

New Faculty Handbook

UMBC Department of Computer Science & Electrical Engineering

Fall 2013 – Last revised August 22, 2013

This document is designed for new CSEE faculty, particularly part-time faculty, to inform them about policies, resources, and expectations. The handbook was created and is maintained by Marie desJardins with input and assistance from Jane Gethmann and Anissa Elmeraj. Please contact Marie (mariedj@cs.umbc.edu) with suggestions for additions or corrections.

Expectations

All faculty are expected to:

- Hold regular office hours (typically two hours per week)
- Appear promptly to teach all scheduled classes
- Maintain consistency with each course's standardized syllabus
- Follow the common course structure in the case of coordinated classes
- Consult with the instructor's mentor if assigned
- Establish a clear academic integrity policy, consistent with university standards; and report and penalize violators
- Respond in a timely fashion to student and department contact
- Check departmental mailbox regularly
- Check UMBC account email regularly
- Post course syllabus online (preferably on the department's central server)
- Provide course materials to department (and post online to the extent feasible)
- Follow departmental and university policies (e.g., regarding course enrollment, TA/grader management, religious holidays, and student accommodations)
- Return work promptly (most assignments should be returned within two weeks at the most, and one week when possible)
- Inform students of their standing in class before the semester drop deadline and respond to requests for student status information for UMBC's FYI student alerts program
- Administer the Student Course Evaluation Questionnaire (SCEQ) during the last two weeks of classes

Who to Ask

Departmental Organization/Committees

The department chair is the final authority on policies and procedures. For non-payroll administrative questions, the best starting point is usually Jane Gethmann, the assistant to the chair. Payroll questions

and any preapproved expense reimbursements should be addressed to Camilla Hyman. For curriculum/course policies, you should consult with your mentor, course lead if any, and/or the appropriate program director for the course(s) you are teaching, as listed below. Keara Fliggins handles graduate student progressions and some administrative functions. Bob Chester, Dee Ann Drummey, and Vera Douglass handle grants and contracts.

Departmental Staff:

Gary Carter, Chair, ITE 325G, 410-455-8181, carter@umbc.edu

Jane Gethmann, Assistant to the Chair, ITE 325F, 410-455-2713, jgethman@umbc.edu

Keara Fliggins, Program Management Specialist, ITE 325I, 410-455-3000, fliggins@umbc.edu

Bob Chester, CSEE Business Manager, ITE 325M, 410-455-1778, chester@umbc.edu

Dee Ann Drummey, Accountant, ITE 325L, 410-455-3531, ddrummey@cs.umbc.edu

Vera Douglass, Accounting Associate, ITE 325K, 410-455-2732, vdouglas@umbc.edu

Camilla Hyman, Business Services Specialist, ITE 325J, 410-455-6887, hyman1@umbc.edu

Program Directors:

Undergraduate Program Director, Computer Science: **Marc Olano**, ITE 354, 410-455-3094, olano@cs.umbc.edu

Undergraduate Program Director, Computer Engineering: **Chuck LaBerge**, ITE 358, 410-455-5684, laberge@umbc.edu

Graduate Program Director, Computer Science: **Kostas Kalpakis**, ITE 348, 410-455-3143, kalpakis@cs.umbc.edu

Graduate Program Director, Electrical and Computer Engineering, **Curtis Menyuk**, TRC 201A, 410-455-3501, menyuk@umbc.edu

Graduate Program Director, Cybersecurity, **Richard Forno**, ITE 325E, 410-455-3788, richard.forno@umbc.edu

Other Campus Resources

Faculty Development Center:

<http://www.umbc.edu/fdc/>

The Faculty Development Center, located in ECS 101, provides support services and training opportunities for UMBC faculty. **Linda Hodges** (lhodges@umbc.edu, 410-455- 1829) is the Director of the FDC.

Office of Undergraduate Education:

http://www.umbc.edu/undergrad_ed/index.php

Graduate School:

<http://www.umbc.edu/gradschool/>

Learning Resources Center:

<http://www.umbc.edu/lrc/>

The LRC provides resources for all undergraduates, including tutoring, placement testing, and courses and workshops on academic success. The LRC runs the “FYI Alerts Program,” which notifies students who are in academic difficulty at the six-week mark in the fall and spring semesters. (See below for more information.)

