Dear Students,

Welcome to the 2018-2019 academic year. This is an exciting time to be a Mustang and we are happy that you are part of the Stevenson University community. It is my hope for each of you that you will take full advantage of all that Stevenson has to offer, both in and out of the classroom. Stevenson has much to offer and I am confident we will have something that will meet your interests. So many opportunities will be available to you and I urge you to take advantage of them—join a student club, play a sport, join the theatre program, go to cultural events on campus such as art exhibits and theatre performances, attend athletic events, and learn from your fellow Mustangs when they do presentations on campus.

As you embark upon this new year, please take the time to carefully review the information that is presented in this Student Resource Manual. This Manual has been provided to give general information about the university. Further, this Manual serves as a complement to both the Student Policy Manual and the Academic Catalog. The Student Policy Manual contains both Academic and Student Conduct Policies while the Academic Catalog contains important academic information. Please be sure to carefully review the information presented in both these documents as well.

The information contained in this Student Resource Manual is accurate as of the date of publication; however, Stevenson University reserves the right to add, revise, or modify its contents when necessary. In addition, please be aware that links to the SU Now Portal are only accessible with a Stevenson username/password.

Best wishes for a successful 2018-2019 academic year.

Sincerely,

Jeff Kelly
Dean of Students

NOTICE OF NONDISCRIMINATORY POLICY

Stevenson University admits students of any race, color, sex, religion, and national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, sex, religion, disability, and national or ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, and other university-administered programs. The university is committed to providing all students with an educational environment free of bias, discrimination, intimidation, or harassment. In this regard, Stevenson University complies with all relevant federal, state, and local laws. The university also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, disability, veteran status, or otherwise.
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About Stevenson University

Stevenson University Mission
The university is an innovative, coeducational, independent institution offering undergraduate and graduate students a career-focused education marked by individualized attention, civility, and respect for difference. The university blends the liberal arts with career exploration and planning, complementing a traditional education with applied learning beyond the classroom. The university meets students where they are and supports and challenges them to become reflective and accomplished individuals committed to a lifetime of learning and contribution. Students graduate with the competence and confidence needed to address creatively the opportunities and problems facing their communities, the nation, and the world.

Stevenson University Vision
The university will become a national leader in collaborative career-focused liberal arts education and will equip its graduates to visualize and achieve excellence in a dynamic global community.

Stevenson University Values
The core values of the university provide a foundation for faculty, staff, and students to fulfill the mission and achieve the vision of the institution. The values are focused on community, learning, integrity, and excellence.

Promoting a sense of community, the university embraces the common bonds and obligations within and beyond the campus while respecting individual and cultural differences.

Fostering learning, the university promotes the pursuit of theoretical and practical knowledge while encouraging a life well-lived—a lifelong philosophy of informed, critical thinking to meet evolving challenges and opportunities.

Instilling integrity, the university requires acting with dignity and honesty while adhering consistently to the university's ethical codes.

Achieving excellence, the university lauds superior performance while recognizing the importance of persistence toward goals.

Stevenson University Diversity Statement
Stevenson University commits itself to diversity as it relates to awareness, education, respect and practice at every level of the organization. The university embraces people of all backgrounds, defined by, but not limited to, ethnicity, culture, race, gender, class, religion, nationality, sexual orientation, gender identity or expression, age, physical ability, learning styles, and political perspectives. The university believes its core values are strengthened when all of its members have voice and representation. The resulting inclusive organizational climate promotes the development of broad-minded members of the university who positively influence their local and global communities.

Stevenson University Traditions
Colors
Green and white
Mascot
The Mustang, symbolic of the beautiful horse country where Stevenson University is located

The Stevenson University Seal
The history of our founding College inspired the Stevenson University seal. The majestic oak tree in the center links symbolically to the university’s first structure, the “Seven Oaks” mansion. The graceful touch of a laurel wreath signifies excellence and achievement. In ancient times, the person who received the laurel wreath was recognized for honor, justice, and truth. The words, “For Learning, For Living,” are an English interpretation of the university’s earlier Latin motto. The year, 1947, demonstrates the university’s founding date, exemplifying the start of the treasured educational mission of the institution.

Victory
Victory, the 12-foot-tall mustang statue located next to Mustang Stadium, was commissioned to reflect the spirit of the Stevenson community. There is a smaller version in the stadium that serves as a spur for our student-athletes as they take the field.

Stevenson University Alma Mater
Join together, Sing the praise for spirit that endures, Pledge our honor, faithfully serving – Stevenson, we are yours.

From a vision, strong and steadfast, Glory and pride we bring, Grateful for the light that guides us, Stevenson’s name we sing.

-Music by Robert Suggs, D.M.A., Professor of Music -Lyrics by Chip Rouse, Associate Professor Business Communication

Stevenson University Fight Song
Fight for the Mustangs! Cheer for the Mustangs! Onward to vict’ry, winning tonight. Raise up your voices – M-U-S-T-A-N-G. Honor is ours for green and for white. March on for Stevenson pride, Roll down the field with might on our side! Raise up your voices – M-U-S-T-A-N-G Mustangs to victory!

-Music by Robert Suggs, D.M.A., Professor of Music -Lyrics by Chip Rouse, Associate Professor Business Communication
Beginning of Document

**Important Dates 2018-2019**

These dates are subject to change. Please [click here](#) for the most current list.

### Fall 2018
- **August 23**: Convocation
- **August 27**: Fall 2018 semester begins (18FSEM, 18F8W1)
- **September 3**: Labor Day - University Closed
- **September 4**: Last day to add or drop without record (18FSEM)
- **September 19**: Yom Kippur - University Closed
- **October 1**: Fall 5 week 2 begins (18F5W2)
- **October 8-9**: Fall Break - No Traditional Classes - University Open
- **October 15**: Midterm grades due from faculty
- **October 15**: Spring 2019 schedule posted
- **October 21**: Fall 8 week 1 ends (18F8W1)
- **October 22**: Fall 8 week 2 begins (18F8W2)
- **October 29**: Registration for Spring 2019 begins
- **November 1**: Last day to withdraw with a 'W' (18FSEM)
- **November 4**: Fall 5 week 2 ends (18F5W2)
- **November 21-25**: Thanksgiving Holiday - University Closed
- **December 10-16**: Fall 2018 Final Exams
- **December 16**: Fall 2018 semester ends (18FSEM, 18F8W2)
- **December 17**: Winter Commencement
- **December 19**: Fall grades due from faculty (5pm)
- **December 20**: Fall grades available to students
- **December 24-25**: Christmas Holiday - University Closed
- **December 31-January 1**: New Year's Holiday - University Closed

### Winterim 2019
- **January 7**: Winterim begins
- **January 21**: Martin Luther King Day - University Closed
- **January 27**: Winterim ends

### Spring 2019
- **January 28**: Spring 2019 semester begins (19SSEM, 19S8W1)
- **February 5**: Last day to add or drop without record (19SSEM)
- **March 11**: Spring 5 week 2 begins (19S5W2)
- **March 18**: Midterm grades due from faculty
- **March 18-24**: Spring Break - No Traditional Classes - University Open
- **March 24**: Spring 8 week 1 ends (19S8W1)
- **March 25**: Spring 8 week 2 begins (19S8W2)
- **April 1**: Fall 2019 schedule posted
- **April 8**: Registration for Fall 2019 begins
- **April 11**: Last day to withdraw with a 'W' (19SSEM)
- **April 14**: Spring 5 week 2 ends (19S5W2)
- **April 19-21**: Easter Holiday - University Closed

End of Document
**May 13-19**  
Spring 2019 Final Exams

**May 19**  
Spring 2019 semester ends (19SEM, 19S8W2)

**May 20**  
Baccalaureate

**May 21**  
Nurses' Pinning

**May 22**  
Stevenson University Online Commencement

**May 22**  
Final grades due from faculty (5pm)

**May 23**  
Undergraduate (Traditional) Commencement

**May 23**  
Spring grades available to students

**May 27**  
Memorial Day - University Closed

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**Getting Around**

**Owings Mills**
100 Campus Circle  
Owings Mills, MD 21117-7804

**Owings Mills North**
Ted Herget Way (11200 Gundry Lane)  
Owings Mills, MD 21117

**Greenspring**
1525 Greenspring Valley Road  
Stevenson, MD 21153-0641

[Campus Maps and Directions](#)

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**Campus Buildings and Hours of Operation**

The hours listed below indicate regular semester hours and may differ when classes are not in session. Hours are subject to change throughout the semester. Open hours indicate when buildings are unlocked. Where noted, students will need their SUOne card for building access. Faculty and staff access differs from students.

**Owings Mills Hours of Operation**

**Gate Hours**
Gates closed: 8 p.m.-4 a.m.

*Brown School of Business & Leadership*
Monday-Friday: 6:45 a.m.-midnight

Student SUOne Card Access:
Saturday: 8 am.-6 p.m.
Sunday: noon-midnight

**Owings Mills Library**
Open 24 Hours, Sunday at noon-Friday at 8 p.m.  
Saturday: 10 a.m.-6 p.m.
Caves Sports & Wellness Center
Monday-Friday: 5:30 a.m.-9 p.m.
Saturday: 7 a.m.-5 p.m.
Sunday: 7 a.m.-5 p.m.

