  
4238 N. Wilson Blvd., Arlington  
www.ballston-common.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 2800  
Clarendon Blvd., Arlington  
www.marketcommonclarendon.com

Fashion Centre at Pentagon City  
(703) 415-2400  
1100 S. Hayes, Arlington  
www.fashioncentrepentagon.com

Tysons Corner Center  
(703) 893-9400  
1961 Chain Bridge Rd., McLean  
www.tysonscornercenter.com

Tysons Galleria  
(703) 827-7730  
2001 International Drive, McLean  
www.tysonsgalleria.com

## 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  
1325 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) 717-6200  
801 N. Glebe

Best Western Rosslyn  
(703) 524-5000  
1501 Arlington Blvd.

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

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

AKA Arlington  
(703) 294-6415  
3409 N. Wilson Blvd.

## TRANSPORTATION

### 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](http://www.amtrak.com)

### METRO

Marymount is served by Metro, 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 Metrorail  
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. - 11:30 P.M.
- F 5 A.M. - 1 A.M.
- SAT. 7 A.M. - 1 A.M.
- SUN. 8 A.M. - 11 P.M.

The general Metro information  
number is (202) 637-7000 (6 a.m. to  
11:30 p.m.) or check their web-site  
at [www.wmata.com](http://www.wmata.com). For info on track  
safety visit [www.wmata.com/rail/  
safetrack.cfm](http://www.wmata.com/rail/safetrack.cfm)

Marymount shuttle service  
con-necting the Ballston/MU Metro

Station, 1000 N. Glebe Road, 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 approx. 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.

## **MOVIE THEATER**

Movie Hotline (703) 333-3456

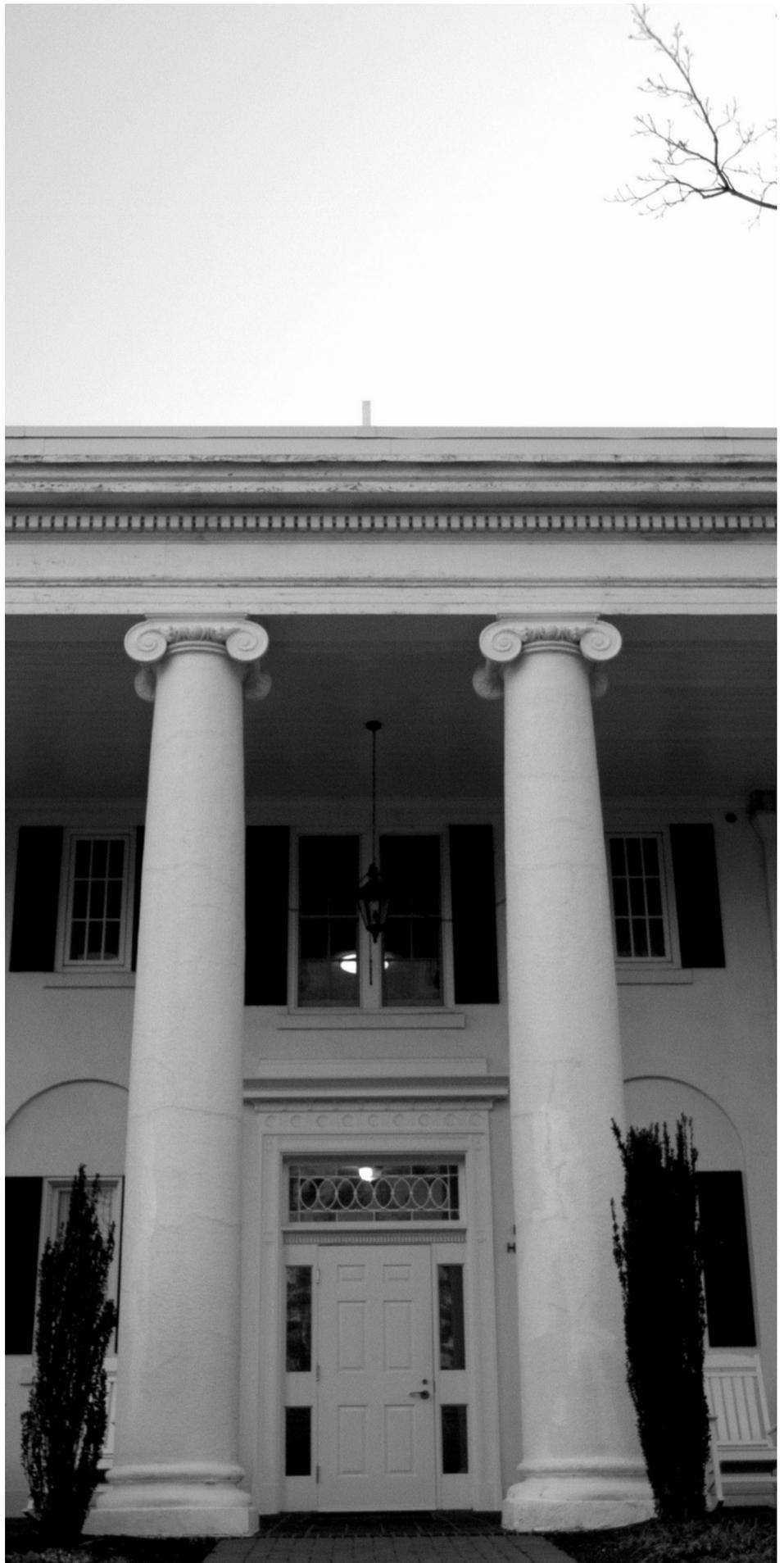
AMC Court House & Theatres  
(703) 243-4950  
2150 Clarendon Blvd.

