Welcome Letter ....................................................... 1

Academic Records and Student Schedules .................. 2-4
How are students classified at Salisbury University? .......... 2
What is the undergraduate grading system at Salisbury? .... 2
How does a student withdraw from the University? ........ 2
What can be done through the Registrar’s Office? ........... 3
If my student took Advanced Placement (AP) exams in high school, how will they be used at the University? ......... 3
How is a student’s GPA calculated? ............................. 3
How can a student change their personal data? ............. 3
How does a student obtain a copy of their transcripts? .... 3
What is the Drop/Add period? .................................... 4
Can my student repeat a course? ................................. 4
Why did my student get dropped from his or her class? .... 4
How does my child register for classes? ......................... 4
What is academic probation? ..................................... 4
Why does my student need an academic advisor and who is it? ................................................................. 4

Tuition Fees and Related Policies .......................... 5-6
What types of loans are available to students and parents? .......................... 5
What is the difference between “Financial Aid” and “Financial Need”? .................. 5
How is financial aid disbursed? .................................. 5
How do I apply for financial aid at Salisbury University? .......... 5
What payment methods are accepted at Salisbury? ........... 6
What are the types of payment plans? ......................... 6
Do I need to apply for financial aid each year? ............... 6
What is Federal Work Study and how does it work? .......... 6
Is there a central location on campus I can contact to learn about scholarship opportunities? .......... 6
What is the best way to contact the Financial Aid Office? .... 6

Gull Card Office ................................................... 7
What is the Gull Card? .............................................. 7
Where can my student get a Gull Card? ......................... 7
How can I deposit money on my student’s Gull Card? ....... 7
What happens if a student’s Gull Card is lost or stolen? .... 7
What happens to the money on the Gull Card from semester to semester? ..................... 7
Can a student get cash from a Gull Card? ................. 7

University Dining Services ................................. 8-9
What is the University policy on meal plans? .................. 8
What happens if my student is sick and can’t make it to the Commons? .................. 8
Are there provisions for students with special dietary needs? ................................................................. 9
What does “unlimited access” to the Commons mean? .... 9
Can my student change their meal plan? ...................... 9
What is the difference between Dining Dollars and Gull Card money? ...................... 9

Housing and Residence Life ............................. 10-13
How can I complete a housing application and where will I live? ................................................................. 10
What is the University’s policy on housing? .................... 10
Are the residence halls single sex? .............................. 10
Can my student get a single room? ............................. 10
If roommates have differences that can’t be worked out, can room assignments be changed? ................. 10
What is provided in the residence halls? ....................... 11
What is the policy on microwaves and refrigerators in the residence halls? ....................... 11
Can first-year students choose a roommate? .................. 11
How does a first-year student prepare to share a room when they have never done so in the past? ................. 11
What are the advantages of a Living Learning Community? ................................................................. 11
How are housing arrangements made for returning students? ................................................................. 12
How do students arrange for telephone, cable and Internet service? ......................................................... 12
What social and developmental activities are available in the residence halls? .......................... 12
What is the University’s policy on alcohol? .................... 12
Who should a student contact if repairs need to be made in the room? ......................................................... 13
How is security maintained in the residence halls? .......... 13
Who is on the residence hall staff? ............................. 13
Can students smoke in the residence hall rooms? .......... 13
What is the University policy regarding damage in the residence halls? ......................................................... 13

Student Conduct .............................................. 14
How does the Conduct respond to students who violate the University policy on alcohol and other drugs? .......... 14
What services are available for students in need of assistance for drug and alcohol problems? ................. 14
What are we doing to get the message out to students? ................................................................. 14
Where can I access the Code of Conduct? .................... 14