Student SUOne Card Access:
Monday-Friday: 9-11 p.m.
Saturday-Sunday: 5 -11 p.m.

Caves Fitness Center
Monday-Thursday: 7 a.m.-11 p.m.
Friday: 7 a.m.-8 p.m.
Saturday-Sunday: Closed

Wellness Center
Monday-Friday: 8:30 a.m.-5 p.m.
Extended Hours: Tuesday and Wednesday until 7 p.m.

Mustang Stadium
Monday-Friday: 5:20 a.m.-4 p.m.

Student SUOne Card Access:
Monday-Friday: 4 p.m.-5:20 a.m.
Saturday-Sunday: 10 a.m.-midnight

Hours are subject to change during game days

Stadium Fitness Center
Monday-Friday: 7 a.m.-midnight
Saturday-Sunday: 10 a.m.-midnight

Garrison Hall North
Monday-Thursday: 6:30 a.m.-10 p.m.
Friday: 6:30 a.m.-5 p.m.
Saturday: 7:30 a.m.-5 p.m.
Sunday: 9 a.m. to 5 p.m.

Garrison Hall North Inside Door
Monday-Thursday: 7 a.m.-7:30 p.m.
Friday: 7 a.m.-4 p.m.
Saturday: 7:45 a.m.-3 p.m.

Student SUOne Card Access
Monday-Thursday: 7:30 p.m.-10 p.m.
Friday: 4 p.m.-5 p.m.
Saturday: 3 p.m.-5 p.m.
Sunday: No card access
**Garrison Hall South**  
Monday-Friday: 6:45 a.m.-10 p.m.

**Ratcliffe Community Center**  
Open 24 hours/7 days a week

**Rockland Center**  
Monday-Sunday: 6:30 a.m.-midnight

**Owings Mills North Hours of Operation**

**School of Design**  
Monday-Friday: 6 a.m.-10 p.m.

- Student SUOne Card Access
- Saturday-Sunday: Card access all day
- Students with classes have card access 24/7

**Manning Academic Center**  
Monday-Sunday: 6 a.m.-10:30 p.m.

**Owings Mills North Learning Commons**  
Monday-Friday: 9 a.m.-5 p.m.
- Tuesday/Thursday: Hours extended until 7 p.m.
- Saturday-Sunday: Closed

**Greenspring Hours of Operation**  
Monday-Friday: 7 a.m.-10:30 p.m.
- Saturday: 8:30 a.m.-5 p.m.
- Sunday: 9 a.m.-5 p.m.

**Greenspring Library**  
Monday-Thursday: 8 a.m.-7 p.m.
- Friday: 8 a.m.-5 p.m.
- Saturday: 11 a.m.-5 p.m.
- Sunday: Closed

**Campus Shuttles**

Transportation  
443-352-LIFT (5438)

[now.stevenson.edu/depts/campus_security/Pages/Campus-Shuttle.aspx](now.stevenson.edu/depts/campus_security/Pages/Campus-Shuttle.aspx)

Stevenson University's shuttle service between OM, OM North, and Greenspring campuses operates Monday through Saturday throughout the day during the fall and spring semesters, excluding holidays. There is no shuttle service on Sundays except for service to and from the OM Metro station. (See attached schedule). This service is provided to ensure students safe and reliable transportation to and from class.
During breaks when class is not in session, the shuttles run on a modified schedule. Shuttle service will be posted on the website.

Passengers are reminded that eating, drinking, and smoking are not permitted on board the shuttles. If music is being played by a passenger, headphones must be utilized. The volume of the music must not interfere with the shuttle driver’s ability to give their full attention to their driving responsibilities. In order to eliminate distractions for the driver, as well as for rider safety, it is necessary to maintain proper behavior on the shuttles. Every effort is made to provide safe and timely shuttle service for everyone. Seating is first come, first served. In order to make sure students arrive to classes on time, students are encouraged to arrive at the shuttle stop prior to departing time. The recommendation is 30 minutes prior to your class time for Owings Mills North and 60 minutes prior for Greenspring classes. Last-minute passenger arrival is not recommended. Shuttles will leave ahead of schedule when all the seats are filled. All passengers must be seated. Drivers are unable to wait past the scheduled departure time in order to maintain the schedule and get riders to their destinations on time. Calls to the shuttle service requesting the shuttle wait for passengers may typically not be honored unless extraordinary circumstances exist and at the discretion of the shuttle service supervisor or the Director/Assistant Director of Security.

Shuttles board in front of Ratcliffe Community Center and Owings Mills Gym on Owings Mills, at the north end of the Manning Academic Center building at Owings Mills North, and at the front circle of Greenspring.

The shuttle schedule is available here on the SU Now Portal.

**Dell Family Pathway Connecting Owings Mills and Owings Mills North**

The Dell Family Pathway, named in honor of Trustee Samuel M. Dell, III, and his family, is open for the Stevenson community to enjoy a short 10-minute commute on foot between Owings Mills and Owings Mills North. The wooden pedestrian bridge features extensive lighting and has blue light emergency phones that connect directly to Campus Security in case of any emergency.

**Parking and Transportation**

**Parking Regulations**

*Registration of Personal Vehicles*

All personal vehicles that will be parked on Owings Mills, Owings Mills North, or Greenspring must be registered before the first day of class.

Vehicle registration and parking hang tags may be obtained at the following locations:

**Resident Students and Commuter Students:** The Security Office in the Ratcliffe Community Center (OM).

**Faculty and Staff:** The Human Resources Office in Knott Hall (GS) or the Security Office in the Ratcliffe Community Center (OM).

You will need your SU identification card and the vehicle’s registration card to register your vehicle.

Download a parking registration form here.
Parking on Campus

Owings Mills

Lot A (Mustang Stadium Lot) – Faculty/Staff, Resident Student, and Commuter Parking

Lot B (Caves Parking Lot) – Faculty/Staff and Commuter Parking

Lot C (SBL Parking Lot) Authorized Faculty and Admissions Visitors Parking. Open parking for properly tagged SU commuter students, faculty, and staff is permitted in Lot C Mon.-Fri, 4:30 p.m.-midnight and all day Sat.-Sun. Vehicles must display a valid hangtag and be moved by midnight on Sunday. Only faculty teaching classes in the brown School of Business and Leadership (SBL) as designated by the Registrar’s Office will be authorized to park in Lot C (SBL). Those faculty must be issued a validation sticker by Campus Security, which will be affixed to the hangtag.

Lot D (Rockland Parking Lot) – Resident Student Parking

Lot E (Residence Hall Parking Lots) – Resident Student Parking

Lot F (Rear of Rockland Parking Lot) – Authorized Employees Only

Lot G (Wooded Way Parking Lot) – Authorized Wooded Way Resident Students and Authorized Faculty/Staff Only

Owings Mills North

Resident students will not be permitted to park at Owings Mills North except during open parking hours or unless otherwise directed for special events.

Shuttles will run regularly from the Ratcliffe Community Center and Mustang Stadium stop to Owings Mills North.

Commuter students are permitted to park at Owings Mills North. If the Owings Mills North lot is full, overflow parking for commuters is available in the Mustang Stadium lot.

Faculty/Staff assigned to Owings Mills North are permitted to park at Owings Mills North. Parking may be limited for other Faculty/Staff. Shuttles will be available from the Ratcliffe Community Center and Owings Mills Gym to take Faculty/Staff to Owings Mills North and back.

Open Parking Hours at Owings Mills North

Open parking is permitted for all faculty, staff, and students after 5 p.m. Monday through Thursday, after 2 p.m. on Fridays, and from 8 a.m.-4 p.m. on Saturdays and Sundays.

Greenspring

Resident and commuter students are permitted to park in any unrestricted general parking area at Greenspring. Restricted areas include but are not limited to:

- Cottage Lane
- Administration area
- Faculty areas
- Visitor areas in the front circle
- Visitor areas in front of Knott Hall
Faculty and Staff are permitted to park in any unrestricted general parking areas.

Parking or driving is prohibited on grass plots, tree plots, construction areas, or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of university facilities or hinder the free movement of traffic.

Visitor Parking
Owings Mills
All visitors of residential students will be required to park in Lot A (Mustang Stadium Lot). Overnight guests must register and obtain a Visitors Parking Pass from Campus Security in the Ratcliffe Community Center and park their vehicles in Lot A.

Owings Mills North
Visitor parking spaces are located in front of the School of Design building.

Greenspring
Visitor parking is located on the front circle of the university with a two-hour time limit. These reserved spaces are not to be used by students or employees of the university.

Handicap and Special Needs Parking
Maryland Law and Stevenson University policy restricts the use of handicap spaces to individuals with special needs.

