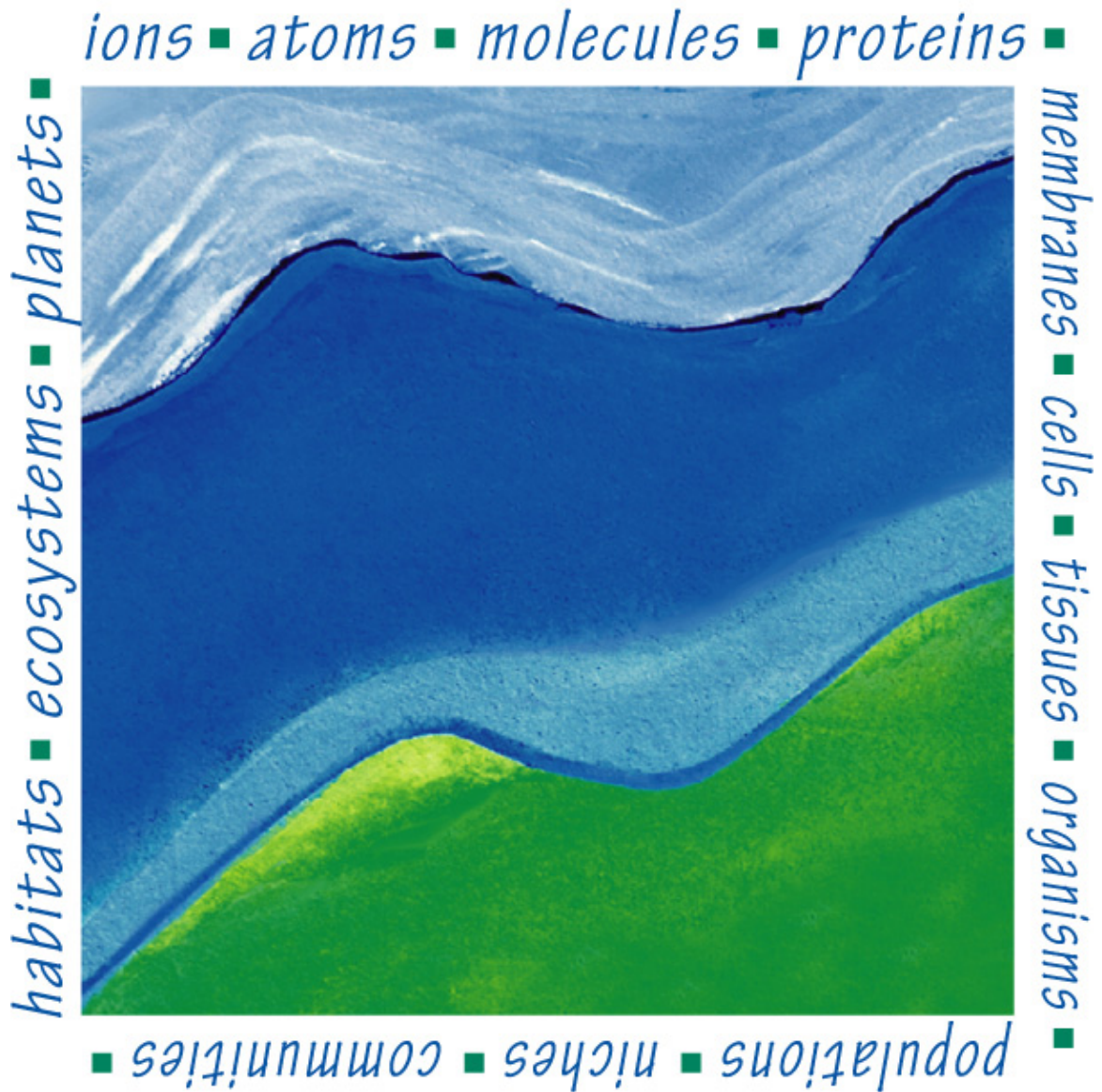


MEEES MARINE ESTUARINE ENVIRONMENTAL SCIENCES GRADUATE PROGRAM



ORIENTATION GUIDE

Marine-Estuarine-Environmental Sciences (MEES) Graduate Program

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Welcome to the MEES program!

This packet contains basic information to help you transition into graduate life in the MEES program. In addition, this packet provides you with helpful resources pertinent to academic, research, and contains a list of important websites, and a basic “to do” list to help you prepare for your semester. Some of the information contained in this document is available from a number of alternative sources, particularly the laboratory and campus websites. It has been combined here to make life easier for the students of the MEES community. The hope is that this orientation handbook will help new students adjust to life in the MEES Program and will help students and faculty through the many policies or procedures of the program and associated graduate schools.

Please carefully read through this document, as 99% of the answers to your questions can be found here. Please take care of the initial logistics outlined in this document prior to the first week of classes. Feel free to get in touch with us if you have questions.

Best regards,

MEES Program Office

At the University of Maryland College Park, you will find the most recent copy of the Schedule of Classes, including all MEES courses on the Interactive Video Network, at www.testudo.umd.edu.

Dear MEES graduate student:

On behalf of the MEES Graduate Student Organization (GSO), we would like to congratulate you on your acceptance to the MEES program and invite you to be a part of the GSO. The GSO was developed to give MEES graduate students a unified voice to express concerns to the administration, coordinate social and educational activities that unite students from various campuses, and provide students with guidance for successful degree completion. As you will soon learn, MEES students are dispersed throughout the state at a number of campuses (Appalachian Laboratory, Chesapeake Biological Laboratory, Horn Point Laboratory, Institute of Marine and Environmental Technology, University of Maryland College Park, University of Maryland Baltimore, University of Maryland Baltimore County, and University of Maryland Eastern Shore).

To help you stay “connected” in the MEES program, it is highly suggested that you take several steps. *First, please subscribe to the MEES email list.* Simply send an email to the MEES Office (mees@umd.edu) requesting to be on this list. Important announcements and job opportunities are periodically sent through this list. *Second, contact your campus representative to let them know you are on campus.* The GSO appoints and/or elects fellow MEES students to serve as contact at each of the campuses and laboratories. MEES gso-representatives often coordinates MEES student events locally, so it is important that he or she can reach you. A list of representatives with contact information is included with this letter.

Another great way to interact with your fellow MEES students is at the MEES Graduate Student Colloquium held each fall. During this time, students from each of the campuses meet to enjoy social activities and share current research ideas and progress.

If you have any questions, or would like to know more about the MEES GSO, please feel free to email all of the campus representatives at gso-reps@umd.edu. You are also encouraged to read the MEES program guide carefully to remain up to date on degree requirements.

Again, we welcome you to the MEES program and wish you success and fulfillment in your academic endeavor!

Sincerely,

MEES GSO student representatives!

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The MEES Program

The Marine-Estuarine-Environmental Sciences (MEES) Program is a graduate program leading to Master's and Doctoral degree. The mission of the MEES Program is to train graduate students in the environmental sciences. There is a clear need for scientists with training in this area, given the multitude of environmental problems faced by society today.

The University System of Maryland (USM)

The University System of Maryland has much to offer students. The MEES Program is a system-wide graduate program, allowing students to access facilities and faculty of the entire University System in order to plan a program best suited to their particular interests. Member campuses of the MEES Program with include:

University of Maryland College Park (UMD)

The largest campus, offers comprehensive programs in the arts, sciences, agriculture, engineering, and education. UMD is among the major research universities in the United States with support from federal, state, and private sources. Located immediately adjacent to Washington, DC makes cultural and intellectual resources of the nation's capital available to students.

University of Maryland Eastern Shore (UMES)

Located in Princess Anne, MD, midway between the Chesapeake Bay and Atlantic Ocean. UMES has an undergraduate effort in marine, estuarine and environmental sciences.

University of Maryland Baltimore (UMB)

Located in downtown Baltimore is one of the country's first centers for professional education. The founding of the School of Medicine in 1807 provided the campus nucleus that has since expanded to include the Baltimore College of Dental Surgery, Schools of Law, Nursing, Pharmacy, Social Work, and Community Planning; an interprofessional Graduate School; and the University of Maryland Medical System.