Student Support Services:

<http://www.umbc.edu/sss/>

The Student Support Services office provides resources for students with disabilities or other needs that require support services. Some students have formal agreements with the university to provide accommodations, such as extra time for exams and assignments. You will receive a letter for each such student, specifically outlining these accommodations. SSS can answer any questions about these students and will provide resources such as an exam room where students may take extended exams.

Police:

Emergency: 410-455-5555 or 911

Administrative (including lockouts): 410-455-3136

Logistical Issues

CSEE Department:

ITE 325, hours of operation: M-F 8 a.m. to 4:30 p.m.

Offices and Keys:

Jane makes room assignments and distributes keys. The 325 suite and building are on a card access system, which Jane controls. For lockouts, ask Jane for help or call the campus police non-emergency number.

Mailboxes:

Faculty, staff, and TA/RA Mailboxes are located in the 325 office suite. An outgoing mail bin is located next to the reception desk (stamped mail or mail in official UMBC envelopes (for official UMBC business only—see Jane if you need letterhead/envelopes)).

Parking:

<http://www.umbc.edu/parking/>

For adjuncts teaching in the evening, your best bet is the gated lots, which offer 50-cent parking after 3:30 (quarters). There are several visitor lots with metered parking, which is \$1/hour (quarters only; change machines are available but occasionally are empty or out of order). Scratch-off one-day D-lot permits can be purchased by faculty for \$2 per permit at the parking office (Facilities Management 100, near the soccer stadium). Yearly permits and gate cards are available by request and with a charge. (See Jane for details.)

Computer Systems and Accounts:

To apply for a UMBC Computer account (on centralized campus servers), go to the OIT website at <http://www.umbc.edu/OIT> .

Paper applications for CSEE computer accounts (on departmental servers) are available at the front desk in ITE 325. Return the completed form to Jane.

Copiers/Printers:

ITE 325 copier/fax/printer (set up: <lpd://csxerox.cs.umbc.edu/>)

ITE 309 copier/printer

For jams/breakdowns/service, ask Keara for assistance.

Office Phones:

On-campus numbers can be dialed using the last five numbers (e.g., 410-455-5000 can be dialed as x55000).

Office Supplies:

Basic office supplies are available in ITE 325E (the office next to Jane's). Other supplies may be available on request (see Jane or Keara). Extra printer paper is located in ITE 325 and ITE 309 (you should have access to these rooms with your ID card and office key).

Charging to Grants:

A "chartstring" is a special charge number that is used for on-campus charging to funded projects. A "pcard" or "purchasing card" is a Visa card that will let you charge to funded projects. These will generally only be relevant for tenure-track faculty with external research funding. See Bob, Dee Ann, or Vera to learn more about chartstrings and pcards.

FedEx:

FedEx packing materials and prepaid labels are available from Keara for department-related mailings only. FedEx packages and envelopes must be dropped off at the FedEx mailbox located on the ground floor of the Administration building.

If you need to arrange for a package to be picked up by FedEx, speak to Dee Ann.

Color Printers:

There are no color printers available within the department. The library and Commonvision have fee-based color printers. (See Library Services, below.)

Large-Format Printers:

The department does not have a large-format printer. To print posters, visit the Graphics Lab in BIO 102, or Commonvision UMBC Design & Print Center, located in the Commons.

Payment at the Biology printer is through chartstring only.

CommonVision will accept payment with Campus ID (your card must be loaded) or chartstring. For details and hours of operation visit <http://www.umbc.edu/thecommons/commonvision/>

Recycling:

Paper, glass and aluminum recycling containers are available throughout the hallways of the ITE building and other campus buildings. Recycle confidential papers in any of the three shredder boxes located in the ITE 325 suite.

Conference Rooms and Campus Room Reservations:

See Jane in advance to reserve conference rooms ITE 325B and 346. To reserve other rooms on campus, see Jane or Keara.

Campus Map and Lecture Hall Locations:

A printable campus map is available from the UMBC website at

http://www.umbc.edu/aboutumbc/campusmap/pdf/2010Map_General.pdf

Paper versions can be found at the Commons Information Desk and other information kiosks around campus.

- LH1: Biology Building (LH1 101)
- LH2: Chemistry Building (MEYR 30)
- LH3: Administration Building (AD 101)
- LH4: Academic IV Building (ACIV 003)
- LH5: Engineering Building (ENGR 027)
- LH6: Physics Building (PHYS 101)
- LH7 + LH8: ITE Building (ITE 104) and (ITE 102)
- LH9: Public Policy Building (PUP 105)

Human Resources:

Located on the 5th floor of the Administration Building.