Persons with special needs should contact Campus Security so that arrangements can be made to ensure that an appropriate parking space is available for them while attending classes at Stevenson University.

Fines
Fee schedule for parking violations:

General parking violations: $50 for each offense
Parking in handicapped spaces: $152 for each offense
Moving violations including speed, failure to stop at stop signs, etc.: $75 for each offense
Failure to register a vehicle: $100

Fines must be paid in the Student Accounts Office located in Garrison Hall on Owings Mills within 30 days from the date the ticket was issued.

If the fine is not paid, transcripts will be withheld until payment is received.

Any violation that requires a Maryland State Motor Vehicle record check will have a surcharge of $35 added to the fine.

Citations may be appealed.
**Appeals**

Members of the university wishing to appeal a citation should submit a copy of the citation and three (3) copies of a typewritten appeal to the Director of Security describing in detail why the fine is being appealed. The appeal must be filed within 30 days from the date of the parking violation notice.

The Citation Appeals Board will convene about once a month to consider written appeals unless the Director of Security finds cause to dismiss the citation outright. Decisions will be by majority vote of the Board. Notification will be sent via email to the appellant stating the decision of the Board. The decisions of the Citation Appeals Board are final.

**Campus Safety and Security**

Ratcliffe Community Center
Owings Mills

Owings Mills and Owings Mills North
443-352-4500

Greenspring
443-334-2587

[stevenson.edu/about/campus-services/campus-security/](http://stevenson.edu/about/campus-services/campus-security/)

[now.stevenson.edu/depts/campus_security](http://now.stevenson.edu/depts/campus_security)

Campus Security’s main office is located in the Ratcliffe Community Center on Owings Mills, however both Owings Mills North and Greenspring have a contingent of officers on patrol. In addition to ensuring the safety of the Stevenson Community, Campus Security also provides SU ID cards, houses the campus lost and found, and manages the Campus Shuttle Service.

**Campus Safety**

**The Facility**

Lighting is provided throughout the university campus. Members of the university’s Security staff patrol the university grounds. During the hours when the university is closed to the general public, on weekends and evenings, many campus buildings are locked and security is maintained. Maintenance workers regularly inspect the buildings to remove any hazards and to promote safety.

**Security and Crime Awareness Programs**

The university is involved with a variety of education awareness and prevention programs to educate members of the university campus regarding security and crime prevention, which may include:

- Presentations at Orientation
- Brochures in the Manuszak Center
- Articles in the library
- Special presentations on topics of interest in cooperation with the VP for Student Affairs
- One-on-one discussion sessions with a member of the Security staff or the university’s counselor, at the request of any student
- Mailings of literature on contemporary issues
Periodic lectures, presentations, and workshops by qualified professionals
- Regular and unannounced fire drills/emergency evacuation or shelter-in drills

Security Services
In addition to patrolling the university campus and responding to emergencies, the security staff offers the following services:
- Issue emergency notifications and timely warnings when necessary
- Open or lock down doors in emergency situations
- Escort students/staff to or from parking lots or class upon request
- Administer emergency First Aid
- Deliver emergency messages to students, faculty, and staff
- Jump start dead batteries
- Assist in out-of-gas situations
- Assist with flat tires (if physically safe to do so)

Emergency Reporting Procedures
Medical Emergencies
Immediately call university Security at x4500 or 443-352-4500 or by using the emergency/blue light phones. Do not move the individual unless their location is potentially dangerous. Security will immediately respond to the location, however, common sense may dictate an immediate call to 911 by anyone involved at any time for emergency medical assistance.

Non-Medical Emergencies
Report all crimes or any unusual or suspicious incidents to Security at x4500 or 443-352-4500.

Routine Illness or Minor Injury
Contact the university Wellness Center at 443-352-4200 or Security at x4500 or 443-352-4500. Procedures to follow will be determined according to the assistance needed.

First Aid Kits
First aid kits are located in the following areas:

Owings Mills
- Admissions Secretary, Garrison Hall
- Athletics, Caves Sports & Wellness Center
- Mustang Stadium, Concourse Level
- Mustang Stadium, First Floor Coaches’ Suite
- Office of Student Activities, Rockland Center
- Security Office, Ratcliffe Community Center
- Stevenson University Shuttles
- Wellness Center, Caves Sports & Wellness Center

Owings Mills North
Please see security or a staff member in those areas for assistance with First Aid kits.
Greenspring
- Main Lobby Receptionist, across from Business Office
- Office of Sponsored Programs and Research, Dawson Academic Center
- Art Wing
- Cafeteria, Manuszak Center
- All Chemistry Labs
- Faculty House 1 & 2
- Inscape Theatre, Dawson Academic Center
- Library Workroom
- Mueller House Kitchen
- Ratcliffe Board Room Kitchen, Knott Hall
- Security Cottage
- Shop Shed
- Stevenson University Shuttles

Lost and Found
Lost and found items from Greenspring that are turned in are securely housed by Stevenson Security. If you have lost something on Greenspring, please contact the receptionist in the Administrative Building or call 410-486-7000 and Security will respond to assist you.

Lost and found items from Owings Mills, Owings Mills North, or campus shuttles, are turned in to the Security office in the Ratcliffe Community Center. The Ratcliffe Security office at Owings Mills can be reached 24 hours a day at 443-352-4500.

Reporting Crimes on Campus
Stevenson University encourages all students and employees to report all allegations of campus crime to the Stevenson University Security Office (Ratcliffe Community Center, Owings Mills Campus, 443-352-4500). However, Stevenson University is aware that, in some instances, individuals may choose to file a report with others on campus. In accordance with the Student Right to Know and Campus Security Act of 1990, and the Higher Education Amendments of 1992, university officials who have significant responsibility for student and campus activities, but who do not have significant counseling responsibilities, must report their knowledge of a major crime to the Security Office. Stevenson University has identified these officials, also known as Campus Security Authorities, in its Annual Security and Fire Safety Report. Major crimes include, but are not necessarily limited to, the following: murder; forcible and non-forcible sex offences; robbery; aggravated assault; manslaughter; arson; motor vehicle theft; hate crimes; and burglary.

Safety on Campus
Stevenson University is committed to the safety and security of all members of the university community. If you are confronted by a situation requiring assistance by the university’s Security Office, please follow these procedures:

For crimes
To report an emergency situation, go to the nearest university telephone and dial x4500, or if off-campus 443-352-4500, which will connect you to Security. University telephones are located throughout
the university campus and in staff and faculty offices. Emergency phones, which are connected to the company that monitors the university alarm system, are found in the Dawson Academic Center, Science Center, Knott Hall, Manuszak Center, Exchange, Faculty House 1, Faculty House 2, and the university parking lots. Dial “0” and describe to the operator your emergency situation. The operator will then contact Campus Security. Students may also report emergencies by using the university elevators’ emergency telephone to contact the company that monitors the university’s alarm system. That company will immediately contact campus Security or 911 depending on the nature of the emergency.

For fires
In case of fire, pull the nearest fire alarm and exit the building. Fire alarms are located throughout campus. Once outside of the building, immediately contact Security by dialing x4500 on a university telephone or 443-352-4500 or by using one of the Emergency telephones located throughout the campus.

Suspicious persons
Any suspicious person or packages observed on campus should be reported to Security immediately by dialing x4500 on a university telephone or 443-352-4500 or by using one of the Emergency telephones located throughout the campus.

University’s General Policy for Crime Prevention
Students, faculty, and staff are encouraged to be responsible for their own safety and security and the safety and security of others on campus. Each member of the campus community is encouraged to assist Security in eliminating the opportunity for a crime to be committed. Some tips for crime prevention include:

1. Lock your car doors when you are in your car and when you leave it.
2. Consider calling Security for an escort in lieu of walking alone on campus at night.
3. In the evenings, park in a well-lit area, in a lot close to your destination.
4. Do not leave valuables unattended, especially laptop computers, purses, and wallets.
5. If you are a resident, lock your bedroom and suite/apartment doors at all times.
6. Report suspicious behavior or illegal activity immediately to a member of the Security Staff.
7. Do not allow an unknown individual to tailgate while entering an area controlled by a card reader, especially the residence halls.

Safe Escort Service
Requesting an Escort
Campus Security provides escort services to all members of the campus community who walk to or from the parking lot or classes. Escorts can be arranged 24/7 at Owings Mills or Owings Mills North by dialing 443-352-4500 and on Greenspring by dialing 410-486-7000 when the campus is open.

Parking lots are regularly patrolled throughout the day and evening.
Staying Informed

SUAlert and OPT-IN
The entire Stevenson community is encouraged to sign up for SUAlert to receive texts or emails in case of campus closings, weather delays, or other emergencies. In addition, users may OPT-IN to receive additional text messages or emails about SU news, sports, student news, or resident alerts.

Sign up for SUAlert here.