University of Maryland Baltimore County (UMBC)

Located southwest of downtown Baltimore in a suburban setting strategically located in the Northeast corridor. Established in 1966, noteworthy departments include biological sciences, chemistry, and the fine arts. Baltimore, Washington, and College Park are all less than an hour away.

The Institute of Marine and Environmental Technology (IMET)

Located in downtown Baltimore is dedicated to research and education in marine molecular biology and molecular genetics. The interdisciplinary, interactive research and training programs are based on applied and basic research, with service to industry, government, and other institutions. Faculty members at IMET are associated with UMB, UMBC, or UMCES.

The University of Maryland Center for Environmental Science (UMCES)

UMCES is composed of three laboratories: Appalachian Laboratory, Horn Point Laboratory, and

Chesapeake Biological Laboratory; and the administration of the Maryland Sea Grant College program (MDSG) focused on making the United States the world leader in marine research and sustainable development of marine resources.

Appalachian Laboratory: www.al.umces.edu, in Frostburg, Maryland is adjacent to the Frostburg State University campus. Appalachian Laboratory faculty and students conduct research on diverse ecosystems.

Horn Point Laboratory: www.umces.edu/hpl, is on the banks of the Choptank River near the city of Cambridge Maryland. Here faculty and students conduct research on freshwater, estuarine and oceanic environments.

Chesapeake Biological Laboratory: www.umces.edu/cbl, located at the mouth of the Patuxent River in Solomons, Maryland, on the Western shore of the Chesapeake Bay. Founded in 1925 by Dr. Reginald V. Truitt. it is one of the oldest marine laboratories on the east coast and home of the UMCES research vessels.

MEES Graduate Program Overview

The MEES Program is a cross-campus graduate program leading to M.S. and Ph.D. degrees. The title of the program emphasizes the strength in marine and estuarine sciences, although the program spans environmental science as a whole, irrespective of habitat. The diverse interests of students in the program generally center on aspects of the interaction between biological, physical, or chemical systems. Analyses of interactions range from study of molecular mechanisms to economic assessments of environmental impacts. To ensure all students in the program have some understanding of the breadth of information in environmental sciences, each student is required to have course work in a variety of areas. Courses taken by MEES students are taught on all campuses of USM. Any course taught within USM is available to any graduate student registered at any campus through intercampus enrollment. Many courses are taught on interactive video (IVN), making them available without travel. The MEES Program is interdisciplinary and faculty consists of members from numerous units within USM. In most cases, students in the MEES Program work in the laboratory of their research advisor in the department or unit to which the advisor belongs.

Areas of Specialization (AOS)

The interests of faculty and students within the MEES Program have led to six formally defined Areas of Specialization (AOS), from which a student may choose. These are: Ecology, Environmental Chemistry, Environmental Molecular Biology and Biotechnology, Environmental Science, Fisheries Science, and Oceanography. Each student will choose an AOS when applying, and both admission and program requirements will depend on the AOS and the student's background and interests. Most career opportunities for successful graduates from all AOS tracks will find professional positions in federal, state, and local government agencies (such as EPA, FDA, NIH, USGS, USDA, NOAA, etc), academic institutions, private consulting or manufacturing companies, and research firms.

Ecology

Ecology is a broad discipline encompassing both terrestrial and aquatic environments. Specific areas of study include behavioral, community, evolutionary, marine, benthic, limnological, systematic, and physiological ecology. Variations and/or combinations of one or more of these subdisciplines are common.

Environmental Chemistry

The objective of this AOS is to train research scientists to apply basic chemical principles to the study of the environmental behaviors of natural and anthropogenic chemicals. Environmental chemistry includes interdisciplinary studies of various realms such as geochemistry, transport processes, and toxicology to determine the fate and effects of chemicals in the natural environment.

Environmental Molecular Biology and Biotechnology

Molecular approaches pervade every biological discipline. Expertise within MEES includes molecular endocrinology of fish growth, development and reproduction; methods of drug

delivery; environmental stressors contributing to fish physiological dysfunction and oncogenesis; mechanisms and stressors of nitrogen fixation; molecular models of marine surface colonization; molecular cues of organism-organism interaction; and invertebrate immunity. Faculty in this area study macromolecular-environmental interactions using recombinant DNA and hybrid approaches. The Environmental Molecular Biology and Biotechnology AOS encourages interaction between campuses and is synergistic with other AOS's.

Environmental Science

This AOS was created for students who do not want to specialize to the extent the other Areas of Specialization require, but would like to gain experience and take courses in a variety of scientific, economic, and social disciplines related to the natural environment. These requirements are also very appropriate for students wishing to specialize in environmental management.

Fisheries Science

Drawing expertise from the biological, physical, and social sciences, fisheries scientists study populations and communities of aquatic resources, their responses to exploitation, and changes in environmental conditions, and their management. Research is quantitative and may be either basic or applied. The multidisciplinary nature of fisheries science requires broad training in areas that may include ecology, oceanography, aquaculture, economics, mathematics, seafood technology, pathology and diseases, and management science.

Oceanography

USM has emerged as a nationally and internationally recognized center for oceanographic research, with sub-programs in biological and physical oceanography. Students have access to extensive oceanographic facilities within USM. Fundamental courses in three major sub-fields of oceanography are required to provide interdisciplinary breadth.

Matriculation Landmarks

MEES list-serv

The first thing a new MEES student should do is email the MEES Program Office (mees@umd.edu) to be put on the MEES student email list. Keep an eye on it for job announcements, seminar information, and important notices from the MEES program office.

Admission and Prerequisites

Students who are admitted will be advised whether they have any courses that must be completed to fulfill the prerequisites of the MEES program. All prerequisite courses must be completed within a student's first year after admission.

Prerequisites for Admission to each AOS

ECOLOGY A Bachelor's degree in the natural or life sciences (i.e., equivalent to UM undergraduate Biology degree): 1. Two semesters of Calculus 2. Two semesters of Introductory Chemistry 3. Two semesters of Organic Chemistry or Biochemistry 4. Two semesters of Physics 5. Two semesters of Introductory Biology (or high placement test, high GRE Biology scores) 6. Two Advanced Biology, including one Ecology	ENVIRONMENTAL CHEMISTRY A Bachelor's degree in the natural sciences or engineering, including: 1. Two semesters of Calculus 2. Two semesters of Physics 3. Two semesters of General Chemistry 4. Two semesters of Biology 5. Two semesters of Organic or Advanced Chemistry (e.g., Biochemistry).
ENVIRONMENTAL MOLECULAR BIOLOGY/BIOTECHNOLOGY A Bachelor's degree in the natural sciences, life sciences, or engineering including: 1. Four semesters of Biology, including Biochemistry 2. Two semesters of Physics 3. Four semesters of Chemistry 4. Two semesters of Calculus 5. Two semesters of Molecular Biology/Molecular Genetics are recommended	ENVIRONMENTAL SCIENCE A Bachelor's degree in natural sciences or engineering including: 1. Two semesters of Calculus 2. Two semesters of Introductory Chemistry 3. Two semesters of Physics 4. Two semesters of Introductory Biology (or high placement test, high GRE Biology scores) 5. An Ecology and other advanced Environmental Science courses are recommended.
FISHERIES SCIENCE A Bachelor's degree in the natural sciences or other field with a strong quantitative emphasis, including: 1. Two semesters of Calculus 2. Two semesters of Introductory Chemistry 3. Two semesters of Organic Chemistry, Biochemistry, or Physics 4. Two semesters of Introductory Biology (or high placement test, high GRE Biology scores) 5. Advanced Biology courses, such as Ecology and Ichthyology, are recommended.	OCEANOGRAPHY <i>Biological Oceanography:</i> A Bachelor's degree in the natural or life sciences including: 1. Two semesters of Calculus 2. Two semesters of Introductory Chemistry 3. Two semesters of Organic Chemistry or Biochemistry 4. Two semesters of Physics 5. Two semesters of Introductory Biology. <i>Physical Oceanography:</i> A Bachelor's degree in a physical science, including: 1. Two semesters of Calculus 2. Two semesters of Physics 3. One or two additional advanced math courses 4. One or two additional advanced physical sciences courses 5. Two semesters of Introductory Biology and/or Chemistry are highly recommended.