Card Services:

You will need your hiring letter and a driver's license or other picture ID to get a new ID card. Visit Card Services University Center 1st floor (behind Starbucks), M-F 8 a.m. to 4 p.m. If you lose your card, you can have it replaced at card services (there may be a fee).

Vending Machines:

Drinks and snacks vending machines are located on the 2nd, 3rd and 4th floors of the ITE Building.

Campus Food Services:

The Commons: Market Street in the commons contains several eating establishments with food options including vegetarian, Italian, Asian, and Mexican. The Mezzanine Level hosts "The Grill" and "Mondo Subs." The Skylight Room, an "upscale" (by campus standards) buffet-style restaurant, is located on the 3rd floor. Flat Tuesday's, the campus pub, is located on the 2nd floor

of the Commons. The Yum Shoppe, located on the ground floor of the Commons, sells a wide range of snacks, drinks, and prepared food items.

The Dining Hall: True Grit's, UMBC's all-you-can eat buffet style dining hall, offers a wide selection for breakfast, lunch and dinner.

Administration Building: A café on the first floor of the Administration Buildings is open for breakfast and lunch and offers hot entrees, made-to-order sandwiches, salads, fresh fruit, Dunkin' Donuts coffee and more. The café closes at 2 pm.

University Center: Chick-Fil-A and Starbucks are located on the first floor of the University Center.

Coffee:

Au Bon Pain, Commons

Pura Vida, AOK Library

Starbucks, University Center

1st floor, Administration Building

All campus eating establishments accept credit cards, cash, and payment via campus ID card.

For a complete list of dining locations and hours of operation, or to purchase an optional faculty meal plan, visit <http://www.dineoncampus.com/umbc/>

ATMs:

There is a PNC Bank office in the Commons. There are ATM machines in the Commons and outside the first floor of the University Center.

Library Services:

Copying and printing at the library:

The copy room is located on the ground floor of the library. The cost for printing and copying is \$0.10 cents per black and white page and \$1.00 per color page. You must add money to your Campus ID and pay for copies via a pay-for-print station located on the 1st and 7th floors of the library.

Textbook reserves:

To place textbooks on reserve, visit the faculty page of the library website at

<http://aok.lib.umbc.edu/reserves/Faculty/eresrequest.php>

Please note that it usually takes two to three weeks to get a book on reserve if done at the beginning of the semester. Please plan ahead.

Interlibrary loan:

For detailed instructions, visit the library website at <http://aok.lib.umbc.edu/ill/>

Teaching Logistics

Course Scheduling:

Course assignments are made by the departmental scheduling committees. Instructor preferences are taken into account, along with departmental needs, resource limitations, and the departmental course load policy (see below).

Office Hours:

All faculty members are expected to announce and maintain regular office hours when they will be available to students for assistance and counsel. The CSEE departmental standard is that faculty should hold at least two office hours per week. Part-time faculty teaching in the evening should be sensitive to the fact that some evening students come to campus only for class. Office hours just before or just after class seem to work best for both parties.

Course Load Policy:

The departmental course load policy (which articulates how research, teaching, and service expectations are evaluated to set full-time faculty course teaching levels) is available from Jane.

Course Websites:

The departmental web server has two directories set up for graduate and undergraduate course pages:

<http://www.csee.umbc.edu/courses/graduate/>

<http://www.csee.umbc.edu/courses/undergraduate/>

We request but do not require instructors to either host their websites here, or to link their website from this location. Please contact Dr. Tim Finin (ITE 329, finin@umbc.edu, 410-455-3522) to have a writeable subdirectory created for your course or to have a link installed to your external course site.

Online Student Administration (SA):

You may access your **Class Roster** and **Grade Roster** through the *Faculty Menu* in MyUMBC.

Hold lists: Hold lists are managed electronically using the Student Administration system. While signing up for classes, a student can put themselves on the hold list if the course is full. If a space opens up, they will automatically be registered for the class.

Permissions: To enroll a student in a closed (permission-required) class, go to myUMBC and click on “class permissions.” For detailed instructions, see Jane. *Instructors are requested not to admit students beyond the course cap without obtaining permission from the appropriate Undergraduate Program Director or from the Department Chair.*

FYI (First-year Intervention) Alerts:

The First Year Intervention program is coordinated by the Learning Resources Center (LRC). Its goals are to (1) identify freshmen who are having difficulty with a course, (2) notify these freshmen of their poor performance by mail and suggest campus support services, and (3) notify Student Support Services that these students need help.