Desktop Alert System
In addition to SUAlert, Stevenson also has a Desktop Emergency Alert System. The system complements the SUAlert emergency text/e-mail notifications by sending a desktop alert message directly to the screens of campus computers. There is no need to sign up for it as you would the SUAlert—the Office of Information Technology has installed the software to support the Desktop Alert System on computers on Stevenson’s network computers, such as library public-use computers, faculty and staff office computers, and classroom computer/projectors.

Please note: The Desktop Alert System will only be used in the case of dire campus emergencies posing danger to life and limb when the need to take shelter or shelter in place would be absolutely necessary.

Campus Email
Regularly check your Stevenson email address for important communications from departments across the university. You can check it online at owa.stevenson.edu.

SU Now Portal
The SU Now Portal (now.stevenson.edu) provides one-stop access to the internal information and resources that connect you with life at Stevenson University, including daily updates of campus news, announcements, and events. You will need a Stevenson username and password to log in to the SU Now Portal.

Social Media
Stevenson often communicates and shares news and information via social media.

Facebook: facebook.com/stevensonuniversity
Twitter: twitter.com/stevensonu
Instagram: instagram.com/stevensonuniversity
YouTube: youtube.com/user/StevensonUniversity

Policies and Procedures

Stevenson University Student Policy Manual
Student Policy Manual

5.1 Academic Integrity
5.2 Academic Misconduct
5.3 Grade Appeals
5.4 Religious Accommodations
5.5 Students with Disabilities
5.6 Conduct Policies
  Disruptive Student
  Drug and Alcohol
  Ethical Violations (including lying, physical abuse, stealing, etc.)
  Firearms and Weapons
  Good Samaritan
  Guests and Visitors on Campus
  Hazing
  Information Technology Acceptable Use
  Pets on Campus
  Smoking
  Social Media
  Tailgating
5.7 Sexual Misconduct, Relationship Violence, and Stalking
5.8 Policies Related to Discrimination and Harassment
5.9 Other University Policies
5.10 Student Grievance Policy

Emergency Closing/Delay Guidelines
Please review the Emergency/Closing Delay Guidelines to be prepared for emergency closing/delay situations, including inclement weather. These guidelines are updated annually.

Academics
Academic Advising
Center for Student Success
Garrison Hall South
Owings Mills
Phone: 443-352-5880
mailto:advising@stevenson.edu
stevenson.edu/academics/academic-resources/academic-advising
Monday-Friday: 8:30 a.m.-4:30 p.m. 
After 4:30 p.m. by appointment

Academic Advising at Stevenson University is available to all degree-seeking students. Success Coaches and Faculty Advisors can assist with a wide range of academic matters from selecting a major to planning for graduate school.

Traditional Freshmen
All enrolled degree-seeking, first-time, full-time freshmen students are assigned a student success coach to serve as their advisor and guide their transition to life at Stevenson University. Students are assigned to a success coach based on their major and remain with their coach throughout the entire academic year. Success coaches use a holistic approach with each student to develop an individualized plan for their academic, professional, and personal success. They educate students about university resources and serve as a compass to help them navigate their first year in college. In addition, coaches provide proactive course planning and advising, as well as registration assistance.

Upperclassmen & Transfer Students:
All enrolled degree-seeking, upperclassmen and transfer students are paired with a faculty advisor that specializes in a single major. Deciding students continue to receive academic advising support within the Office of Student Success as they prepare to declare a major.

Students are responsible for fulfilling college requirements, but advisors are the assisting experts who can help students plan an efficient program of study. Planning your college life is important, and Stevenson University's advisors are here to help.

Office of Student Success
Center for Student Success
Garrison Hall South 125
Owings Mills
443-352-5880
oss@stevenson.edu

The Office of Student Success (OSS) is dedicated to the academic achievement, support, and engagement of all Stevenson University students. Located in Garrison Hall South, within the Center for Student Success, OSS provides a wide variety of academic programming, resources, and services to support student needs, such as:

- Academic Advising and Course Planning
- Academic Support Planning
- Connection to Campus Resources
- Disability Support Services
- First-Year Experience Programming
- Group Workshops
- Individual and Group Tutoring
- Pre-Health Advising
- Student Success Coaching to all traditional freshmen students

The Office of Student Success uses a holistic approach with students that enables them to optimize their academic potential, persist in their studies, and complete their degrees.

**Office of Academic Integrity**
Center for Student Success
Garrison Hall South 134
Owings Mills
443-352-5539

[stevenson.edu/academics/academic-resources/academic-integrity](http://stevenson.edu/academics/academic-resources/academic-integrity)
[now.stevenson.edu/academic_affairs/integrity](http://now.stevenson.edu/academic_affairs/integrity)

The Office of Academic Integrity builds a culture of integrity at Stevenson by fostering a learning environment that promotes the moral and ethical elements of a student’s intellectual, personal, and professional development in alignment with the university’s core values.

**Stevenson University Honor Pledge**
*I pledge on my honor that I have neither given nor received unauthorized assistance on this assignment/exam.*

**Academic Link**
The John L. Stasiak Academic Link
Center for Student Success
Garrison Hall South 101
443-394-9300

[stevenson.edu/academics/academic-resources/academic-link](http://stevenson.edu/academics/academic-resources/academic-link)
[now.stevenson.edu/academic_affairs/studentsuccess/academiclink](http://now.stevenson.edu/academic_affairs/studentsuccess/academiclink)

Monday-Thursday: 8:30 a.m.-9 p.m.
Friday: 8:30 a.m.-4:30 p.m.
Sunday: 5-9 p.m.

The Academic Link is Stevenson University’s learning center, and is dedicated to providing academic support that links exceptional learning to student achievement. As an integral part of the Office of Student Success, the Academic Link supports its mission: utilizing a holistic approach to provide an array of services and resources that enable students to optimize their academic potential, persist in their studies, and complete their degrees.

The Academic Link’s learning services and resources are categorized into four programming areas for students: mentoring, testing, tutoring, and teaching.
Mentoring

The T.E.A.M.S. Program

The Academic Link’s T.E.A.M.S. (Transfer Engagement And Mentoring for Success) program provides transfer students the opportunity to connect one-on-one with a staff or faculty mentor, who can encourage their academic achievement, and help them connect with their new campus community. All incoming transfer students have the opportunity to join the T.E.A.M.S. program their first semester, and earn various Mustang rewards for participation. To learn more about the T.E.A.M.S. program please contact Philip Gillett, Director of the Academic Link, at 443-352-4123 or pgillett@stevenson.edu.

Testing

Testing Center

The Academic Link provides a safe and secure test proctoring location for students to complete make-up exams for approved conflicts, and/or exams requiring testing accommodations through the Office of Disability Services. Test date coordination between students and their professors is required, and with the professor’s approval, students can contact the Academic Link at 443-394-9300 to schedule a testing appointment. All testing appointments require a valid Stevenson ID, and require 24 hours’ advance notice for make-up exams and 48 hours’ advance notice for exams with accommodations. For further assistance and/or questions please contact Kevin Knudsen, Assistant Director of the Academic Link, at 443-352-5549 or kknudsen@stevenson.edu.

Placement Testing

The Academic Link directs the university’s placement testing program and proctors the College Board’s ACCUPLACER® exams in English, mathematics, or both to determine which courses will offer incoming students the most value for their first semester at Stevenson. For further information and/or questions about placement testing, please contact Philip Gillett, Director of the Academic Link, at 443-352-4123 or pgillett@stevenson.edu.

Tutoring

Tutoring Program

The Academic Link provides one-on-one or small group tutoring in several courses throughout the university’s curriculum. Tutoring is free to students, and tutors are trained to help students develop effective study strategies, increase their understanding of course content, and become independent learners. All peer tutors are certified through the College Reading and Learning Association (CRLA) training program, and professional tutors are also available for writing support. Appointments can be scheduled online at stevenson.go-redrock.com, by phone at 443-394-4300, or by visiting the Academic Link’s front desk in the Center for Student Success in Garrison Hall South 101. Questions about the Academic Link’s tutoring program can be directed to the Kevin Knudsen, Assistant Director of the Academic Link, at 443-352-5549 or kknudsen@stevenson.edu.

Teaching

Academic Workshops

The Academic Link partners with faculty to further support effective learning assistance principles that foster student achievement. The Academic Link’s success workshops, for example, are available by request for all classes and student groups on-campus. The Academic Link also assists with the
development of first year seminar curricular resources focused on developing and applying college-level learning skills and strategies.

**Career Services**
Wooded Way, First Floor
Owings Mills
443-352-4477
careerservices@stevenson.edu
stevenson.edu/career-success
now.stevenson.edu/depts/career_services

Drop-In Hours
Monday-Friday: 1-3 p.m.
Workshop Wednesday: 5-6 p.m.

The Office of Career Services provides you with a variety of career-focused programs, services, networking events, and resources to help you grow in your career path.

**Start your Connection to Career in Your First Year**
At Stevenson, we connect students with their career aspirations through numerous opportunities for personal and career exploration coupled with experiences that develop their professional competencies for a competitive edge in the job market today and a lifetime of career success.