Initial Advisory Committee Meeting and Research Proposal

A five-member Ph.D. Research Advisory Committee or a three-member M.S. Research Advisory Committee should be formed during the first semester and meet to discuss your program (mainly coursework, also basic research area). A report of this meeting must be filed in the MEES office by the end of your second semester. After this time, yearly committee meetings are to be held in order for the committee to review your academic and

research progress. A brief research proposal, covering as specifically as possible the research to be conducted, should be filed with the MEES office as soon as it is developed and approved by the Advisory Committee. This must be completed no more than 1 year after entrance into the program. If vertebrate animals are used in the research, the animal use protocol should be filed by this time, as well, through the appropriate campus' committee before the research is done.

Annual Committee Reviews

MEES students are required to meet with their committee a minimum of once a year. Students must supply the MEES Program Office with a report within 2 weeks of meeting containing signatures of all committee members summarizing the meeting, research/coursework to date, and a transcript. All forms are available on the MEES Program web site under the "Current Students" section.

Masters Thesis Defense

An Oral Defense of the Thesis, administered according to Graduate School regulations will take place at the completion of the research project. This defense will be conducted by the Research Advisory Committee and will be administered once all other degree requirements have been fulfilled. The Thesis Defense will generally last no longer than two hours, but the time will be long enough to ensure an adequate examination. The Research Advisory Committee also approves the thesis, and it is the candidate's obligation to see that each member of the committee has at least two weeks in which to examine a copy of the thesis prior to the time of the defense. Nominations for membership on this committee are submitted on the appropriate form through the MEES Director by the student's Advisor, by the third week of the semester in which the student expects to complete all requirements, and no later than six weeks, prior to the thesis defense. The time and place of the examination are established by the chair of the committee. The student is responsible for distributing a complete, final copy of the thesis to each member of the committee at least two weeks before the examination date. Announcement of the final examination will be made through the MEES Office to all members of the MEES faculty at least 2 weeks prior to the examination. Upon completion of the defense, the interim report of examining committee is to be submitted to the MEES Office. The final Report of Examining Committee must be submitted to MEES, upon receipt of all signatures, for submission to the Registrar's Office. The final thesis is to be submitted once all revisions are approved by the major advisor and committee. Once dissertation has been successfully defended, one final copy (after the final edit) **must** be supplied to the MEES Program Office (mees@umd.edu) electronically in addition to the submission required by your Graduate School.

Comprehensive Examinations

All Ph.D. students are required to pass a comprehensive exam (composed of written and oral portions) typically taken at the end of the forth semester, but no later than the end of the fifth semester. The format for the comprehensive exam varies slightly between AOS tracks (see below). Students should consult their advisor for the specific format of his/her exam, but general guidelines are as follows:

- Consists of both a written (generally not to exceed 5 consecutive 6 hour days) and an oral (not to exceed 4 hours) examination. The written portion is taken first, with scheduling of the subsequent oral portion contingent on successful completion of the

written exam.

- Each Advisory Committee member may submit candidate questions to the student's advisor. This advisor is responsible for collating the questions, checking for excessive overlap and necessary breadth in topics, and insuring that the written examination is of appropriate length. Each question in the written examination may be closed book, open book, or a combination, as decided by the committee member writing the question.
- 'Unsatisfactory' means the student has failed the written examination and must retake and pass a new written examination at a latter date.
- The oral portion is designed to probe in more detail the student's responses to the written examination. Other topics may also be discussed.
- The composition of the Advisory Committee and the administration of the Ph.D. comprehensive examination must follow the rules of the MEES Program and students degree granting Graduate School.

ECOLOGY

The areas of examination include 3 selections from "core exam areas" and 2 selections from "additional exam areas" as listed here:

Core Exam Areas:

1. Community Ecology
2. Ecosystems
3. Evolution
4. Population Ecology

Additional Exam Areas:

1. Physiological Ecology
2. Statistics and Experimental Design
3. Ecological Energetics
4. Quantitative Ecology

ENVIRONMENTAL CHEMISTRY

The suggested areas of examination are:

1. Environmental chemistry and geochemistry
2. Physical transport processes
3. Environmental toxicology and/or ecology
4. Experimental design and statistical analysis
5. Environmental management/applied science

ENVIRONMENTAL MOLECULAR BIOLOGY and BIOTECHNOLOGY

The suggested areas of examination are 5 out of the 8 items:

1. Biochemistry and Biophysics
2. Molecular Genetics and Evolution
3. Statistics and Modeling
4. Molecular Biology and Biotechnology
5. Physiology and Pathobiology
6. Microbial Ecology

7. Microbial Genetics and Physiology
8. Molecular Approaches to Fisheries and Aquaculture

ENVIRONMENTAL SCIENCE

The suggested areas of examination are 5 out of the 7 items with #1 as mandatory:

1. General Ecology/General Environmental Science
2. Natural Resource Management
3. Environmental Chemistry
4. Statistics and Modeling
5. Environmental Management, Economics, and Policy
6. Environmental Technology and Physical Science
7. Pollution and Environmental Toxicity

FISHERIES SCIENCE

The areas of examination include 3 selections from "core exam areas" and 2 selections from "additional exam areas" as listed here:

Core Exam Areas:

1. Fisheries Science and Management
2. Fisheries Ecology
3. Aquaculture
4. Quantitative Fisheries Science
5. Biological and Chemical Oceanography

Additional Exam Areas:

1. Organic Biology and Ecology
2. Statistics, Modeling, and Mathematics
3. Physiology, Pathobiology, and Biochemistry
4. Evolution & Genetics

OCEANOGRAPHY

The suggested areas of examination are 3 out of the 6 items:

1. Physical Oceanography
2. Biological Oceanography
3. Chemical Oceanography
4. Geological Oceanography
5. Statistics
6. Management

For all Areas of Specialization, note that a copy of the questions and graded answers to the written must be provided to the MEES office following completion of the examination.

Dissertation Proposal

Following successful completion of the comprehensive examination, and generally within one semester, formal application to candidacy (for PhD students) is accomplished following the preparation of a formal dissertation proposal and an oral defense of that proposal. The Advisory Committee must receive the formal research proposal at least two weeks prior to the defense

date; the MEES office must be notified of date and committee members at this time. A report of the defense must be filed with the MEES office within two weeks of the defense. The proposal defense should be held within six semesters of entrance into the program, and **before** the research is completed. Although the format for the proposal may vary depending on topic, in general it is expected to be prepared in the format that is consistent with a formal grant application. It should include a background and review of the literature, a discussion of research progress to date, a hypothesis and statement of objectives, and a complete description of the methodologies to be used. The oral defense provides the opportunity for the student's committee to determine whether the research plan is sound and whether the student has the proper motivation, intellectual capacity and curiosity, and has or can develop the technical skills necessary to successfully pursue the Ph.D. degree. The student will pass if there are at least four affirmative votes. If failed, the student must re-defend the proposal within 1 year. A second failure will result in cancellation of matriculation.

After the oral defense of the proposal, the signed report on dissertation proposal defense form must be submitted to the MEES Office. Students must be advanced to candidacy at least six months before the final doctoral defense is to be held. At the successful completion of the dissertation proposal defense the student officially applies for Advancement to Candidacy for the Ph.D. degree and should submit the necessary forms to the Director of the MEES Program for transmission to the Registrar's Office. Students must be admitted to candidacy at least six months prior to the Defense of the Dissertation (final defense).