University Police ............................................... 15-17
What would you say to a student who is concerned for his or her safety? ......................................................... 15
What are the responsibilities of the University Police? .... 15
What authority do University Police officers have? .......... 15
Is there security in campus buildings? ......................... 15
What are Blue Light phones? .................................... 16
Do you provide escorts? .......................................... 16
What is the policy on student parking at Salisbury? ........ 16
How are campus emergencies handled? ...................... 17
Can parents sign up for the emergency notification system? ................................................................. 17
Student Health Services ............................................. 18
Student Disability Support Services ........... 21
Counseling Center .................................................... 19-20
Multicultural Student Services ........................... 29
TRiO-SSS ......................................................................................... 24
Center for Student Achievement ................... 23
University Writing Center ................................. 25
Guerrieri University Center ............................ 22
Career Services ............................................................... 26-28
Multicultural Student Services ........................ 29

What health services does the University provide? ................................. 18
What immunizations are required for my student? ................................ 18
What should my student do in case of a health emergency? ................. 18
What should my student do in case of illness or injury after hours? ....... 18
What credentials does Student Health Services have? .......................... 18
What are the fees associated with Student Health Services? ................. 18
Should my student have health insurance coverage? ........................... 18
Are parents able to access their student’s medical information? .............. 18
If a student cannot attend classes because of illness, accident or family emergency, who should be notified? ..18

What services does the Counseling Center offer? ................................ 19
What are the special interests and qualifications of the staff? ................... 19
Where is the Counseling Center office located? ..................................... 19
What are the hours of operation? ......................................................... 19
Are there any costs for services? ......................................................... 19
How can my student schedule an appointment? ..................................... 19
How do I get help for my student? ....................................................... 19
What should be done in case of an emergency? ..................................... 19
May friends or family schedule an appointment for someone other than themselves? ................................................................. 19
Are parents notified of appointments and other treatment services for their child/student? ......................................................... 19
How can my student receive medication? .............................................. 20
Is group therapy offered? ................................................................. 20
Are there any online resources available to students and their families, faculty and staff? ................................................................. 20
What is the Campus Against Violence Program? .................................. 20
Is sexual violence a problem on SU’s campus? ..................................... 20
My student just disclosed that they were sexually assaulted. What do I do now? ................................................................. 20
My student is in an abusive relationship and keeps reconciling with their partner. Can counseling make them leave the relationship for good? ................................................................. 20

What are the steps for seeking accommodation for a disability? .......... 21
My child is transferring from another college/university, so can their “old school” have their accommodations transferred to SU? .......... 21
How can the OSDSS assist students who have temporary disabilities? .... 21
What services do you offer to students with disabilities? ........................ 21

What is the Fireside Lounge? ................................................................. 22
What services are offered by the University Center Information Desk? .... 22
What events or programs are put on by the Guerrieri University Center? 22
How can the Guerrieri University Center assist my student in finding off-campus housing? ................................................................. 22

What is the Center for Student Achievement? ...................................... 23
What services does the Center for Student Achievement offer? .......... 23
Who can utilize the Center for Student Achievement? ........................ 23
Does my student need an appointment to use the Center for Student Achievement? ................................................................. 23

What is TRIO and what does it mean? .................................................. 24
Who is eligible to participate in the TRIO program? ............................. 24
Does my son or daughter have to be a freshman to participate in the program? ................................................................. 24
Do you offer financial assistance to program participants? ................. 24
How long can a student participate in the program? ............................. 24

What services are offered in the University Writing Center? ................. 25
How can the University Writing Center help my student with an assignment? ................................................................. 25
How do I know that the consultants will be able to help my students? .... 25
When should my student visit the University Writing Center? .............. 25
Are appointments required at the University Writing Center? ............... 25
How can my student prepare for a visit to the University Writing Center? ................................................................. 25

What services are offered through Career Services at Salisbury? ........... 26
Can students work on campus? .......................................................... 26
When should a student visit Career Services? ..................................... 27
What should my student do about graduate school? ............................ 27
Why should my student get an internship? .......................................... 27
What job possibilities exist? ............................................................... 27
What can I do to encourage my student’s future employment? .......... 28

How does Salisbury University promote diversity? ............................... 29
What is Multicultural Student Services? ........................................... 29
What services are provided by Multicultural Student Services? .......... 29

How does the Early Warning System work? ........................................ 29
What campus activities and events are sponsored by Multicultural Student Services? ................................................................. 29