Our multi-year process includes:

**Career Exploration**
Students imagine their futures and plan their own journeys through career advising, programs, coursework, and self-assessment beginning in the freshman year.

**Professional Preparation**
Students develop professional competencies through internships, Professional Minors, service learning, engagement in student organizations, capstone courses and other curricula, and research. Students develop a professional brand, interview skills, and job search strategies.

**One-on-One Career Advising**
The Career Services staff coaches you to develop the skills, experiences, and confidence needed for success by offering expert advice and individualized attention. We assist with resume development, internship and job search assistance, networking techniques, brand building, mock interviews, career assessment tools, career counseling, and/or graduate school preparation.
On-Campus Recruiting and Networking
To enhance your employability, you are strongly encouraged to participate in on-campus recruiting events including:

- Interviewing with employers
- Attending career seminars and workshops
- Networking at career fairs
- Visiting employers at information sessions and tables
- Attending etiquette seminars

Handshake: Your Career Management Platform
Handshake is a comprehensive online recruiting system that provides information about job and internship opportunities, on-campus recruiting, employer information sessions, career fairs, and networking and career events. Upload your resume and other job search documents and opt in for employers to review your profile (optional). Use your SU Single Sign-On to create an account at stevenson.joinhandshake.com. CareerShift is another platform where you will be able to access additional job and internship resources to locate opportunities around the country. CareerShift is available on the Career Services Portal site in the “Tools” section of the home page.

Disability Services
Center for Student Success
Garrison Hall South 125
Owings Mills
443-352-5880
ods@stevenson.edu

stevenson.edu/academics/academic-resources/disability-services
now.stevenson.edu/academic_affairs/studentsuccess/disabilityservices

Stevenson University provides reasonable accommodations to qualified students with documented disabilities. To establish eligibility for services, students must register with the Office of Disability Services (ODS) and request the specific accommodations they require. Eligibility for accommodations is determined on an individualized basis, depending on the student’s documented need. To register for accommodations, students must:

1. Complete the Disability Services Intake Form
2. Provide documentation of the disability that meets ODS’ Documentation Guidelines. Be prepared to upload the documentation, once step #1 is completed. Note: If you have difficulty submitting the intake online application or uploading the documentation, please contact the Director of Disability Services at 443-352-4920. Documentation guidelines are available on the SU Portal and on the Disability Services website.
3. Schedule an intake interview with the Director of Disability Services.

After receiving approval for accommodations from ODS, the student is responsible for requesting accommodation memos from ODS for their individual course instructors at the beginning of each semester.
Students who require an accommodation related to housing must contact ODS to obtain a housing accommodation documentation form that must be filled out by a qualified medical provider. To allow sufficient time to place students for medical reasons, the housing accommodation documentation form must be returned to ODS by July 1.

**International and Off-Campus Study**

Garrison Hall South 106  
Owings Mills  
443-352-5433  
studyabroad@stevenson.edu  

studyabroad.stevenson.edu  

now.stevenson.edu/depts/study_abroad

Stevenson University’s Office of International and Off-Campus Study offers transformational learning experiences that promote students’ social and intellectual growth while enhancing cultural and global understanding. These international and domestic opportunities directly contribute to Stevenson’s mission to prepare students with the competence and confidence needed to address creatively the opportunities and problems facing their communities, the nation, and the world.

Some key features of our off-campus study experiences include:

- Earn SU academic credit
- Faculty-led travel courses, “SU in,” and affiliate program options
- Available during all academic terms
- Choose from study in 50 countries including the U.S.
- Internship and service-learning opportunities available
- Utilize institutional aid for study away during the fall and/or spring semesters
- Financial aid and scholarships for study abroad

It is recommended that students confer with their academic advisors early on in their time at SU to incorporate an international or domestic study experience into their overall academic program. Visit the [International & Off-Campus Study application site](#) to search options and apply to your desired International and Off-Campus Study experience by the stated deadline.

**Service-Learning**

Garrison Hall South 106  
Owings Mills  
443-352-5433  

service@stevenson.edu  

stevenson.edu/academics/experiential-learning

Service-learning is an intentional teaching and learning strategy that integrates meaningful service with academic instruction and reflection. Through service-learning, students, faculty, and community
partners collaborate to address real-life needs, locally, and globally. Through service-learning courses, students gain a deeper understanding of subject matter as well as complex social issues.

Service-learning allows students to become skilled in relating theory with practice while building connections with the community and enhancing their future employment opportunities.

**Library**

**Greenspring Library**
Learning Resource Center
443-334-2233

**Regular Semester Hours (as of Monday, Aug. 27):**
Monday-Thursday: 8 a.m.-7 p.m.
Friday: 8 a.m.-5 p.m.
Saturday: 11-5 p.m. (begins Saturday, Sept. 8)
Sunday: Closed

**Owings Mills Library**
Brown School of Business and Leadership
443-352-4234

**Regular Semester Hours (as of Tuesday, Sept. 4):**
Open 24 hours, Sunday at noon-Friday at 8 p.m.
Saturday: 10 a.m.-6 p.m.

**Owings Mills North Learning Commons**
Manning Academic Center
443-394-9807

**Regular Semester Hours (as of Monday, Aug. 27):**
Monday-Friday: 9 a.m.-5 p.m.
Saturday-Sunday: Closed

For daily hours of operation and other Library services, visit [stevensonlibrary.org](http://stevensonlibrary.org).

The SU Libraries can help you navigate through the new landscape of research and study at college. Here are some of the ways we can help you map a course to college success:

1. Ask us anything at any time. We will answer by email, text, chat, phone, and in person.
2. We are open when you need us. The SU Library offers late-night and overnight hours.
3. We’re easy to find and located on each campus. The Greenspring Library is in the Learning Resource Center, the Owings Mills Library is in the Brown School of Business and Leadership, and the Learning Commons is in the Manning Academic Center on Owings Mills North.
4. SU Librarians are experts and can help guide you through the research process and the world of information.
5. We’re mobile, just like you. Navigate to [stevensonlibrary.org](http://stevensonlibrary.org) to access our electronic collections of articles, books, films, images, and more. We also have research guides to get you to the best databases and websites to meet your research needs.
6. If we don’t have what you need, we can help you find it and get it for free.
7. Your SUOne card is your passport to the library. It’s all you need to check out books and films or print and copy. Your SU Single Sign-On gives you access to library resources from anywhere in the world.

Be sure to check out the Owings Mills North Learning Commons. It’s a great place to work creatively on your own or with a group.

We look forward to seeing you at the library and helping you dive into information that intrigues, inspires, and challenges you.

**Registrar’s Office**
Registrar’s Office  
Dawson Center 212  
Greenspring  
443-334-2206

[stevenson.edu/about/campus-services/registrar](http://stevenson.edu/about/campus-services/registrar)  
[now.stevenson.edu/depts/registrar](http://now.stevenson.edu/depts/registrar)

The Registrar’s Office oversees many academic functions for students, including the registration process for adding, dropping, and withdrawing from classes. Other important services and processes include assisting students with course planning and registration, evaluating transcripts for current and transfer students, and processing student graduation applications. The Registrar’s Office also provides a variety of services electronically. In the [WebXpress](http://WebXpress) Student menu, you will find a link to “Forms – TRAD Students Only.” Students will find the majority of forms that they need in that location.

The Registrar’s Office staff members love meeting students and encourage all Mustangs to drop by or contact us — we are happy to help in any way that we can. The Registrar’s Office regularly communicates important information to students through their SU email account which is the official method of communication from the University, so remember to check your University email account on a daily basis.

**Registering for Courses**
Student Planning is the software that students use for a variety of academic processes. Students can plan their entire four years at SU even as a freshmen. The progress tab displays a student’s degree audit. You will know exactly what you need to take for your major. Another popular feature is the calendar. When schedule planning, the calendar displays the days and times for the classes that a student is taking. We encourage you to explore Student Planning. You can find it at [stevenson.edu/studentplanning](http://stevenson.edu/studentplanning).

**Veterans’ Services**
The Registrar’s Office certifies enrollment with the Department of Veterans Affairs on behalf of eligible students claiming veterans’ benefits. Students who are eligible for these benefits should contact the Registrar’s Office as soon as possible. Stevenson University is also a proud participant in the Yellow Ribbon Program. All questions regarding veterans’ educational benefits or the Yellow Ribbon Program should be directed to the Registrar’s Office.
At Stevenson, we believe that students do not live or learn in a vacuum; they experience college life as a whole, and our office is committed to enhancing both their academic and personal success. To that end, our staff educates and empowers students to thrive in a culturally diverse, civically-engaged, holistic living-learning community while fostering student development and lifelong learning.

Residence Halls
Stevenson’s residence halls combine all the comfort and space of first-class accommodations with the community development and programming of residential living.

The halls are comfortable, modern, and furnished; equipped with heating and air conditioning; and have laundry facilities and common spaces on each floor. They are a place where you can really feel at home.