Dissertation Defense

A candidate for the Ph.D. degree will present a public seminar on the dissertation research during the academic year in which the degree will be awarded. The student and Advisor will be responsible for initiating arrangements through the MEES Office for the date and advertisement of the seminar. The seminar will be open to faculty, students, and other interested parties. The final oral defense of the dissertation is conducted by a committee of the graduate faculty approved by the Dean for Graduate Studies (the Research Advisory Committee plus a Dean's Representative). All final oral examinations are open to all members of the graduate faculty, although only members of the examining committee may question the candidate. After the examination, the committee deliberates and votes in private. Two or more negative votes constitute failure. The student may be examined no more than twice. Following successful completion of the final examination, the Research Advisory Committee may conclude that the candidate has passed or failed. A student may be conditionally passed with the provision that minor changes in the thesis be made and approved by the major advisor. A student who fails may at the discretion of the committee and with approval of the MEES Director and the appropriate Graduate School be permitted to stand a second defense after acting on suggestions for improvement of the thesis (collection of more data, use of different statistical analysis, rewriting of the discussion, etc.), at such time as the advisor considers appropriate. Upon completion of the defense, the interim report of examining committee is to be submitted to the MEES Office. The final Report of Examining Committee must be submitted to MEES, upon receipt of all signatures, for submission to the Registrar's Office. The final dissertation is to be submitted once all revisions are approved by the major advisor and committee. Once dissertation has been successfully defended, one final copy (after the final edit) must be supplied to the MEES Program Office (mees@umd.edu) electronically in addition to the submission required by your

Graduate School.

MEES Graduate Program Time Limits

MEES full-time Ph.D. students will be limited to seven years in which to graduate. Students must be advanced to candidacy – i.e. pass both the comprehensive examination (written and oral) and the proposal defense – within six semesters after entering the Ph.D. program. MEES full-time M.S. students will be limited to four years in which to graduate. A one semester extension may be granted at the request of the student's advisory committee and the approval of the Director.

Part-time Student Status

Students in the MEES Program will be classified as full- or part-time by the MEES Program Office. Part-time students will be limited to nine years in which to graduate for a Ph.D. (with five years for advancement to candidacy), and five years in which to graduate for an M.S. Part-time status will only be granted upon request of the student's advisory committee and approval of the MEES Director. Criteria will include number of hours worked (>20 hours/week, not on an assistantship) and number of credits registered. Part-time status is generally <24 units. Students considered part-time will not be able to receive UM assistantship or fellowship support.

Changing from M.S to Ph.D.

The MEES Graduate Program policy regarding changing from the M.S to Ph.D. level program within MEES is as follows:

- A new application and statement must be submitted for the Ph.D. – no additional transcripts, test scores, or letters of recommendation are required.
- A current M.S transcript must be on file with MEES.
- The initial committee meeting report and proposal for the M.S. program must be on file with the MEES Office.
- A letter of support for the degree switch, signed by the entire M.S. committee, must be submitted to MEES
- After review, MEES will then submit a decision to the Graduate School.

Changing for one AOS to Another

The MEES Graduate Program policy regarding changing from the AOS the student was accepted into at the time of admission to a “new” AOS is as follows:

- A current transcript must be on file with MEES.
- A letter for support for the switch of AOS's must be signed by the student's advisor and submitted to MEES.
- MEES will then send out the student's entire file to the “new” AOS for review to confirm that the student meets the requirements of the “new” AOS.
- The “new” AOS will return their decision to the student, advisor, and the MEES Office.

Degree Requirement Checklists

Masters Degree Checklist

1. Initial Advisory Meeting

A three-member Research Advisory Committee is formed during the first semester and meets with you to discuss your program (mainly coursework, also basic research interests). A report of this meeting must be filed in the MEES Program office by end of your second semester. After this, yearly committee meetings are to be held (reports of annual progress are due every Sept. 30th) in order for the committee to review academic and research progress.

2. Course Work

Approved courses must be completed per the AOS curriculum.

- a. A minimum of 30 credits with 24 credits of course work and 6 credits of graduate research. Of the 24 course credits, 12 of them must be at the 600 level or higher. Exceptions and waivers for equivalent courses taken before entry may be used to meet requirements of your AOS upon approval by the appropriate AOS Committee. Although graduate courses taken elsewhere may serve to fulfill requirements, only six credits from such courses may be transferred.
- b. One seminar course (MEES 608 or equivalent) must be taken for each year in the program (on average).
- c. One approved Statistics course (400 level or higher).
- d. One graduate course representing significant interdisciplinary breadth, preferably outside the student's AOS.
- e. One course/seminar in Environmental Management (a 3-4 credit course can satisfy item d).

3. Research Proposal

Specifically covers research to be conducted. Should be filed with the MEES Program Office upon approval of the Advisory Committee (no more than 1 year after entrance into the program). If vertebrate animals are used in research, the animal use protocol should be filed at this time *before the research is done!*

4. Application for Diploma

Filed no later than third week of the semester in which you plan to graduate and at least 6 weeks before your scheduled thesis defense.

**At UMCP, this can be done through "Testudo"(see important websites)*

5. Request for Appointment of Thesis Committee

Filed through the MEES Program office for the Graduate School no later than the third week of the semester in which you plan to graduate and at least 6 weeks before

scheduled defense*.

6. Approved Program Form

All coursework for degree, signed by advisor and MEES Director, filed with the Office of the Registrar (by the 5th week of the semester of graduation)*.

7. Defense of Thesis Research

An oral defense of the research, conducted by a committee of the graduate faculty (see #5 above) must be completed approximately four weeks before end of the semester in which you plan to graduate*. Formal announcement must be submitted through MEES Office to all members of MEES faculty at least two weeks prior to defense. Report of this defense must be signed by the MEES Program Director and then sent to the Office of the Registrar. The signature form will be sent to the major advisor once the committee is approved (see step 5).

8. Report of Examining Committee and Thesis Filed

Thesis must be filed two to three weeks prior to graduation (dates announced yearly)*. Thesis format must follow all rules specified by the Office of the Registrar.

**At UMCP, submission of the final thesis can be done electronically.*

9. Final thesis **must be submitted to the MEES Program office electronically.**

*Check with Graduate School for specific deadlines.

PhD Degree Checklist

1. Initial Advisory Meeting

A three-member Research Advisory Committee is formed during the first semester and meets with you to discuss your program (mainly coursework, also basic research interests). A report of this meeting must be filed in the MEES Program office by end of your second semester. After this, yearly committee meetings are to be held (reports of annual progress are due every Sept. 30th) in order for the committee to review academic and research progress.

2. Course Work

Approved courses in the areas listed in the MEES guide must be completed per the AOS curriculum.

- a. The student must complete a minimum of 36 credits, with at least 24 credits of course work and 12 credits of dissertation research. At least twelve credits of course work must be at the 600 level or above. Credits used to obtain a M.S. degree at U.M. or elsewhere cannot be transferred to the Ph.D. program. However, if a student has completed a M.S. degree, up to 16 credits of appropriate courses can be waived by petition to the AOS committee.
- b. One seminar course (MEES 608 or equivalent) is required for each year in the program (on average).
- c. One approved Statistics course (600 level or higher).
- d. One graduate course representing significant interdisciplinary breadth, preferably outside the student's AOS.
- e. One course or seminar in Environmental Management (a course can satisfy d).

3. Research Proposal

Covers as specifically as possible the research to be conducted. This should be filed with the MEES Program Office as soon as it is approved by the Advisory Committee (no later than 1 year after entrance into the program). If vertebrate animals are to be used in the research, the animal use protocol should be filed at this time, as well, *before the research is done!*

4. Written and Oral Comprehensive Examination

Administered by the Advisory Committee. The MEES office must be notified of dates and committee members at least two weeks prior to exam. Exam must follow AOS guidelines. A report of the completed exam must be filed with the MEES office within two weeks of the oral exam date. The comprehensive exam must be successfully completed prior to the proposal defense. Comprehensive exams should be completed between 18 and 24 months after entrance into the MEES program. A copy of the questions and graded answers to the written portion of the exam must be provided to the MEES office following completion of the examination.

5. Dissertation Proposal Defense

Advisory Committee must receive the formal research proposal at least two weeks prior to the defense date and the MEES office must be notified of the defense date and committee members at this time. A report of the defense must be filed with the MEES office within two weeks of defense. The proposal defense should be held within two years of entrance into the program, and **before** the research is completed.

6. MEES Approved Program Form

Form listing all coursework for degree must be filed with the MEES office before applying for Advancement to Candidacy.