What does it cost to join a fraternity or sorority? .................................... 31
How does a student join a social or service fraternity or sorority? How long is the new member education process? ................................................................. 31
Will my student be hazed if they join? .................................................. 31
Why should my student join a fraternity or sorority? ............................ 32
What Greek organizations are currently on campus? ............................. 32
What can I do if I’m reluctant to let my student join an organization? ........ 32
How accurate is the media’s portrayal of fraternities and sororities? .... 32
Who is actually “in charge” of each organization? .................................. 32

What varsity athletic teams are available at Salisbury? ......................... 33
How can my student get involved with an SU team? ............................. 33
What facilities are available for campus recreations? ........................... 33
What is the Campus Recreation Office? .............................................. 33
What are intramural sports? ............................................................... 33
Is there risk involved in intramural sports? .......................................... 34
What are sport clubs? ....................................................................... 34
How can I support my child’s varsity or sport club team? ....................... 34

Does my student need to bring a computer to Salisbury? ....................... 35
If my student is going to buy/bring a computer to Salisbury, what should we look for? ................................................................. 35
Is there wireless access on campus? .................................................... 36
My student already has an e-mail address, why does he or she need an SU e-mail account? ................................................................. 36

What is the Parents and Family Association? ...................................... 37
What does it cost to join? ................................................................. 37
How do I join the Parents and Family Association? .............................. 37
How can I get more information? ....................................................... 37
What is included with membership? ..................................................... 37
Are membership dues counted as a gift to the Salisbury University Foundation, Inc.? ................................................................. 37
How can I financially support this Maryland University of National Distinction? ................................................................. 37

Important Phone Numbers ......................................................... 38
Campus Map ................................................................. 38
Welcome

Dear Parents,
I am very pleased to welcome you and your family to the Salisbury University community!

We value your support and recognize the important role you help play in the lives of our students throughout their entire college journey. The college experience is, in the end, the students’ responsibility, but parental support is vital to their success. Whether this is your first experience as a parent of a college student or you are a seasoned pro, you will find that you are embarking on a new and exciting time in the life of your student. We want you to know that we are here to assist you in this exciting experience.

As parents, you have a significant role to play. Moreover, it is important for you to encourage your student to engage fully in the learning process. We also understand that students will be faced with many new situations and decisions they have never had to navigate on their own before. Your instinct may be to step in and take care of the situation, but we encourage you to support your student and allow him or her this opportunity to grow.

This handbook is designed especially for you. In it, you will find the answers to many of your questions. You also will find information about the various campus resources and departments that will help you with the answers you need along the way.

I encourage you to participate and get involved in the Salisbury University experience. We have parent-specific programs and resources which include, but are not limited to, a parent website, parent e-mail tips and programs including Family Weekend. We also have a Parent and Family Member Association for those of you who would like to be more actively involved in the community.

I look forward to meeting you and I welcome you as a member of the Salisbury University family!

Sincerely

Valerie Randall-Lee
Assistant Vice President of Student Affairs/
Dean of Students
Q. What is the undergraduate grading system at Salisbury?
A. The following grades are used to indicate achievement in individual courses:
- **A – Excellent:** Denotes superior achievement. The A grade is reserved for outstanding performance.
- **B – Very Good:** Denotes high achievement. It is a mark of distinction.
- **C – Satisfactory:** Denotes adequate achievement.
- **D – Passing:** Denotes marginal achievement. The D grade indicates minimal exposure to principles and techniques presented.
- **F – Failure:** Denotes inadequate achievement. The following grades are not accompanied by quality points and do not contribute to a student’s grade point average. They may, however, appear on the student’s permanent record and are defined accordingly.
- **I – Incomplete:** Noncompletion of a course due to unavoidable circumstances beyond the student’s control. The I automatically becomes an F if the coursework is not completed prior to midsemester of the next full semester for which the student is enrolled or at the end of one calendar year, whichever is earlier.
- **PS – Pass:** A passing grade for credit-bearing courses taught or taken on a pass/fail basis.
- **S – Pass:** Not for university credit – a passing grade in those courses which cannot be applied to degree requirements.
- **CS – Continuing Satisfactorily:** Satisfactory progress in a developmental studies course which extends into a subsequent semester.
- **U – Unsatisfactory:** Unsatisfactory progress in those courses which cannot be applied to degree requirements.
- **AU – Audit:** Approved attendance without credit.
- **W – Withdrawal:** Official withdrawal from a course during the schedule adjustment period.