Stevenson’s residence halls are located on the Owings Mills campus. An intentional first-year community has been designed to assist students in their transition to Stevenson. All first-year students will be assigned to this community and live in two-room suites. Returning residents will live in either the upperclass suites or the apartments.

SU is Home: A Guide to Mustang Living
For information about living on campus, visit stevenson.edu/mustangliving.

Disability Services/Special Needs
To request special housing accommodations for medical reasons, please contact the Office of Disability Services at 443-352-4920. You will need to send documentation from a medical professional stating the nature of your condition to support the request. All approved accommodations are made on a space available basis. All requests and supporting documentation must be submitted by July 1.

Student Life
Athletics
Intercollegiate Athletics
Stevenson University participates in NCAA Division III as a member of the Middle Atlantic Conferences (MAC) with the exception of women’s and men’s ice hockey, which compete concurrently in the MAC and the United Collegiate Hockey Conference (UCHC), and women’s beach volleyball, which competes as an independent.

Those interested in participating on one of Stevenson’s 27 intercollegiate athletic teams should contact the head coach of that sport using the staff directory under the Inside Athletics tab at
GoMustangSports.com. You can also find information on the paperwork required by athletic training and compliance information for transfers and first-year student athletes there as well.

**Athletic Event Tickets**

While it is free for all students to attend any athletic event at Stevenson by showing their SUOne card, tickets are required for football. Tickets are available to the first 1,000 students beginning the Monday before each home game. To get a ticket, students must pick one up from The Rock in Rockland Center (OM) by showing their SUOne card.

**Campus Recreation**

Matt Grimm  
Director of Campus Recreation  
443-352-4280  
mgrimm@stevenson.edu  

Laura Waginger  
Assistant Director of Campus Recreation  
443-352-4309  
lwaginger@stevenson.edu  
campusrec@stevenson.edu  
www.stevensoncampusrec.com  
now.stevenson.edu/depts/campus_rec
eration

**Club Sports**

Club sports are organized teams that compete against other colleges and universities. All teams have a coach, practice two to three times a week, and take part in games/tournaments/competitions on the weekends.

The biggest difference between club sports and varsity teams is the time commitment and level of competition. Both are a little less at the club level.

Stevenson currently offers 12 club teams including baseball, men’s basketball, women’s basketball, cheerleading, dance team, eSports, field hockey, men’s ice hockey, men’s lacrosse, women’s soccer, softball, women’s volleyball.

**Intramural Sports**

The Intramural Sports program consists of leagues and tournaments that are played against other members of the Stevenson community (students, faculty, and staff). Most sports offer three divisions: men’s, women’s, and co-ed.

Among the three sports options at Stevenson (varsity athletics, club sports, intramural sports), intramurals are the least competitive option. Intramurals are built for athletes of all ability levels, whether you have played that sport before or not.
Stevenson currently offers twelve intramural sports including flag football, beach volleyball, 16” softball, eGaming, tennis, indoor volleyball, 5v5 basketball, 3v3 basketball, dodgeball, bowling, billiards, and outdoor soccer.

**Fitness**
Campus Recreation Fitness program offers many services that guide participants into a healthy lifestyle by providing group fitness classes, small training classes, and fitness challenges.

There are 20+ group fitness classes and small training classes running a week. This includes, BODYSHRED, Pop, Lock, & Hip Hop, Butts N’ Guts, Pilates, Yoga, HIIT30, BOSU Burn, HardCORE, Powerlifting 101, TRX Circuit Training, and Women on Weights.

There are three fitness centers available for student, faculty, and staff use. Two fitness centers can be found on the Owings Mills campus: on the ground floor of the Caves Sports & Wellness Center and inside the Student Activities Commons on the first floor of Garrison Hall North. The fitness center on the Greenspring campus can be found on the bottom floor of the Manuszak Center. To access each fitness center, students, faculty, and staff must have their SUOne card. Wooded Way houses a dedicated room for group fitness classes.

**Fitness Center Hours**
*Caves (OM)*
Monday-Thursday: 7 a.m.-11 p.m.
Friday: 7 a.m.-8 p.m.
Saturday-Sunday: Closed

*Student Activities Commons (OM)*
Monday-Thursday: 8 a.m.-11 p.m.
Friday: 8 a.m.-8 p.m.
Saturday-Sunday: 11 a.m.-8 p.m.

*Greenspring*
Monday-Thursday: 8 a.m.-7 p.m.
Friday: 8 a.m.-5 p.m.
Saturday-Sunday: Closed

Fitness center hours vary during the summer and during breaks when classes are not in session.

When not in use for classes, games, practices, or special events, the Owings Mills Gymnasium and Turf Field are also available for student, faculty, and staff use. [See when the gym and Turf Field are open for use.](#)

**Outdoor Adventures**
Outdoor Adventures offers all-inclusive day or overnight trips and events open to both beginners and experienced participants. The trips do have a minimal cost. Interested in more information about Outdoor Adventures or have a trip idea? Contact the office of Campus Recreation.
Office of Multicultural Experience
Caves Sports & Wellness Center 250A
Owings Mills
443-352-4489
OME@stevenson.edu

stevenson.edu/student-life/multicultural-experience
now.stevenson.edu/depts/multicultural_experience

The Office of Multicultural Experience serves as a resource for all students, faculty, and staff in an effort to increase cultural awareness and competence at Stevenson University. The office also strives to explore areas of interest; provide teachable moments; explore differences and similarities; bridge gaps for better understanding; and provide inclusive support to all students, faculty, and staff.

In order to achieve these goals, the Office of Multicultural Experience:

- Conducts workshops, retreats, presentations, and seminars to develop awareness of other cultures and beliefs, contributing to positive dialogue on issues of diversity and inclusion.
- Collaborates with various campus constituencies to support the recruitment, retention, and success of all students.
- Works with faculty to establish academic, social, and cultural programs that will enrich the classroom experience.
- Creates events that highlight Stevenson University’s commitment to diversity and inclusion.
- Sponsors events that commemorate religious, spiritual, and national observances.

Center for Diversity & Inclusion
Caves 249
Owings Mills

This space can be utilized for student and faculty/staff programming as it relates to topics on diversity and inclusion as well as club and organization meetings. In addition, the space includes a prayer and meditation room.

Student Activities
Student Activities Office
Rockland Center 203
Owings Mills
443-352-4300
activities@stevenson.edu

stevenson.edu/student-life/student-activities
now.stevenson.edu/depts/studentactivities
facebook.com/StevensonStudentActivities
instagram.com/su_studentactivities
The Office of Student Activities stands to support the Stevenson University mission and values, and it contributes to the development of a student-centered community. Multiple experiences are provided for students to gain real-world skills and have a rewarding college experience.

Opportunities to get involved include:

- Joining one of more than 60 clubs and organizations on campus and develop into a leadership role within those groups.
- Advocating with Student Government Association, which gives students a chance to voice their opinion and make positive change on campus. SGA plans Homecoming events and holds bi-weekly senate meetings, which are open to the student body, to address student concerns. Connect with the Student Government Association:
  - [facebook.com/StevensonUniversitySGA](http://facebook.com/StevensonUniversitySGA)
  - [instagram.com/stevensonsga](http://instagram.com/stevensonsga)
  - [twitter.com/StevensonSGA](http://twitter.com/StevensonSGA)
  - [sga@stevenson.edu](mailto:sga@stevenson.edu)
- Becoming a member of the Mustang Activities and Programming Board (MAP), who plan and implement events and activities for their peers. Connect with MAP:
  - [facebook.com/Mustang-Activities-and-Programming-Board-MAP-57039697973](http://facebook.com/Mustang-Activities-and-Programming-Board-MAP-57039697973)
  - [instagram.com/MAPatSU](http://instagram.com/MAPatSU)
  - [twitter.com/MAPatSU](http://twitter.com/MAPatSU)
  - [map@stevenson.edu](mailto:map@stevenson.edu)

In addition to the activities listed above, commuter students are encouraged to join the Commuter Student Association. Connect with the Commuter Student Association here: [facebook.com/StevensonCommuters](http://facebook.com/StevensonCommuters) or [twitter.com/commutingstangs](http://twitter.com/commutingstangs).

Special events, social and club activities, meetings, and other events are scheduled for afternoons, evenings, and weekends.

All students, whether full-time or part-time, residential or commuter, are encouraged to participate in co-curricular experiences and university events.

**Event Tickets**

For campus event info, tickets, and commuter/MTA passes, visit The Rock (OM) or The GreenZone (OMN):

**The Rock**
Rockland Center Lobby
Owings Mills
443-352-4311
Monday-Tuesday: 9 a.m.-7 p.m.
Wed.-Fri: 9 a.m.-9 p.m.
Saturday-Sunday: 5-9 p.m.