7. Application for Advancement to Candidacy

Form to be filed with the Office of the Registrar within one week of passing proposal defense. Student must be advanced to candidacy at least six months before the final defense is to be held.

8. Application for Diploma

Must be filed no later than the third week of the semester in which the student plans to graduate and at least 6 weeks before the scheduled defense.

** At UMCP, this can be submitted online through "Testudo" (see important websites).*

9. Request for Appointment of Dissertation Committee

Must be filed (through the MEES office) with the Office of the Registrar no later than the third week of the semester in which the student plans to graduate and at least 6 weeks before the scheduled defense*.

10. Dissertation Seminar

A publicly announced seminar on the dissertation research must be presented prior to the defense of the research. The MEES office must receive an announcement of the seminar at least 10 days prior.

11. Defense of Dissertation Research

An oral defense of the research, conducted by a committee of the graduate faculty (see #9 above) must be completed approximately four to five weeks before the end of the semester in which the student plans to graduate (dates announced yearly)*. The report of this defense must be signed by the MEES Program Director and then submitted to the Office of the Registrar. The signature form will be sent to the major once the committee is approved (see step 9).

12. Dissertation Filed

Dissertation must be filed with the Office of the Registrar three to four weeks prior to graduation (dates announced yearly)*. Dissertation format must follow all rules specified by the UMD Graduate School.

** At UMCP, the final dissertation can be submitted electronically.*

13. Final thesis must also be submitted to the MEES office electronically.

*Check with Graduate School for specific deadlines.

Important Websites

MEES Program: <http://www.mees.umd.edu>

Information about the MEES Program, including course requirements and elective recommendations are listed on the website. It is more up-to-date than any hard copy information we currently have, but if you have specific questions don't hesitate to email or call the MEES Program Office: mees@umd.edu, (301) 405-6938.

University of Maryland (UMD) homepage: <http://www.umd.edu>

Here you can find lots of information about news and events on the College Park campus. Under "Campus Calendars" you will find academic, sports, and holiday calendars that you may need to be aware of. The "Libraries" button will take you to the electronic UMD libraries system. You can also access the UMD Libraries directly through <http://www.lib.umd.edu>. As a graduate student you have access to the many libraries in the University of Maryland system--the graduate library on the UMCP campus is McKeldin Library. All College Park faculty, staff, and students are listed in the online UMD "Directory" found on the UMD homepage. *If you need a phone number or email address, please look to the MEES Program website first as they may not be located on the UMD campus!*

UMD Graduate School: <http://www.gradschool.umd.edu>

From the Graduate School's homepage, you can access information about degree and certificate requirements, required forms and deadlines, the Graduate Student Government, financial support, diversity and equity, thesis and dissertation guidelines, download forms for tuition remission, fellowships and assistantships, find out who to contact in GEMS (Graduate Enrollment Management Services) as well as other Graduate Student Services. You can also access the Graduate Catalog that includes course descriptions and Graduate School Policies at <http://www.gradschool.umd.edu/catalog/>

Graduate Student Handbook: <http://thestamp.umd.edu/gh/>

This is the gateway to the UMD graduate community. You can get information about graduate life, social activities for grad students, finances, health and recreation, and career services by checking out the "New Grads" section. There is a nice checklist there that includes information about the various orientations that you are welcome to participate in here: http://www.union.umd.edu/GH/new_grads/orientation.html

Foreign Student Information and Procedures: <http://www.international.umd.edu/ies/>

International students should contact the Office of International Education Services (OIS) to obtain the necessary information on visa requirements and immigration matters. *There is a mandatory orientation session with this office for all new foreign students.* A schedule is provided on their website. On the homepage of the Office of International Services is a "Helpful links" section that has links many different helpful websites and provides helpful information specifically to international students

The National Scholarships Office: <http://www.scholarships.umd.edu>

The NSO Office helps UMD students identify, apply for, and win national scholarships and fellowships.

The Writing Center

<http://www.english.umd.edu/academics/writingcenter/graduate/international>.

English Editing for International Graduate Students program (EEIGS) offers free editing services to international graduate students who must present their dissertations, theses, and other required papers in English.

“Testudo” <http://www.testudo.umd.edu>

Very useful! This is the online site where you can register for classes, change your contact information, check grades (end of semester grades are not mailed to students), read course descriptions, check deadlines, view/print unofficial transcripts, process official transcript requests, check student accounts and bills, etc. Please familiarize yourself with Testudo as you will use it frequently in your time at UMCP. Should you have any questions, please contact the MEES office.

Registration

Registration for courses is typically done online. Students do not automatically receive copies of the schedule of classes – you must access this information through "Testudo" (see "Important websites" section). You can register as soon as you are in the University database. Spend time reviewing the Schedule of Classes online. Each course has a code, such as PUA640, or MEES608R. The abbreviation at the beginning stands for the department or program that offers the course. The numerical part of the code identifies the class and tells you what level the course is. Graduate students may receive credit for courses that are 400 and up, and the majority of your courses (18 credits) must be 600 and up. Some classes require what's called a "permission stamp" in order for you to register. You'll see "PermReq" next to the course description in the Schedule of Classes. To obtain electronic stamps for MEES courses, email the MEES Program office at mees@umd.edu with your Student ID number and course code. Permission should be entered within a day and you will be able to register for the course.

How do I register for class? There are 2 ways:

1. Online through "Testudo": This is the easiest way to register for class. You need your student ID (UID) number (located on the front of your UMD ID card) or your directory ID, and your "PIN" or password. You can change your PIN number both over the web (via Testudo) and over the phone. You can also cruise around the online schedule of classes to check course times. Registration is done through the "Registration (Drop/Add)" section of Testudo located on the homepage.
2. Filling out papers in person, at the Mitchell Building where you pick up your student photo ID.

IMPORTANT dates to know:

- **August 29, 2014** - Last Day to Cancel Fall 2014 Registration & Last Day to Register without \$20.00 Late Registration Fee.
- **September 2, 2014**- FIRST DAY OF CLASS, FALL 2013 SEMESTER! Late Registration Begins (late fee of \$20.00 will be assessed). Waitlist/holdfile Mandatory Check-in day. [Regular check-in begins for waitlist and holdfile;](#)
- **September 15, 2014** - Last Day to add classes for Fall 2013
- **November 11, 2014** - Last Day to adjust schedule for the fall semester (drop, credit change, grading method change) NOTE: As a graduate student, transcripts do not reflect a "W" if you choose to withdraw from a course.

Thoughts on dropping & adding classes

Make sure to register for courses up to your credit amount (10, 12, etc.) prior to August 29, 2014 to avoid late registration fees. Following that, you can drop and add courses all you like up until September 15, 2014 as long as you do so for equal credit amounts. MEES Students may choose to visit several courses before making final decisions. It is required, however, to register for SOMETHING before the first day of classes after which you can make certain changes if need

be. For example, if you decide to drop AREC689P (3 credits) and switch to PUA640 (3 credits), you may do so without being charged the late registration fee. However, if, after August 29, 2014, you drop a 3-credit class, and add a 4-credit class, or 2, 5, 6 credits, etc., you will be charged a late fee. Also, you have to balance out the credits during a single session: if you sign on to Testudo one day and add a class and then sign on the next day to drop a class, you will be charged a late fee. Plan ahead if you need to make changes, or feel free to ask the MEES office for help. You can choose to withdraw from a class, switch to “Audit” as a grading method, or change the number of credits for courses like MEES seminar, as late as November 11, 2014; however certain fees may be associated with changes made after September 15, 2014. If you decide to withdraw from a course, call the MEES office to check that you'll maintain your full time status—this usually isn't a problem—as long as you are earning enough units (see the online student handbook).