For more information about the FYI program, contact John Rollins (jrolli1@umbc.edu) or visit http://www.umbc.edu/lrc/fyi_report.htm

Submitting Grades:

Entering Grades: Grades are entered electronically at the end of the semester. *Grades must be entered by the semester deadline as set by the Registrar.* For graduate students, +/- grading is available. **Warning: After entering your grades in the “grade roster”, you MUST change the status to “Approved” and click “Save.” If you do not take these two steps, your grades have not been submitted! You can tell that the grades are correctly submitted if you re-open the grade roster and there are no drop-down menus available to change the grades.** For more details, see Jane.

To **change a grade**, see Keara or Jane for a paper grade change form. Please note that grade change forms *may not* be given to students. Grade changes are appropriate only if an error was made in calculating the final grade, if a student’s project was not received due to a submission problem, or if a similar set of circumstances outside the student’s control occurs. Grades should not be changed for arbitrary reasons.

An **“incomplete”** is an agreement between the instructor and student. Incompletes are given at the discretion of the instructor but should only be given under exceptional circumstances for coursework which is qualitatively satisfactory but which, for reasons beyond the student’s control, cannot be completed before the semester ends. Instructors are *not* required to offer an incomplete to students, but should consult with their mentor or appropriate program director if unusual circumstances arise and they are unsure whether an incomplete is an appropriate option. The student must initiate the request in writing (letter or email) to the instructor, explaining the circumstances, before the semester ends. Any student that is approved for an incomplete must finish the course work by the end of the following Fall or Spring semester (but the instructor may choose to set an earlier deadline for completion). *It is the instructor’s responsibility to submit a grade change form, changing the Incomplete to a passing or failing grade, as appropriate for the circumstances.*

Mailing Lists (for courses, students, and faculty):

For an extensive list of CSEE-related mailing lists and instructions visit https://www.cs.umbc.edu/systems/index.php/CSEE_Mailing_Lists

To send a mailing to all students in a course, go to the “Faculty Center,” click on teaching schedule and then class roster, and click “notify all students.” It is also possible to send a mass e-mail using blackboard, or you can visit <http://lists.umbc.edu> and request to have a new list created on UMBC’s listserv.

A/V Services:

To request special equipment, such as projectors or laptops, or to report equipment malfunctions, call A/V services at 410-455-2461 or put in a request electronically using the website:
<http://www.umbc.edu/oit/classroomtechnology/about>

Blackboard:

To access the Blackboard course management system, login to myUMBC and then click the “Blackboard” tab at the top of the page. Login with your myUMBC username and password. In Blackboard, you will set up class pages that contain course information and important documents, such as the syllabus and course readings. You can also make course announcements via blackboard, and can choose to use Blackboard for grade management.

A detailed online tutorial for faculty is available at
<http://www.umbc.edu/oit/newmedia/blackboard/help/onlinetutorial/>

Blackboard can be used for submitting assignments, although many programming courses use the online “submit” facility or a source control system such as CVS for submissions. Several courses also have grading scripts that are used by graders and TAs to enter grades for projects and homeworks. For more information, contact your mentor, course lead, or the appropriate program director.

Reserving Lab Space:

See Jane.

Classroom Assignments and Problems:

Jane makes classroom assignments in conjunction with the Registrar’s office. If you require special room arrangements, see Jane well in advance. Last-minute requests for classroom changes will generally not be possible to satisfy.

Computing Services:

OIT provides campus IT support, including accounts on the central (GL) servers, mail services, software downloads, lab support, and a help desk. See <http://doit.umbc.edu> for more information about available services.

Geoff Weiss is the Systems Administrator for the CSEE Department. For IT-related questions, visit <http://cs.umbc.edu/systems/> or contact Geoff Weiss at gweiss@csee.umbc.edu, 410-455-3959.

Academic Calendar:

The academic calendar, with dates and deadlines for each semester, can be found here at
<http://www.umbc.edu/registrar/Pages/calendars/>

A list of the dates for a particular semester can be found under the “Calendar Year” drop-down menu on the right-hand side of this screen. Important dates include the first and last day of

classes, the add/drop date (two weeks after classes start), Thanksgiving/spring break, and the deadline for students to withdraw from a class with a “W.”

The campus-wide **course schedule** (including archives of past semesters) can be found on the registrar’s site (Schedule of Classes under Quick Links at <http://www.umbc.edu/registrar/>).