Q. How are students classified at Salisbury University?
A. Undergraduates are classified according to the number of semester hours they have completed with grades of A, B, C, D or PS as follows:
- **Freshman** – 0-29 hours
- **Sophomore** – 30-59 hours
- **Junior** – 60-89 hours
- **Senior** – 90 hours and above

**Full-Time/Part-Time Enrollment Status**
- Enrollment status is determined by the number of credits students have completed or are pursuing. Undergraduates enrolled for 12 or more semester hours pay full-time fees and tuition regardless of classification. Students enrolled for 11 or fewer hours pay tuition assessed on a per credit basis and pay part-time fees.

**Students also are designated as follows:**
- **Matriculated Undergraduate Students** – Matriculated or degree-seeking students are full-time or part-time degree candidates and are assigned a faculty advisor.
- **Undergraduate Non-Degree Students** – Undergraduate non-degree students (UND) are students usually pursuing one or two courses in a non-matriculated status. There are two types of UND students:
  1. Students who are pursuing one or two courses for personal or professional development. Upon completion of 30 semester hours, these students must apply for admission to the University as matriculated students.
  2. Restricted-status students who have been dismissed from the University for inadequate academic performance, but who are permitted to continue to attend the University under the direction of the Office of Academic Affairs.

**WP/WF – Withdrawal Passing/Withdrawal Failing:** Official withdrawal from a course after the schedule adjustment period, denoting a passing or failing status at the time of withdrawal.

**NR – Grade not reported by instructor.**

**IP – In Progress:** Used for grading ongoing theses and research projects, internships or independent studies which extend into a subsequent term. Unlike the I grade, the IP grade does not automatically become an F at the end of a given interval.

**X – Clemency Grade:** Preceding a grade of D or F (XD, XF) denotes that academic clemency has been granted for the course and that the course has been removed from attempted hours (AHRS), earned hours (EHRS), quality hours (QHRS) and the grade point average calculations.

Q. How does a student withdraw from the University?
A. Students may withdraw from the University before the administration of their final examinations, but no later than 5 p.m. on the last day of classes. Any student who wishes to withdraw from the University during any
period of instruction must complete a withdrawal form obtained from the Registrar’s Office or from the Registrar’s website at: www.salisbury.edu/registrar/resources/forms.html

Nonattendance of classes does not constitute withdrawal from the University. Students who do not officially withdraw from the University forfeit their rights to any tuition refund. Students who officially withdraw after the withdrawal period ends receive grades of WP or WF to denote their grade status at the time of their withdrawal. Matriculated students who have withdrawn and wish to be reinstated must be readmitted by submitting an Application for Readmission form to the Registrar’s Office.

What can be done through the Registrar’s Office?

The Registrar’s Office, located in Holloway Hall Room 120, handles registration for all credit-bearing courses offered by the University. The office also maintains student biographical and academic records. In addition, the Registrar’s Office provides the following services to the Salisbury University academic community, including:

- Maintaining undergraduate and graduate catalogs and schedules online
- College Level Examination Program (CLEP) testing
- Credit evaluations/awards for military experience
- Certification for veteran’s educational benefits
- Electronic transcripts

If my student took Advanced Placement (AP) exams in high school, how will they be used at the University?

Undergraduates who have completed Advanced Placement (AP) courses in high school and have taken the corresponding College Board examination may be entitled to advanced standing credit at the University. Students should contact the Admissions Office for scores and coursework equivalency information. Students should also submit exam results directly to the Admissions Office.