Inter-Institutional Enrollment

Allows students to take selected courses at other USM campuses while paying tuition at their home campus. Students register for courses at both their home and host institutions, but are billed only by their home institution. Registration for courses through the Inter-institutional Enrollment program is on a space available basis. Visiting students are expected to meet prerequisites or other criteria set by the host institutions. Students are responsible for paying the additional fees associated with certain courses (e.g. studio fees, lab fees, books, study materials, etc.). Students are also responsible for Special Permits, parking, and other fees at the host institution. Students must comply with the host institution's registration periods and deadlines. To begin enrollment, contact the department(s) offering the course(s) at the institution you plan to take the course(s) to determine if special permission is needed. If so, you will need to obtain written permission. This can be in an email or on department letterhead. Then, pick up the Application for Inter-Institutional Enrollment form from the Inter-institutional Registration Coordinator in 1113 Mitchell Building or download the form through Testudo. Complete the form and obtain the signature of the MEES Graduate Program Director. Then, return the completed form to the University of Maryland Inter-institutional Registration Coordinator for verification and second approval. The coordinator will return two copies of the form to you. You must take one copy to the Inter-institutional Registration Coordinator at the host institution and keep a copy for your records. Registration will be according to the host's institutional policies and deadlines. If the course is cancelled, or if you want to change or drop the course, or if you are unable to get approval to enroll, contact the University of Maryland Inter-institutional Registration Coordinator immediately. You must NOT drop the course through Registration (Drop/Add). The University of Maryland Inter-institutional Registration Coordinator will notify the host institution and make the appropriate changes. Failure to notify the University of Maryland Inter-institutional Registration Coordinator could result in failing grades assigned to your record. Visiting students are registered on the first day of classes and will be notified by email confirming the registration. All policies regarding Inter-Institutional Enrollment can be found at <http://www.testudo.umd.edu/soc/interin.html>. If you should have questions, please contact interinstitutional@umd.edu; or call at 301-314-8239.

Educational Tools

(Moodle / Blackboard) This portion of the internet is secure and intended for the sole use of students, staff, and faculty of the Marine, Estuarine and Environmental Sciences (MEES)

program of the University System of Maryland. You will need a userID and password to gain access. Faculty and students at UMCES use Moodle (<http://moodle.umces.edu>) instead of Blackboard. Some UMCP courses may still use Blackboard powered through ELMS (<http://elms.umd.edu>). You will need a userID and password to gain access to this site. To obtain access email moodle-feedback@cbl.umces.edu

New Student "To-Do"

Mandatory UMD Student Fees & Credits

Tuition and Mandatory Fees have not been released from the Office of the Bursar for Fall 2014 and Spring 2015. Mandatory fees will approximately \$723.00 per semester for full-time graduate students and approximately \$394.19 for part-time students, based on last years rates. These fees allow you access to the campus shuttle, library and gym, etc., as soon as you obtain your student ID. Pay your fees as soon as possible so that you can begin accessing all of these services. See "Tuition & Fee Payment" for more info. All UMD students are charged mandatory student fees however students resident at off-campus labs (i.e. HPL, CBL, AL, and IMET) can have these fees waived if they agree not to use any of the UMD services. Currently MEES makes a list of students each semester who want these fees waived. Please contact the MEES graduate student representative at your site as they maintain this list for their site for submission to the MEES office.

In order to have your UMCP mandatory student fees waived if eligible:

- a. Agree to the terms of the waiver - that you will not use any of the UMCP student services covered by the mandatory fees (see below).
- b. Submit your agreement to your MEES GSO campus representative by the semester's deadline for inclusion on the list that will be sent to the MEES Office. For fall 2014, this will be Friday, August 22, 2014.

A new request must be submitted for **each** fall and spring semester you would like the waiver. Please note, if you are on an assistantship through the UMCP campus, you are not eligible for the fee waiver.

Services include:

- All campus recreation facilities
- Student tickets for athletic and cultural/performing arts/special events
- UM shuttle bus
- Computer labs (other than in MEES suite)
- Computer software through Software Licensing Office
- Computer purchase through UM's Academic Computers for Terps
- Library carrel space

Tuition & Fee Payments

Registered students no longer receive a paper bills! To view your accounts & pay your bill, visit <http://www.testudo.umd.edu/Financials.html>. Here you can access your monthly billing statement as well as your student account. Additionally, you can also find information regarding financial aid.

Tuition for is approximately \$573.00 per credit hour for in-state students and \$1,236.00 per credit hour for out-of-state students. For detailed up-to-date information regarding payments, check out the Office of the Bursar's website: <http://www.umd.edu/bursar/>

Due dates for payment of tuition and your student account vary depending on when you register for classes. Please check http://www.umd.edu/bursar/t_billDueDates.html for your specific due dates. If you want to pay your bill in person, you can pick up your bill in 1135 Lee Building

between 8:30AM and 4:30 PM Monday-Friday, and pay the bill at the cashier. Make sure you have your bill in hand before getting in line. However, the easiest way to pay your bill is through “Testudo” under the financials tab. Click “View monthly billing statement” and sign in using your UID and password and it will bring you to the bursar’s secure website allowing you to pay your bill. You can also send your questions to billtalk@accmail.umd.edu or by calling (301) 314-9000 or 1-888-313-2404

Tuition Remission & Health Benefits

Tuition remission covers the cost of class credits for the student and is paid by the grant or assistantships that has been awarded to the student. Once you are notified that you have been offered a Fellowship or Assistantship (which sometimes doesn't happen until late in the summer) and you have accepted the assignment, you will need to fill out financial paperwork. It's best to do this as soon as possible, because then you start to receive paychecks and won't be charged for waived credits. For tuition remission, you will need to do this online at <http://www.ares.umd.edu> at the beginning of each semester for which you have an assistantship. Follow these directions closely!

- The left-hand side of the screen contains a menu – choose ELECTRONIC FORMS and then ACCESS MY FORMS
- Sign in using your student ID number (social security number) and your 6 digit date of birth as your PIN (month/date/year).
- At the top of the page, click on NEW FORMS
- Then click on TUITION REMISSION
- To get the address to send this form to, click on ADDRESSEE at the top and type the last and first name to send to your Payroll Coordinator
- Then click on SEARCH.

Teaching assistants receive tuition remission for 10 credits per semester, and graduate school fellows receive 12 credits per semester. Remember, tuition remission means you do NOT pay your tuition bill; you ONLY pay the mandatory fees. If, however, you have remission for 10 credits, and decide to take 11, you will be charged for the one extra credit. Contact your payroll coordinator for the specifics of your position.

Regarding health benefits make sure to visit or contact the payroll coordinator through the department you will be working for as soon as you are notified about your fellowship or TA. They will provide you with the necessary paperwork. In general, it's best to complete the paperwork as soon as you are able; as it takes a while to get your benefit cards in the mail. There is also a Benefits office, (301) 405-5654, but it is strongly suggested that you speak with your departmental payroll coordinator first.

I'm Not A TA but I'd like Health Insurance

The University Health Center offers voluntary health insurance for graduate students. You can choose to enroll in the program online through the University Health Center’s website. For more information and enrollment information please visit <http://www.health.umd.edu/insurance>.

University Student ID

As soon as you're in the UMD system (after your acceptance letter to the Graduate School has been processed) you can get your student ID card at the Mitchell Building. To find out if you're in the system, check Testudo to see if it will let you register for classes yet. You will need your student ID for almost everything, so do this as soon as you can! Located on the FRONT of your student ID card is your Student ID# (also known as your UID). This is a randomly generated number by the University system. Strangely enough, the long number on the back of your card is NOT your ID number (It is actually used to request tickets for sporting events should you want to go.) You can use your ID card to check out books at the library, get student tickets for movies and events on campus, gain access to the gym on campus (known as the ERC), etc. Your Student ID can also be loaded with money known as your Terrapin Express – this can be used to pay for photocopies and print papers at the library or at any of the campus computer labs (known as WAM labs). Also your Terrapin Express can be used in the Stamp Student Union cafeteria to pay for food as well as at any of the campus convenience shops. You can activate and add money to your Terrapin Express account through “Testudo” under the Financials tab.