Final Exam Schedule:

Professors are required to administer final examinations at the times stipulated in the final exam matrix, which is posted just before the semester begins, and can be found here:

<http://www.umbc.edu/registrar/Pages/calendars/miscDates/finalExam.html>

The UMBC policy on final exams states: “... students should not be required to take more than two final exams in one calendar day, and where conflicts arise, faculty should work with students to make necessary arrangements to avoid the conflict. It is recommended that alternate arrangements be made for the student's second scheduled examination of the day.” –Office of the Registrar website

Campus policy does not permit the final exam to be held on the last day of scheduled classes in lieu of the scheduled final exam time slot, or on the study day before the final exam period. Final exam times may not be changed by the instructor, although individual students may be offered makeup/alternative exam dates/times at the instructor’s discretion.

Cancelling/Covering Classes:

If you are unable to come to class, you should make every effort to find a colleague to cover the course, and should work with your mentor and/or the appropriate program director to do so if necessary. If you are not able to find a substitute, you should send email to your class notifying them of the cancellation. You should also contact Jane so a cancellation sign can be posted on the classroom door.

Textbooks:

Keara handles ordering and desk copies of textbooks. ***Textbook orders are due in April for Fall courses and October for Spring courses.*** If you are hired after these dates, check with Keara and/or the appropriate program director or course lead to ask what textbook (if any) has been ordered or to place a late order. UMBC policy is that faculty should consider cost and alternative editions when selecting textbooks. Desk copies of current textbooks, for your use during the semester, are available from Keara and usually need to be returned. Examination copies of new textbooks can generally be requested from the publisher.

Course Evaluations (SCEQs):

Except in cases where specific sections of instruction have been exempted by the department, all faculty, full and part-time, are required to administer the Student Course Evaluation Questionnaire (SCEQ) during the last two weeks of classes each semester. The department will

provide you with these materials and the instructions. All past SCEQ scores are available online, at <http://www.umbc.edu/oir/sceq/>.

Clickers:

For information about incorporating clickers into your course, visit <http://www.umbc.edu/oit/classroomtechnology/clickers/faculty/#newmedia>

Contact John Fritz at x56596 or fritz@umbc.edu for information about clicker training sessions and other classroom technology.

Course Content and Oversight

Course Oversight:

Some courses that have multiple sections, such as CMSC 104, 201, 202 and 341, have a lead instructor/coordinator. All required courses and core electives have an approved standard syllabus that must be followed. Other courses should be taught in a way that is consistent with past practices. Significant changes should be cleared with your mentor, course lead, and/or appropriate program director, and may require approval of the program director/committee.

Course Syllabi:

The syllabus constitutes an informal contract between the student and the instructor. The department and university require that you provide to the students and department a syllabus that outlines a course plan of action. *The instructor should adhere to this syllabus for the duration of the course.* Significant changes, especially those addressing grading policy, should not be made to the published syllabus. Any changes required must be distributed, in writing, to the students prior to the change taking effect. The syllabus should be as specific as possible and should include the following components: topics covered, tentative exam dates, homework and/or project due dates, office hours, instructor and grader/TA e-mail addresses, grading policy (to include the weight allocated to each component), academic integrity policies, and any other information pertinent to class.

Grading Policies:

Grading policies must be established clearly in the syllabus at the beginning of the semester, in a manner consistent with the standard syllabus for the class (if one exists). Grades should not be arbitrary, and the basis for assigned grades should be made clear to the students. Students should be able to inquire about their class performance at any point during the semester. The instructor should make every effort to let the students know in advance when assignments will be made available, and when they will be due, so that the students are able to balance their workload with other classes.

Academic Integrity:

All instructors should read UMBC's statement on academic integrity from the provost's website: http://www.umbc.edu/undergrad_ed/ai/overview.html

Your syllabus should clearly spell out the requirements and penalties for academic integrity in your class. If you have a student who violates your policy, you should report them through the campus-wide database, which is a confidential resource that is used to identify multiple offenders, and to provide students with a formal avenue for appeals.

You can access the online database by logging onto my.umbc.edu, going to the Faculty Center, and clicking on "Misconduct Reporting Database." You'll be asked to enter the student's UMBC ID and then to enter a description of the incident, the intended penalty, and supporting evidence, including a copy of your syllabus with the academic integrity policy for the course.