How is a student’s GPA (grade point average) calculated?

Only courses completed at Salisbury University or through certain approved cooperative programs and assigned grades of A, B, C, D and F are used in the grade point average (GPA) calculations. Grade point averages are calculated in the following manner:

1. Quality points are assigned to the letter grades such that A=4, B=3, C=2, D=1 and F=0. Quality points for a course are calculated by multiplying the quality points assigned an individual letter grade by the number of credit hours received for the course.

2. The current semester GPA is calculated by dividing the quality points earned for all applicable courses (QPTS) for the semester by the credit hours received for those courses (QHRS) during the semester. For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 103</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>History 101</td>
<td>4</td>
<td>D</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 121</td>
<td>4</td>
<td>A</td>
<td>16</td>
</tr>
<tr>
<td>Math 103</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>Art 104</td>
<td>4</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>19 QHRS</strong></td>
<td></td>
<td><strong>38 QPTS</strong></td>
</tr>
</tbody>
</table>

3. The cumulative GPA is calculated by dividing the total quality points earned (QPTS) for all semesters by the total applicable credit hours (QHRS).

How can a student change their personal data?

It is the student’s responsibility to keep the University apprised of changes to their personal information. Students who wish to change or correct their name and Social Security number should contact the Registrar’s Office for current policies and procedures.

Changes to local, billing, and permanent addresses and telephone numbers can be made by updating their account through self service on their GullNet account.

“How-to” videos for processes including registration, viewing and ordering transcripts, maintaining the student’s personal information, and accessing academic records are available on the Registrar’s website at: www.salisbury.edu/registrar/video

How does a student obtain a copy of their transcripts?

Transcripts can only be issued from the Registrar’s Office. Students may request their transcripts online from the registrar website at: www.salisbury.edu/registrar/transcripts.html

All financial obligations to the University must be met before a copy of the transcript will be issued.

What is the Add/Drop period?

The Add/Drop period takes place during the first week of classes each semester. During this time, students may adjust their schedules without penalty. Courses that are officially dropped during this period do not appear on the student’s permanent academic record.
Q Can my student repeat a course?
A Unless otherwise noted in the course description, students may not receive credit more than once for courses covering the same or similar content or topics. Students who repeat a course at SU covering the same or similar content will receive credit for the last occurrence of the course only, providing the course is graded A, B, C, D, F or I. Repeated coursework is noted as such on the student transcript, remains in the student’s attempted hour calculations, but it is removed from the earned hour, quality point and grade point average calculations.

Perdue Policy on Repeating: For the Perdue School, any pre-professional or professional course may be repeated once. If a student is not successful in earning a C grade or better the second time, they are no longer allowed to continue in the Perdue School. The pre-professional courses may be the same for most majors, but the upper-level professional courses vary by major. Courses repeated to fulfill a Perdue School major or minor requirement must be repeated at Salisbury University. For example, students who repeat required courses to improve D or F grades must take those courses at Salisbury University. Students may repeat Perdue School courses one time only. Earning a W does not count toward the repeat rule.

Henson Policy on Repeating: Students may repeat courses offered by the Henson School of Science and Technology one time at SU without special permission. Students wishing to repeat a Henson course a second time (their third enrollment) need to get permission from the Henson Dean’s Office. This policy applies to all undergraduate courses offered in the Henson School of Science and Technology. Earning a W, WP, or WF does not count towards the repeat rule.

Q Why did my student get dropped from his or her class?
A During the drop/add period of fall and spring semesters, an instructor may drop a student from a roster under the following circumstances:
- The students misses two consecutive class sessions of a course that meets at least twice during the drop/add period and fails to notify the instructor of his or her intent to remain in the course.
- The student misses the first class session of a course that meets only once during the drop/add period and fails to notify the instructor of his or her intent to remain in the course.
- The student did not have a required prerequisite for the course.

Q How does my child register for classes?
A Matriculated freshmen and transfer students enrolling for the fall semester participate in an organized advisement and registration session during the summer orientation program. An abbreviated program is provided for all matriculated new students enrolling for the spring semester.