**OMN GreenZone**
MAC Main Entrance
Owings Mills North
Monday-Thursday: 9 a.m.-3 p.m.

**Wellness Center**
Caves Sports & Wellness Center
443-352-4200

Monday-Friday: 9 a.m.-5 p.m.
Tuesday-Wednesday: 9 a.m.-7 p.m.

[stevenson.edu/student-life/health-wellness](stevenson.edu/student-life/health-wellness)
[stevenson.edu/depts/wellness](stevenson.edu/depts/wellness)

The Wellness Center provides on-campus care for those in our student community in need of Health and/or Counseling Services.

**Counseling Services**
We give students the opportunity to explore issues that might interfere with their success and happiness in college. Counseling is confidential and provided free for all Stevenson University students by appointment.

**Health Services**
The Wellness Center offers limited primary care services by appointment with a nurse practitioner or physician. A minimal fee will be charged to the student’s account for services and supplies. Currently, we do not accept private health insurance.

**Student Health Requirements**
**All incoming, full-time students** are required to have the Student Health Profile completed with all records on file in the Wellness Center by July 1. The Student Health Profile can be accessed online at [stevenson.medicatconnect.com](stevenson.medicatconnect.com) using your SU Single Sign-On. In addition to the immunizations required of all Stevenson students, all students living in Stevenson University residential housing are required to be immunized against meningococcal disease with MCV4 vaccine according to the recommendations put forth by the Centers for Disease Control (CDC). Stevenson University also requires ALL incoming students, to complete the My Student Body Essentials Course: Alcohol, Drugs, and Sexual Violence by July 1 as part of the Student Health Profile. This program can be accessed at [stevenson.medicatconnect.com](stevenson.medicatconnect.com) under the “Education” tab.

Failure to submit a completed Student Health Profile will block you from registering for future classes and/or lead to removal from housing. Copies of your immunization records and insurance card must be uploaded to your Student Health Profile in order for it to be complete. All full-time students are required to complete the Student Health Profile regardless if they are turning in other health related records to other departments. Please refer to those specific departments for any specific requirement questions.

**Arts and Cultural Programs**
Stevenson University offers a wide variety of art and cultural programs. Each year, Stevenson's students, faculty and staff, and some of the region's best-known artists present entertaining and engaging art
exhibits, theatre performances, and musical productions on campus enhancing campus life and enriching students' knowledge and appreciation of the arts.

View upcoming arts and cultural events.

**Art Exhibitions**
A diverse collection of student and regional art is on display throughout the year on each of our campuses. The collections rotate throughout the year to showcase talented artists and expose Stevenson students to a variety of styles and perspectives while enhancing the vibrant culture of the university.

**Art Venues**

*Academic Center Gallery*
Owings Mills North
Monday-Friday: 11 a.m. -7 p.m.
Saturday: 11 a.m. -4 p.m.
Sunday: Closed

*Art Gallery*
Greenspring
Monday-Friday: 11 a.m. -7 p.m.
Saturday: 11 a.m. -4 p.m.
Sunday: Closed

*St. Paul Companies Pavilion*
Greenspring
Hours vary based on Pavilion event schedule.

*School of Design Gallery*
Owings Mills North
Monday-Friday: 11 a.m. -7 p.m.
Saturday: 11 a.m. -4 p.m.
Sunday: Closed

**Music Programs**
Providing unique learning opportunities and cultural experiences, Stevenson's music program greatly enhances campus life. No major is offered in music, but there is a music minor. Interested students should contact Professor Mark Lortz at mlorz@stevenson.edu. Students are encouraged to participate in the University's music program as an extracurricular activity or for course credit. Student musicians can choose from several different ensembles:

**Marching Band**
Directed by Mark Lortz and assisted by Terrell Smith, the Stevenson University Marching Band is a contemporary-style marching band with membership open to all Stevenson students.

[Learn More about Marching Band.](#)
Pep Band
The Stevenson University Pep Band, directed by Terrell Smith, performs for the Stevenson University men’s and women’s basketball games. The Pep Band is cherished by fans for its spirit, support for the teams, and entertainment at games.

Learn More about Pep Band.

Concert Band
The Stevenson University Concert Band, directed by Mark Lortz and assisted by Terrell Smith, performs one concert in the spring semester.

Learn More about Concert Band.

Drumline
The Stevenson University Drumline, a premier, corps style-drumming ensemble, is an exciting part of the Marching Band. In the spring semester, students learn drumming techniques and refine their skills for the drumline placement auditions.

Learn More about Drumline.

Colorguard
The Stevenson University Colorguard is part of the Marching Band’s visual ensemble. In the spring semester, students refine their rifle and flag techniques.

Learn More about Colorguard.

Emeralds (Dance Line)
The Stevenson University Emeralds Dance Line is part of the Marching Band’s visual ensemble. In the spring semester, students refine their dance and movement fundamentals needed for marching band auditions.

Learn More about Emeralds (Dance Line).

Music Technology
For those not performing in our instrumental programs, music technology classes are also available. Taught by Professor Mark Lortz, these courses offers insight into how today’s music is created, composed and produced.

Learn More about Music Technology.

University Singers
Under the direction of Beverly Gandolfo, the University Singers perform a variety of vocal repertoire. In addition to performing two major concerts each year, the singers appear at numerous university events.

Learn More about The University Singers.
The Greenspring Valley Orchestra
Under the direction of Harlan Parker, (hparker@stevenson.edu) the orchestra is comprised of student and community members. Enjoy the performance of standard classical literature, during winter and spring concerts.

Learn More about The Greenspring Valley Orchestra.

Theatre
Stevenson students work with university faculty to produce both traditional and modern shows that are open to the public. The Inscape Theatre on the Greenspring Campus offers a larger, more traditional viewing experience and the smaller Studio Theatre provides an intimate setting for each performance.

Campus Publications and Media

Greenspring Review Magazine
Greenspring Review is a digital literary, arts, and media magazine run by Stevenson University students and professors who put quality time and effort into publishing multimedia work. Read the magazine at greenspringreview.org.

SUTV
The SUTV club is a student group that produces videos for Stevenson's Facebook, Instagram, and YouTube pages. Students participate collaboratively as writers, producers, camera operators, editors, and actors to create videos such as event promos, club and activity highlights, comedy shorts, and informational videos. Check out some previous SUTV videos at youtube.com/stevensonuniversity. Contact Aaron Harris if you’re interested in being part of SUTV.

Ventures
Ventures, Stevenson’s quarterly alumni magazine, is mailed to the families of all current students in addition to being distributed to faculty and staff. Students may pick up copies at kiosks located throughout campus. Ventures is also available online at stevenson.edu/ventures.

The Villager
The Villager, Stevenson’s student newspaper, is published online regularly during the school year. Its staff consists of journalism students and other contributors from the university community. Its purpose is to report university news, to represent as many diverse views as possible, and to act as a channel of information. The Villager provides a laboratory environment in which those interested in journalism can gain skills in writing, editing, design, and layout. Read The Villager online: stevensonvillager.com.

Wild Stang Radio
Wild Stang Radio (WSR) is Stevenson’s student-run digital campus radio station. Listen to WSR in common areas across campus, such as Rockland, the Manuszak Center, Garrison Hall, and Campus Stores. Listen to WSR online at wsr.airtime.pro. Contact Aaron Harris if you’re interested in being part of WSR.
Campus Services

Campus Stores
Greenspring
443-334-2242
store.stevenson.edu

The Campus Store: Greenspring is located on the lower level of the Manuszak Center.

Owings Mills
443-352-4062
store.stevenson.edu/suom

The Campus Store: Owings Mills is located in the Boulevard Corporate Center, directly across from the Owings Mills Gymnasium. The Campus Store stocks textbooks for both undergraduate and Stevenson University Online courses.

Team Stores are located in Mustang Stadium and in the Owings Mills Gymnasium and are open during home games/special events. The stores offer a wide selection of Stevenson apparel, school supplies, electronics, and snacks to meet the needs of the student body.

Dining
Dining Services
Rockland Marketplace
Owings Mills
443-352-4330
stevensonuniversitydining@yahoo.com
stevenson.sodexomyway.com

Stevenson University has teamed with Sodexo Dining Services to provide an excellent dining experience. Have questions about meal plans, dining locations, hours of operations, nutrition information, or other food-related issues? Visit: stevenson.sodexomyway.com.

Your meal plan and dining choices:

- Seven dining locations (with many open seven days/week).
- Commuter student options.
- Residential students in their first through fourth semesters have Meal Plan A, which includes 225 meals and $75 flex per semester.
- 10 guest meal swipes included in meal plan.
- Special dietary needs for those with food allergies and other dietary restrictions.
- Free Rockland Marketplace to-go program.
- Monthly events hosted by Sodexo.
- Meal plans and flex dollars are rechargeable.
- Flex dollars can be utilized in campus dining locations and many off-campus partners.
Financial Aid
Financial Aid
Garrison Hall North 241
443-334-3200
financial-aid@stevenson.edu
stevenson.edu/admissions-aid/scholarships-financial-aid
now.stevenson.edu/depts/fin-aid

The Financial Aid Office at Stevenson University is here to help you through the process of funding your education.