AMC Shirlington  
(703) 671-0978  
2772 S. Randolph St.

AMC Tysons Corner  
(703) 734-6212  
1961 Chain Bridge Road, McLean

Regal Ballston Common  
(844) 462-7342  
671 N. Glebe Rd.

AMC Georgetown 14  
(202) 342-6033  
3111 K St. NW



# 2018-2019 ACADEMIC CALENDAR

## FALL 2018 CALENDAR

August 6	Fall 2018 Tuition is Due
August 22-26	Undergraduate Student Orientation
August 25	Graduate Student Orientation
August 27	Classes Begin
September 3	Labor Day holiday – university closed
September 4	Last day to late register, add, or drop a class
September 4	Last day to drop a class with 100% refund of tuition and fees
September 5	First day to withdraw from a class with a grade of “W”
September 5	Mass of the Holy Spirit - no classes between 11:00am and 3:00pm
September 11	Last day to withdraw from a class with 75% tuition refund
September 18	Last day to withdraw from a class with 50% tuition refund; no refunds after this date
October 8	Columbus Day holiday – university closed
October 9	Make up day for Columbus Day holiday - Monday classes meet
October 12-14	Family and Homecoming Weekend
October 19	Midterm grades due by 5:00pm
October 22	Registration for Spring 2019 begins
November 2	Last day to withdraw from a class with a grade of “W”
November 21 – 25	Thanksgiving holiday – university closed
November 26	Classes Resume
December 8	Last day of classes
December 10 – 15	Final Exam period
December 17	Final grades due to the Office of the Registrar at noon

## SPRING 2019 CALENDAR

January 2	Spring 2019 Tuition is due
January 14	Classes Begin
January 21	Martin Luther King, Jr. holiday – university closed
January 22	Last day to late register, add, or drop a class
January 22	Last day to drop a class with 100% refund of tuition and fees
January 23	First day to withdraw from a class with a grade of “W”
January 29	Last day to withdraw from a class with 75% tuition refund
February 5	Last day to withdraw from a class with 50% tuition refund; no refunds after this date
February 18	Registration for Summer 2019 begins
March 8	Midterm grades due by 5:00pm
March 11 -17	Spring Break
March 18	Classes resume
March 18	Registration for Fall 2019 begins
March 22	Last day to withdraw from a class with a grade of “W”
April 18-22	Easter holiday – no classes, university closed April 19
April 23	Make up day for Easter holiday - Monday classes meet
April 24	Student Research Conference – no classes
May 4	Last day of classes
May 6-11	Final Exam period
May 13	Final grades due to the Office of the Registrar at noon
May 18	Commencement Mass, Recognition Day, President’s Reception
May 19	Commencement Day

# SUMMER 2019 CALENDAR

Summer Sessions are also referred to as SU.