University Alerts

Consider signing up for the University's alert system. UMD Alerts is an alert system, administered by the Department of Public Safety, that allows the University of Maryland to contact you during an emergency by sending text messages to your email (school, personal, other), cell phone, pager, blackberry/treo. When an emergency occurs, authorized senders will instantly notify you using UMD Alerts. UMD Alerts is your connection to real-time updates, instructions on where to do, what to do, or what not to do, who to contact and other important information you might need in case of an emergency. UMD Alerts is a service offered by the University of Maryland at no charge to you. Your wireless carrier's message and data rates may apply for messages received on your wireless device. To sign up for alerts please visit <https://alert.umd.edu>.

Parking

You can obtain a parking permit for the entire semester or year online at www.transportation.umd.edu or at the Campus Parking Office located on street level in the parking garage on Regents Drive. Spaces are limited, so do this as soon as possible! Note that there is a UMD shuttle bus system in addition to Metrobus service from Metro stations to campus, so you may not need to purchase a permit. There are also some less expensive options for parking just off campus in church lots. For more information contact the Department of Campus Parking (DCP): <http://www.transportation.umd.edu/parking.html>

Immunizations

You should have or will receive a letter from the University about this. All students who attend the University of Maryland must complete the Immunization form and submit materials to UM. Bring your immunization record with you to UMD, and take it to the Health Center for approval. If you need shots, you can get them at the Health Center for a small fee. You have a while to do this, but it will need to be done before you'll be permitted to register your second semester (They enforce this!). If you have not received the Immunization Form, it can be downloaded from:

<http://www.health.umd.edu/clinicalservices/allergimmuntravel/immunizations>

MEES Office Access

As a MEES student, you access to the computer room, library, mailboxes, and limited student study areas in the MEES Program Office suite in 1213 HJ Patterson Hall as needed. The building locks after business hours. If you would like access or are in desperate need of quiet study space, please contact the MEES Office to make arrangements for access to the building and for the main door combination lock.

Email Address & Computers

All UMD based students should have access to email via terpmail.umd.edu. This is your official University email address and the official way in which the university and professors will contact you via email. The UMCP network is wireless and access can be found in any building on campus as well as accessed through some outdoor spaces such as Hornbake Plaza and McKeldin Mall. The Office of Information and Technology (OIT) has several computer labs in various buildings around campus that can be accessed for free. Locations can be found at: <http://www.oit.umd.edu/as/cl/>. All campus computer labs are internet ready. The computers in the MEES Office-Computer Room are both PC and Macintosh computers for MEES Graduate students only. Free printing/copying is available in the MEES office on a limited basis of 200 pages per semester. OIT also has great rates on site-licensed software like Microsoft Office available to graduate TAs. Students located at the laboratories and off UMCP campus should contact their IT Office for a laboratory email address.

As well the Office of Information and Technology Help Desk is available to all students. Should anything go wrong with your computer, network, or software the Help Desk can provide some technical support to help fix the problem. The Help Desk is located in room 1400 of the Computer and Space Sciences Building. Their phone number is 301-405-1500. They have walk in hours as well as phone hours to receive support in person or over the phone.

Study Carrels & Offices

You may apply for a study carrel in McKeldin Library. Carrels are small, quiet, and accessible during the library hours. Two or more people typically share them. Visit the Public Services Office on the third floor of McKeldin to apply—a limited number are available so do this as soon as you can—if you do get an office you can always give up your carrel. (You can't keep valuables like computers in the carrels, but you can keep your books there!)

Mail Boxes

If prior arrangements have not been made for receiving your mail, each UMD MEES student has a fall back mail box at the Program Office in room 1213 HJ Patterson Hall if needed. Please contact the MEES Office to make arrangements if interested.

Textbooks

Required textbooks for courses offered through College Park are sold through the University Book Center located in the basement of the Stamp Student Union. The University Book Center has a web page at: <http://www.ubc.umd.edu/> where students can check the availability and costs of required books. Many classes do not require books, and instead use primary literature that can be accessed via the web. Additionally both the University Book Exchange and

Bookholders, located in downtown College Park, carry many of the required books for classes. If the University Book Center is sold out chances are you can obtain the same material at a slightly lower cost at both the University Book Exchange as well as Bookholders compared to the University Book Center.

Housing

Need a place to live? Here are a few tips:

- Let your fellow MEES students in College Park know you're looking for a place by emailing mees-umcp@umd.edu. Tell us who you are and what you're looking for.
- The Off-campus Housing Office lists people seeking to share housing and helps you find an apartment or room that meets your criteria. They have extensive resources on moving to and living in College Park, including information about public transportation choices in the area. This office is located in the Stamp Student Union. Also, you can search their database online at <http://www.och.umd.edu/OCH/Default.aspx>
- Search UMD's campus newspaper for listings:
<http://www.inform.umd.edu/News/Diamondback/classifieds/>
- Attend the UMD "House Hunter Fairs" to meet representatives from area apartment complexes and talk about availability. For details and to register go to <http://www.och.umd.edu/OCH/GeneralInfoOclFair.aspx>
- The bulletin board in the hallway of 3rd floor Mitchell Building lists rooms/apartments that are available. The register in the hallway of 3rd floor Mitchell lists new students who have arrived on campus. Check the column on housing to find students who are looking for roommates.
- Graduate Hills/Graduate Gardens are private student apartments near campus for graduate students. Call 301-422-7368 for more information. Information about other private student apartments can be found online at http://thestamp.umd.edu/gh/basic_needs/graduate_housing.
- Check the classified listings of local newspapers (The Washington Post: www.washingtonpost.com, The Washington Times, The Silver Spring Gazette, and the Prince George's County Journal, The Washington City Paper: <http://www.washingtoncitypaper.com>).

International Students

- Be sure to check out the Office of International Services (OIS) new student Arrival Guide at <http://www.international.umd.edu/ies/7270> for information and resources for help in getting settled at Maryland and in the United States.
- Check in at OIS and attend the New Student Orientation to ensure that all of your documents are in order.
- For U.S. documents such as a Social Security Number and Maryland driver's license, you can start the process on-line through OIS to streamline the process.

Orientations & Open Houses

There are several events that you will need to attend. Here is an abbreviated list of events with known dates. Please keep an eye on your mail and email so as not to miss any events!

University of Maryland Graduate School Orientation

To get the latest information, [please](#) call The Graduate School at 1-800-248-GRAD (4723). If you are going to be a teaching assistant (TA), your TA professor should alert you personally (probably through email) about your class orientation meetings. Times and locations are subject to change so be sure to check with the Graduate School prior to the Orientations.

Date: Monday, August 25, 2014

Times: 9:00am - TBD

Place: Stamp Student Union

Immediately following the New Student Orientation there will be a Graduate School and Campuses Resources fair along with the Graduate Student Kickoff. Times to be determined

On Thursday, August 28, 2014, the Graduate School will host a Diversity Networking Reception in Stamp Student Union from 4:30 – 6:30pm. There you can meet and greet current and incoming graduate students, network with faculty, staff and administrators dedicated to student services, and learn more about services offered by various campus organizations and office dedicated to diversity.

MEES Program Open House

Date: To be determined (usually the first week of the semester)

Time: TBD

Place: 1213 H.J. Patterson Hall, University of Maryland, College Park, MD 20742

This is not a formal orientation, however, MEES staff will be on hand to talk to you. Bring any and all questions you may have regarding the program, university/campus affiliation, etc. Please make every effort to stop by during this time, and if you are unable to attend, please let the MEES office know as soon as possible. Keep in mind that classes begin that same week, so it is assumed that you will take care of the logistics described in this document **prior** to orientation & will have questions necessary to clarify guidelines & requirements.

Campus-Wide TA Orientation

Date: August 29, 2014

Time: 9:00am – 3:30pm

Place: Bioscience Research Building, Room 1102

Contact: CTE@umd.edu. For details, please see the Center for Teaching Excellence

Website: <http://www.cte.umd.edu/>

Orientation for TAs will present an overview of general principles of good teaching and campus policies that pertain to teaching in all disciplines. Breakfast, including coffee, fruit, bagels, donuts etc. is served, and there is a break for lunch.

TA safety training is required for all TA's. Sessions will be held during the week before classes start and will be announced later; be on the lookout for information, which will probably come to you through an email—you MUST complete the university safety-training workshop in order to work for the school.