For current students, program planning is held mid-semester in both the spring and fall. Students are responsible for making appointments with their faculty advisor. Once the faculty advisor gives approval, students may begin to register for courses at the assigned time through the self service option on their GullNet account.

Open enrollment periods also precede the start of every semester, where both matriculated and non-degree students may register for classes.

Summer and winter term registrations for all students occur during the program planning/preregistration period and at designated times prior to the start of classes each term.

Q What is academic probation?
A Admitted students whose Salisbury University cumulative grade point averages are less than 2.0 are placed on academic probation. Students on probation who fail to return to good academic standing (GPA of 2.0 or higher) or who fail to meet the criterion which allows them to remain on academic probation will be academically dismissed from the University and placed on restricted status. Students on restricted status are not eligible for financial aid or on-campus housing. Restricted status students who attain a cumulative GPA of at least a 2.0 during a three registration time frame may apply for readmission. Students who do not meet a 2.0 cumulative GPA during this period will be finally dismissed from the University.

Q Why does my student need an academic advisor and who is it?
A Academic advisors provide students with pertinent information about their majors and assist in planning their programs of study. Once a student has selected a major course of study, he or she is assigned a faculty advisor in the major department. Students who have an undeclared major are assigned a faculty advisor by the Office of Academic Affairs. Students must confer with their assigned advisors regarding course selection, requirements and other academic matters prior to course registration each semester. To find the student’s assigned faculty advisor, students can use the self service option on GullNet.

Note: The student is notified of any new changes via e-mail to his or her campus e-mail address.
Parents of dependent students can also borrow through the William D. Ford Federal Direct PLUS Loan Program. Participation in the PLUS Loan Program is subject to credit approval and requires valid FAFSA results and a completed online Master Promissory Note. Parents may borrow up to the cost of attendance at the institution minus other estimated financial assistance for the student. Payments can be deferred while the student is in school, but interest will be accruing during that time.

The Federal Perkins Loan program provides funding to undergraduate students who are enrolled full-time and have demonstrated exceptional financial need. There is no interest accrued on this loan provided the student remains enrolled at least half-time. Repayment begins nine months after the recipient graduates or ceases to be enrolled at least half-time. The interest rate is 5 percent on the unpaid balance.

Q What is the difference between “Financial Aid” and “Financial Need”?
A Financial aid is any grant, scholarship, loan or paid employment offered for the express purpose of helping a student meet education-related expenses. The amount and type of financial aid a student receives are determined through federal, state and institutional guidelines. The components of financial aid are combined into a financial aid package that is designed to fit the applicant’s financial need. Financial need is defined as the difference between the cost of attendance of the university and the amount the federal government has determined the family can afford as a result of filing the Free Application for Federal Student Aid (FAFSA).

Q What is the difference between the William D. Ford Federal Direct Student Loan Program (Stafford Loan). The Direct Stafford Loan enables degree-seeking students enrolled at least half-time to borrow money to cover education related expenses. The first step in obtaining federal student loans is submitting the Free Application for Federal Student Aid (FAFSA). Based on the results of the FAFSA, the base amount of the Direct Stafford Loan can be either subsidized (interest free) or unsubsidized (interest accruing) while the student is in school. In addition to the FAFSA, students must also complete the online Master Promissory Note and Entrance Counseling if a first-time borrower. Payment on the Direct Stafford Loan is deferred until six months after graduation or separation from the university. The federal government mandates the amount students can borrow through the Direct Stafford Loan program as follows:

- Freshman: $3,500 base loan
  - $2,000 additional unsubsidized loan
- Sophomore: $4,500 base loan
  - $2,000 additional unsubsidized loan
- Junior: $5,500 base loan
  - $2,000 additional unsubsidized loan
- Senior: $5,500 base loan
  - $2,000 additional unsubsidized loan

Additional information regarding federal student loans can be found at www.studentloans.gov.