May 6	Tuition payment due for SU I and III
May 20	Summer Sessions I and III begin
May 22	Last day to late register or add SU I class
May 24	Last day to late register or add SU III class
May 24	Last day to drop SU I and SU III class with 100% refund of tuition and fees; no refunds for SU I classes after this date
May 25	First day to withdraw from SU I and SU III class with a grade of "W"
May 27	Memorial Day holiday – university closed
May 30	Last day to withdraw from SU III class with 75% tuition refund
May 31	Make up Day for Memorial Day holiday
May 31	Last day to withdraw from SU I class with a grade of "W"
June 3	Last day to withdraw from SU III class with 50% tuition refund; no refunds after this date
June 17	Tuition payment due for SU II
June 21	Last day to withdraw from SU III class with a grade of "W"
June 21	Summer Session I ends
July 1	Summer Session II begins
July 2	Last day to late register or add SU II class
July 4	Independence Day holiday – university closed
July 5	Last day to drop SU II class with 100% refund of tuition and fees; no refunds after this date
July 5	Make up day for Independence Day holiday
July 6	First day to withdraw from a SU II class with a grade of "W"
July 12	Last day to withdraw from SU II class with a grade of "W"
August 3	Summer Sessions II and III end
August 5	Final grades for all summer sessions due to Office of the Registrar at noon



# MARYMOUNT UNIVERSITY DIRECTORY



- 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.

## OFFICE

Academic Affairs  
 Admissions, Undergraduate  
 Admissions, Graduate  
 Alumni  
 Athletics  
 Business Administration & Technology (School of)  
 Campus and Residential Services  
 Gerard/Berg/Lee Ostapenko Area Coordinator  
 Butler/Rowley/Graduate Area Coordinator  
 Campus Ministry  
 Campus Safety  
 Center for Career Services  
 Center for Global Education  
 Center for Teaching and Learning  
 Computer Labs, Rowley Hall  
 Design, Arts, & Humanities (School of)  
 Dining Services  
 Emergencies  
 Financial Aid Office  
 First Year Experience  
 Health Professions (Malek School of)  
 Honors Program  
 Identification Cards  
 Information Technology Services  
 International Student Services  
 Lee Center Information Desk  
 Library  
 Library (Ballston Extension)  
 Lost and Found  
 Mailroom  
 Maintenance (Physical Plant)  
 MU Spirit Shop  
 Parking  
 Payroll  
 President's Office  
 Registrar  
 Sciences, Mathematics & Education (School of)

## LOCATION . EXT

Rowley Hall . 1550  
 Butler Hall . 1500  
 Ballston Center . 5901  
 Main House . 1541  
 Rose Benté Lee Center . 1619  
 Ballston Center . 5910  
 Berg Hall . 1608  
 Lee Ostapenko Hall . 2648  
 Rowley Hall . 2304  
 Lodge . 1607  
 Berg Hall . 1600  
 Rowley Hall . 5960  
 Rowley Hall . 1677  
 Rowley Hall . 5761  
 Rowley Hall . 3855  
 Gailhac Hall . 1560  
 Gerard Hall . 1603  
 Security Station . 1600  
 Rowley Hall . 1530  
 Rowley Hall . 5761  
 Caruthers Hall . 1580  
 Gerard Hall . 1686  
 Berg Hall . 1608  
 Reinsch Library . 6990  
 Gerard Hall . 6922  
 Rose Benté Lee Center . 6910  
 Reinsch Library . 1533  
 Ballston Center . 5949  
 Ireton Hall . 5700  
 Berg Hall . 1494  
 Gerard Hall . 1529  
 Caruthers Hall . 1614  
 Berg Hall . 1608  
 Ballston Center . 6992  
 Main House . 1598  
 Rowley Hall . 1520  
 Rowley Hall . 1620

## OFFICE

Security—Main Campus  
 Security—Ballston Center  
 Student Access Services  
 Student Accounts  
 Student Affairs  
 Student Conduct & Academic Integrity  
 Student Counseling Services  
 Student Employment  
 Student Engagement  
 Student Government Association  
 Student Health Center  
 Title IX  
 Transportation  
 Vice President for Academic Affairs  
 Vice President for Advancement  
 Vice President for Financial Affairs  
 Vice President for Student Affairs

## LOCATION . EXT

Security Station . 1600  
 Ballston Center . 5900  
 Rowley Hall . 5761  
 Rowley Hall . 1490  
 Gerard Hall . 1615  
 The Lodge . 1615  
 Berg Hall . 6861  
 Rowley Hall . 5960  
 Lodge . 1611  
 Gerard Hall . 3324  
 Berg Hall . 1610  
 Lodge . 1604  
 Shuttle Station . 5760  
 Rowley Hall . 1550  
 Main House . 1647  
 St. Joseph Hall . 1480  
 The Lodge . 1615