There are two cochair of the Academic Conduct Committee – you should communicate if needed with the appropriate cochair based on your last name (one handles faculty with last names starting with A-L; the other handles faculty with last names starting with M-Z). Their contact information and relevant policies and forms can be found on http://www.umbc.edu/undergrad_ed/ai/faculty.html.

If you have not handled academic integrity violations at UMBC previously, you are highly advised to consult with your mentor and the appropriate program director before contacting the student or proceeding with disciplinary action.

Degree Requirements:

For an outline of graduate and undergraduate degree requirements, visit the CSEE website at <http://www.cs.umbc.edu/programs/>

A typical four-year plan for CMSC majors can be found here:

http://www.coeit.umbc.edu/sites/coeit.umbc.edu/files/docs/Gateway_Requirements/Computer_Science_Major.pdf

A four-year plan for CMPE majors can be found here:

http://www.coeit.umbc.edu/sites/coeit.umbc.edu/files/docs/Gateway_Requirements/CMPE_Curriculum--Communications_Engineering_Track.pdf

Accreditation/Assessment:

UMBC's Computer Science and Electrical Engineering department is accredited by ABET (the Accreditation Board for Engineering and Technology). All instructors are expected to respond to requests from the assessment committees, e.g., regarding collection of student work. For more information visit <http://www.abet.org/>

UMBC Policies:

Campus policies on grading, exam administration, and student support can be found in the Faculty Handbook:

http://www.umbc.edu/provost/Faculty_Handbook/contents.pdf

The graduate school's policy on arbitrary and capricious grading can be found here:

http://www.umbc.edu/gradschool/essentials/proc_grading.html

UMBC's sexual harassment policy can be found here:

<http://umbc.edu/humanrelations/policies/sexualharassmentpolicy.pdf>

Course Staff (Graders and TAs):

The department may assign a half-time (10hrs per week) or full-time (20hrs per week) grader or TA for your classes. Typical TA responsibilities include holding office hours to answer course-related questions, grading projects and homework, proctoring exams, generating homework, and running labs. TAs may be asked to cover classes under certain circumstances, but it is the responsibility of the instructor to ensure that they are prepared and successful in this role. TAs may also be asked to help design homeworks and projects, but assignment design should not be handed off exclusively to TAs without appropriate supervision. Typical grader responsibilities include grading homework and projects, proctoring exams, and holding office hours for questions related to grading. Graders should not be asked to provide instructional support or to hold general office hours. No course staff should be asked to perform work that would require more than their allocated number of average hours per week for your class, although it is understood that workload may vary over the course of the semester.

Note that *all* grading is ultimately the responsibility of the instructor. Instructors are expected to provide sufficiently detailed grading rubrics and guidelines that the course staff can accurately and reliably grade the assignments. Instructors should also review graded work to ensure the quality of the grading. In general, assignments should be returned to the students within two weeks. Many instructors will ask that requests for regrades be taken to the course staff first, but ultimately, if the situation cannot be resolved by the TA/grader, the instructor is responsible to work with the student and course staff to ensure that grading policies are applied fairly and consistently.

Teaching Resources

Teaching Tips:

A useful website with a lot of valuable teaching tips is:

<http://www.usp.edu/teaching/tips/activities.shtml>

The Tomorrow's Professor archive also has some very interesting and useful articles, particularly for junior tenure-track faculty. (There is also an active weekly mailing list that you can join)

<http://cgi.stanford.edu/~dept-ctl/tomprof/postings.php>

Handling Problematic Students:

For tips on handling disruptive students visit the Faculty Development Center's website:

<http://www.umbc.edu/fdc/topics/civility.php>

Counseling Resources:

Free counseling services are available for students through University Counseling Services (UCS). A guide for how to spot troubled students and how to get them help is available on the UCS website: <http://www.umbc.edu/counseling/index.php?page=forfaculty>

Student Advisement:

Students who have not passed their gateway requirements are advised by the advising staff, located on the second floor of the ITE Building in offices 203-206. For questions about pre-gateway academic advising, contact Cathy Bielawski (bielawsk@umbc.edu), 410-455-1641. Computer science and computer engineering undergraduates who have passed their gateway requirements are assigned faculty advisors.

Transferring Courses:

Undergraduate students who want to know if outside courses will transfer should contact the Registrar's Office or the appropriate program director. Graduate students should contact the Graduate Program Director of their appropriate program.

Computer Science Help Center:

<http://www.cs.umbc.edu/~cshc/>

Writing Center:

http://www.umbc.edu/lrc/writing_center.htm