Q How is financial aid disbursed?
A Financial aid is disbursed electronically to your student account once your financial aid file is complete and you have registered for the upcoming semester. If the financial aid exceeds your University charges, a refund will be processed for the difference. The refund can be used for education-related expenses such as off-campus housing, books and food.

Q How do I apply for financial aid at Salisbury University?
A Students interested in receiving financial assistance must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov as the first step in applying
for financial aid. The FAFSA needs to be completed each year for continued financial aid consideration. The FAFSA can be filed as early as January 1 for the upcoming fall semester, and should be filed no later than February 15 for priority funding consideration. The federal school code for Salisbury is 002091. Before completing the FAFSA online, the student and parent should apply for a federal PIN number at www.pin.ed.gov. The PIN number is required for FAFSA completion, electronic promissory notes for student and parent loans and also provides access to the federal student loan database (NSLDS).

What payment methods are accepted at Salisbury?

A Student tuition and fees for pre-registered students are due and payable to the University prior to the beginning of each semester on or before the date shown on the bill. Students who do not observe the payment due date for any academic term will be charged monthly late fees. Students not attending classes should access their GullNet account and drop all classes in which they are enrolled. Non-payment of and/or non-response to a bill does not constitute a withdrawal from the University.

Payments may be made using ACH transfer or credit card through the student’s GullNet account. Visa, MasterCard and Discover are accepted credit cards for tuition and fee payments. A 2.5 percent convenience charge is assessed for credit card payment. There is no fee for ACH transfer. Checks and money orders made payable to Salisbury University may also be used when paying tuition and fee charges. The mailing address for payments is: Salisbury University, PO Box 2195, Salisbury, MD 21802-2195. Cash, checks and money orders are also accepted at the Cashier’s Office located in Holloway Hall. In addition, Salisbury University has partnered with HigherOne to give the option of spreading payments over a longer period of time.

What are the types of payment plans?

A Salisbury University has partnered with HigherOne to offer payment plans through TuitionPay. The plans are interest-free, debt-free ways to spread University charges over a number of months.

- The four-month payment plan is designed for students who are pre-registered for their courses and allows four monthly installments beginning in August for the fall semester and January for the spring semester. A non-refundable enrollment fee of $50 is charged as part of the first installment.

- The three-month payment plan is designed for students who enroll closer to the beginning of the semester and allows three monthly installments beginning in September for the fall semester and February for the spring semester. A non-refundable enrollment fee of $50 is charged as part of the first installment.

To enroll in one of the payment plans, visit GullNet.

Do I need to apply for financial aid each year?

A Your eligibility for financial aid is determined one year at a time. Because financial circumstances can change greatly from one year to the next, the FAFSA form must be completed each year, preferably no later than February 15 for the upcoming academic year.

What is Federal Work Study and how does it work?

A The Federal Work Study program provides employment opportunities both on and off campus to full-time, degree-seeking undergraduate students with demonstrated financial need. Federal Work Study is assigned as a component of the financial aid package. If possible, students are employed in positions related to their academic major or special interest. Students are paid every two weeks for hours worked.

Is there a central location on campus I can contact to learn about scholarship opportunities?

A Incoming, transfer and current students can browse scholarship opportunities on the financial aid portion of the SU website at: www.salisbury.edu/admissions/finaid/scholarships/scholarships.html

What is the best way to contact the Financial Aid Office?

A The Financial Aid Office is located in Holloway Hall Room 213. Office hours are Monday-Friday 8 a.m.-5 p.m. You may contact the Financial Aid Office by calling 410-543-6165 or e-mailing finaid@salisbury.edu.
**What is the Gull Card?**

The Gull Card is a multi-functional card that serves as a free, official Salisbury University campus ID. All faculty, staff, and students should carry their Gull Card with them at all times while on campus. The Gull Card is necessary for accessing services at Blackwell Library, Maggs Physical Activities Center, University Fitness Club, residence halls, computer labs and other services throughout campus.