International Student Orientation

International students must attend a Mandatory Immigration Session through the ISSS Office. This year, ISSS is holding the Immigration session on many different dates throughout the month of August so students can select the session they wish to attend that works best with their schedule. The dates and times of the sessions are listed below:

Dates: Friday, August 8, 2014
Monday, August 11, 2014
Friday, August 15, 2014
Tuesday, August 19, 2014
Wednesday, August 20, 2014
Friday, August 22, 2014
Monday, August 25, 2014
Tuesday, August 26, 2014
Friday, August 29, 2014

Time: Please contact the ISSS Office to determine the exact time that your desired session is be offered.

Contact: 301-314-7740

Additionally, ISSS will offer an Orientation Week for International Students during the week of August 25th – August 29th. Please contact the MEES Office for a schedule of events if you are interested in attending.

International Orientation will introduce students to the norms of a higher education in the United States. The schedule of events may be found here:

<http://www.international.umd.edu/ies/>

MEES Graduate Student Activities

MEES Colloquium

Each year students and faculty from all of the campuses affiliated with the MEES Program gather in one location for a weekend to hold a Colloquium. The two-day event features student presentations and posters, guest talks, and social events. The Colloquium is a good place for students to present their research in a familiar environment as well as to find out what other students in the MEES Program are doing. First year students are strongly encouraged to attend this event as participation is required for third and fifth year students.

MEES Graduate Student Organization (MEES GSO)

All students working toward an M.S. or Ph.D. in the Marine, Estuarine and Environmental Science (MEES) graduate program are members of the Graduate Student Organization (GSO), as well as faculty and administration who chose to take part. The GSO was developed to serve as the legitimate voice of the MEES student body, and to direct student input on issues concerning the MEES program to the appropriate administrative levels; provide a forum for the exchange of ideas, concerns and information among graduate students and between students and faculty with the hope of establishing a comfortable productive academic environment. The goals of the MEES GSO is to explore ways by which the MEES Program can become stronger and more cohesive as a program, through curriculum requirements, course offerings and inter-campus relations, improve communication among graduate students, faculty and administration; become directly involved with the committees and groups affecting the MEES Program (i.e. the MEES Program committee, the UMCES graduate faculty committee and the MEES program office), offer skill development in areas that will benefit the academic and professional careers of graduate students, provide an informal area where proposals, talks and research ideas may be presented, discussed and critiqued; discuss current research topics in diverse biological fields. The GSO elects one graduate student to represent the campuses and laboratories. This representative often coordinates events locally, so it is important that he or she can reach you. You can reach your GSO representatives by emailing "gso-reps@umd.edu"

GSO Activities

- Organization and sponsorship of a skill development seminar/workshop series on various topics designed to help graduates further their professional careers
- Organization and sponsorship of annual poster sessions and oral presentations where graduate students present their current research at the MEES Colloquium
- Sponsorship of graduate student travel awards designed to help supplement registration and travel costs for graduate students to present their research at scientific meetings
- Sponsorship of social events to increase camaraderie among graduate students

Additional Resources and Policies at UMD

UMD Graduate Policies: <http://www.gradschool.umd.edu/catalog>.

A thorough index of University policies, consolidated USMH and UM Policies and Procedures Manual, is available at <http://www.president.umd.edu/policies>.

Art and Learning Center: http://thestamp.umd.edu/entertainment/art_learning_center.

The Art and Learning Center, located in the Stamp Student Union on the University of Maryland campus, offers non-credit studio classes in pottery, photography, drawing, painting, yoga, music and dance. All classes are open to the public and offered year-round! Call the Art and Learning Center at (301) 314-ARTS.

Campus Recreation Services: <http://www.crs.umd.edu/>

The University of Maryland is a national leader in recreational sports programming and facilities. Campus Recreation Services (CRS) has everything you need for a great semester. Try a fitness class, learn to swim, get motivated with a personal training session, or grab your friends and try out the rock-climbing wall!! You can work out at the Campus Recreation Center (CRC), Ritchie Coliseum, or the HHP building. We have weight rooms, fitness centers, gymnasiums, martial arts rooms, an indoor and outdoor pool, saunas, locker rooms and much more. For more information call 301-405-PLAY.

The Counseling Center: <http://www.counseling.umd.edu>

The University of Maryland Counseling Center offers two online guides for teachers. Access the Resource Directory at <http://www.counseling.umd.edu/Infodata/resdirec.pdf>. In addition to these resources, the Counseling Center offers free and confidential counseling, consultation, and educational services.

- **Counseling Services:** 1st floor Lobby, Shoemaker Hall (301)314-7651
- **Disability Support Services:** Disabled students and their teachers, 0106 Shoemaker Hall, Voice (301)314-7682
- **Learning Assistance Services:** students that need help with math, reading, and writing skills, note taking, listening, exam preparation, study skills, and time management, 2202 Shoemaker Hall, (301) 314-7693
- **Returning Students Program:** Individuals who are 25 or over, have experienced a break in their formal education, and would like to return or begin college study. This program is run through the Learning Assistance Services Office – see above for contact information.

Ombuds Office For Graduate Students: <http://www.gradschool.umd.edu/Ombuds/>

The Ombudsperson is an impartial, independent and confidential resource for graduate students at the University who helps to surface and resolve school issues. The Ombudsperson can also help to affect positive change by providing upward feedback on patterns of problems and complaints to appropriate senior officers.

Barbara Finkelstein, Graduate Student Ombudsperson
2103 Lee Building
301.405.3132. FAX: 301.314.0685
bf@umd.edu

MD/DC/VA Consortium Classes: <http://www.testudo.umd.edu/soc/consortium.html>

Created by private and public higher education institutions offering accredited baccalaureate and graduate degree programs in the Metropolitan Washington Area, the Consortium is a non-profit educational association committed to the advancement of higher education in the region. These classes are not covered by tuition remission. For information call (301) 314-8239.

Office of Lesbian, Gay, Bisexual, and Transgender Equity: <http://www.umd.edu/lgbt>

The Office of Lesbian, Gay, Bisexual, and Transgender Equity (LGBT Equity) provides a wide range of information, education, and support services regarding sexual orientation and gender identity or expression. Please call (301)405-8720 for more information.

Office of Multi-Ethnic Student Education (OMSE): <http://www.omse.umd.edu>

OMSE is responsible for addressing the needs of students from underrepresented ethnic backgrounds. OMSE administers a comprehensive program that includes tutorial assistance, academic skills development, study groups, peer mentoring, college success preparation, career development assistance, and collegial opportunities.

University of Maryland Health Center: <http://www.health.umd.edu/>

Acupuncture (301) 314-8184
Alcohol and Other Drug Prevention Program (301) 314-8123
Allergy Clinic (301) 314-8115
Appointments Desk (301) 314-8184
Asthma Management and Education Center (301) 314-8184
Business Office (301) 314-8094
Center for Health and Wellbeing (301) 314-1280
Dental Health (301) 314-8178
Depression, Suicide and Healthy Attitudes Awareness Program (301) 314-8227
Dermatology Clinic (301) 314-8184
Eating Disorders Program (301) 314-8142
Faculty and Staff Assistance Program (301) 314-8170
Health Education (301) 314-8128
Information Desk (301) 314-8180
Insurance (301) 314-8165
International Travel Clinic (301) 314-8118
Laboratory (301) 314-8174
Medical Records (301) 314-8180
Mental Health Service (301) 314-8106
Nutrition Services (301) 314-8140
Occupational Health (301) 314-8172
Orthopedics/Sports Medicine (301) 314-8184
Personnel (301) 314-8095
Pharmacy (301) 314-8186
Physical Therapy (301) 405-2557
Sexual Assault Information Line (301) 314-2222
Sexual Assault Prevention Program (301) 314-8227

Sexual Health Education Program (301) 314-8130
Smoking Cessation (301) 314-8123
Social Services Department (301) 314-8142
Student Health Advisory Committee (301) 314-8101
Substance Abuse Treatment Program (301) 314-8126
Therapeutic Massage (301) 314-8128
Volunteer Program (301) 314-8128
Women's Health (301) 314-8190
X-ray (301) 314-8155