Our website includes descriptions on the types of financial aid available, along with information about scholarships, grants, loans, and student employment. Visit stevenson.edu/finaid to find information on how to apply for financial aid, tips on completing the FAFSA (Free Application for Federal Student Aid), policies and procedures, forms, federal and state aid, and FAQs. Other useful resources include the Financial Aid Handbook and the Financial Aid Award Guide.

If you have not yet applied for aid from Stevenson, you should see the step-by-step instructions under “Apply for Aid” posted on our Stevenson University Financial Aid website at stevenson.edu/finaid.

Maintaining Your Aid
Any type of aid you receive includes certain requirements to remain eligible and to continue to receive the funds you have been awarded. You should review the information on the Financial Aid website, in the Financial Aid Handbook, and in your award letter and Financial Aid Award Guide to be sure you understand the requirements for your specific award(s) and any consequences of not meeting those requirements. Most awards require you to remain in good academic standing, including being enrolled in a specific number of credits and maintaining a minimum grade point average. Awards may vary based upon your housing status.

One requirement that can affect your aid almost immediately involves making changes to your schedule. Schedule changes can require an adjustment to your aid at the time you make the change and may cause you to have to repay funds.

You want to be careful:

- If you audit a class.
- If you add or drop a class or classes.
- If you withdraw from all your classes.

There are also regulations limiting the use of federal funds to pay for repeating a course(s).

Federal awards (Pell Grant, Direct and PLUS Loans, Work-Study) are need-based, and the amount of the awards is determined by the evaluation made when the FAFSA is processed. A FAFSA must be submitted each year, and awards may change from year to year if the financial circumstances change. The FAFSA is now available beginning Oct. 1 for completion and our priority deadline for completing the FAFSA each year is Feb. 15.
It would be helpful for you to regularly check your SU email, the SU Now Portal, facebook.com/steve.finaid, and twitter.com/SUFinancialAid for scholarship announcements or “breaking news.” We will continue to communicate with you throughout the entire year, so please keep in touch.

Award Information
If you have already received an award, you can review your account on WebXpress.

If you received an estimated award letter you can go to WebXpress to see which documents must be submitted before your award can be placed on your account.

Food Pantry
Rockland 217A (In the club resource room)
Owings Mills

Hours vary by semester

The Stevenson University Food Pantry strives to alleviate hunger on campus by providing food to students in need. Please email Morgan Somerville at msomerville@stevenson.edu if you need to arrange a time outside of the normal hours to use the Pantry.

Garrison Student Activities Commons
Garrison Hall North
First Floor
Owings Mills

now.stevenson.edu/depts/commons

This student-centered space on the first floor of Garrison Hall North features an Esports room, fitness center, gaming room, vending machines, study and lounge space, student club and activities spaces, and Campus Recreation offices.

Faculty and staff are welcome to use these facilities as well.

Gaming Room
Daily: noon-midnight

The gaming room contains 7 Xbox One consoles, 5 PlayStation 4 consoles, and 1 Wii console.

An SU ID is required to use the consoles.

Water is permitted in this space. All other food and beverages are prohibited.

Esports Room
Monday-Saturday: 11 a.m.-4:30 p.m.
Sunday: 11 a.m.-11 p.m.

The Esports room contains gaming computers. To gain access to the Esports room during open hours, please see the gaming attendant.

An SU ID is required for entry.
**Fitness Center**

Monday-Thursday: 8 a.m.-midnight  
Friday: 8 a.m.-10 p.m.  
Saturday: noon-8 p.m.  
Sunday: noon-midnight  

The Commons Fitness Center contains treadmills, elliptical machines, steppers, an assault bike, open stride machines, a lateral pulldown, chest press, glide machine, ab machine, and leg press machine. There is also a TRX corner with ropes, bands, slam balls, and kettle bells. Mats are available.  

Students, faculty, and staff are welcome to use the fitness center during open hours. Please show your SU ID.

**Mail Services**

Mailroom  
Rockland Center  
Owings Mills  
443-352-4351  

Monday-Friday: 9 a.m.-5 p.m.  
Saturday: 10 a.m.-2 p.m.  
Sunday: Closed  

Hours may vary when classes are not in session.

[stevenson.edu/about/campus-services/mailroom](http://stevenson.edu/about/campus-services/mailroom)  
[now.stevenson.edu/depts/mailroom](http://now.stevenson.edu/depts/mailroom)  

**Student Address Format for Mail and Parcels**

**Student Name**  
Stevenson University (Mailbox #)  
100 Campus Circle  
Owings Mills, MD 21117  

**Campus Mailroom Services**

- Stamp sales  
- Envelope sales  
- Padded envelope sales (3 Sizes)  
- We will weigh and ship outgoing parcels.  
- Student Information about their mailbox #’s and combinations  

**Student Accounts**

Student Accounts  
Garrison Hall North, 2nd floor  
443-334-3500  
[studentaccounts@stevenson.edu](mailto:studentaccounts@stevenson.edu)
Visit the Student Accounts website at stevenson.edu/student-accounts for all important information including dates, deadlines, and payment options.

The Student Accounts Office is responsible for:

- Maintaining the student’s financial account: billing of tuition, fees, room, and board.
- Issuing bills and processing payments. View and pay on your student account via WebXpress on the SU Now Portal at now.stevenson.edu.
- Posting financial aid and outside private scholarships, processing employer payments, authorizing book vouchers and issuing refunds.
- Providing payment plan services through Tuition Management Systems (TMS). The TMS Interest-Free Monthly Payment Option allows you to spread your education expenses over smaller monthly installments for a small enrollment fee. For more information, visit stevenson.afford.com.
- Accepting payment to add funds to the SUOne card.
- Activation of meal plans for commuter students.

**Student Employment**

Human Resources
Knott Hall 105
Greenspring Campus

Human Resources coordinates all employment on campus, including student employment. To view student positions visit https://stevenson.peopleadmin.com, then click on Student Positions. Students are able to work in a variety of departments and offices around campus. For more information visit our page on the Portal, https://now.stevenson.edu/depts/hr/Pages/Student-Employment.aspx or e-mail us at studentemployment@stevenson.edu.

**SUccess Closet**

Enactus
School of Design
Owings Mills North

Located in MAC S248, the SUccess Closet is a free service to students. The SUccess Closet contains gently used professional clothing donated by staff, faculty, and employer partners of SU. This closet may be used to find a complete outfit appropriate for a job interview or career/networking event.

**SUOne Cards (Identification Cards)**

All students, faculty, and staff are required to have a Stevenson University “SUOne Card” and to show the card if requested by a university official. SUOne cards are needed for student safety; the card identifies the owner as a member of our campus. The SUOne card is used to purchase meals in the university dining rooms, to check out materials or equipment from the library, to purchase software from the Campus Store, and for access to university buildings. Everyone receives their first SUOne card free of charge. There is a $25 fee for each replacement card.
Cards are issued:

**Owings Mills**  
Ratcliffe Community Center – Security Office 8:30 a.m. – 4:30 p.m. or call Security at 443-352-4500 to make an appointment.

**Greenspring**  
Contact Security at 443-352-4500 to make an appointment

**Lost or Stolen Card**  
Immediately report lost or stolen cards through one of the following options:

- BlackBoard: Log into BlackBoard, navigate to the “SUOne Card” tab and report a missing card.
- Visit the Security Office in the Ratcliffe Community Center (OM) or call x4500 or 443-352-4500.

**Technology Services**

**Tech Connection**  
School of Business and Leadership 102A  
Owings Mills

Manning Academic Center N159  
Owings Mills North

Dawson Center 302  
Greenspring

443-334-3000  
helpdesk@stevenson.edu

oit.stevensonuniversity.org

now.stevenson.edu/depts/oit

Tech Connection is Stevenson’s technology Help Desk, offering free technology assistance to all students, faculty, and staff.

**Technology Tips for New Students**  
Check the Office of Information Technology website at oit.stevensonuniversity.org for more details.

Wireless internet access is available in nearly all campus locations.

A “Resident Student Guide to Campus Technology” is available on oit.stevensonuniversity.org under FAQ #219.

Comcast cable TV service is available to students in the Residence Halls, but this service requires that your TV have a QAM or CLEAR QAM tuner. Additionally, the free XFinity OnCampus service allows resident students to stream live and on-demand content on all computer and mobile devices.

If you are planning to purchase a computer to bring to campus, PCs and Macs are both supported.
Review your academic program requirements in your major course of study as well as your personal preference before making a purchase. Recommended minimum specifications for new computers are available at oit.stevensonuniversity.org.

Stevenson University offers the Office 365 suite including 1 terabyte of OneDrive storage for all active students.

**Stevenson Single Sign-On**
Your Single Sign-On account will give you access to your Stevenson email and many other SU web-based systems. Your account is necessary to complete the health profile and First-Year Residential profile, provide access to the SU Now Portal, and submit roommate requests.