The Gull Card holds Meal Plan information to be used in the Commons dining areas as well as Dining Dollars that can be used at all satellite dining locations. More information for Meal Plans and Dining Dollars can be found at: www.salisbury.edu/dining

The Gull Card may also be used as a debit card, a prepaid declining balance account that enables plan participants to make cash-free purchases at all campus locations that accept the Gull Card and participating off-campus merchants. For an updated list of Gull Card merchants, visit the website at: http://gullcard.salisbury.edu

**Where can my student get a Gull Card?**

The Gull Card is issued at all on-campus orientation sessions. The Gull Card Office is located in the Commons building (CB) Room 036.

Cards may be obtained by any registered student or active employee during office hours. The initial card is free. A replacement fee of $25 is charged for all lost or stolen cards. Cards that malfunction with no apparent damage are replaced free of charge.

**How can I deposit money on my student’s Gull Card?**

There are various ways to make a deposit to your student’s Gull Card account.

- Twenty-four hours a day, from anywhere in the world, you can make deposits by visiting the Gull Card website. (Visa/MasterCard ONLY.)
- Additional cash deposits may be made at all CVC (Gull Card Cash Value Station) locations. CVC locations require a $1 minimum deposit. CVC machines are located in Blackwell Library and the Commons, adjacent to the cashier’s stand.
- In-person deposits (cash/check ONLY) may be made at the Cashier’s Office, Holloway Hall Room 219.

**What happens to the money on the Gull Card from semester to semester?**

Money deposited onto a student’s Gull Card transfers from semester to semester and can be used over the summer as well. If a student were to graduate or withdraw from the University he or she can fill out a form available in the Gull Card Office. This form would then be submitted to the Cashier’s Office and processed. The student should receive a check for the full amount within six to eight weeks.

(Dining Dollars do not transfer and must be used by the end of each semester or will be lost.)

**What happens if a student’s Gull Card is lost or stolen?**

**NEW FEATURE ...** Students can now invalidate their card online by visiting the Gull Card website.

- Students can also call the Gull Card Office immediately during business hours at 410-543-6053 to report a lost or stolen card. The account will be promptly invalidated to protect any funds from unauthorized use. If we cannot be reached, please notify University Police at 410-543-6222.

- Students should visit the Gull Card Office during business hours for a replacement card. Students will not be responsible for any purchases that occur after official notification has been received by one of the aforementioned offices. Note: There is a $25 replacement fee for each Gull Card.

**Can a student get cash from a Gull Card?**

At this time, students are not able to take cash off the Gull Card. Students should have other means in place should they need cash.
What is the University policy on meal plans?

Meal plans are available to all registered SU students. A meal plan provides you with many dining choices around campus whether you want an all-you-care-to-eat meal in the Commons or just want to grab a quick bite at one of our other locations around campus.

Students who are living on campus must purchase a meal plan. There are several options available to students based on their dining needs. Students living in Chester, Choptank, Dogwood, Manokin, Severn, Nanticoke, Pocomoke, St. Martin and Wicomico Halls must choose plan A or B. Chesapeake Hall residents may choose plan A, B, C or D, or they may opt for no plan at all. Students living off campus or at University Park may choose from any available meal plans, including E or F. With Meal Plan A unlimited access (UA) means a student may enter the Commons any time during operating hours, seven days a week, as many times as the student chooses.

Dining Dollars are a separate account that is housed on a student’s Gull Card along with his or her meal plan. They can be used for purchases made at any on-campus dining facility and expire at the end of each semester. Each purchase made with Dining Dollars is tax free (a savings of 6 percent) and students may check their balance online any time at gullcard.salisbury.edu. The balance will also appear at the bottom of each sales receipt after making a purchase.

All meal plans come with a set amount of Dining Dollars. But, any meal plan holder may purchase additional Dining Dollars at a 10 percent discount ($200 - cost is $180, $150 - cost is $135, $100 - cost is $90, $50 - cost is $45). To purchase additional Dining Dollars, print out and mail in the Add Dining Dollars form from the UDS website or log on to your GullNet account.

Meal Plan holders may treat a guest to a meal using guest meal passes. A certain number of guest meals come with each meal plan per semester. These passes are automatically added to the Gull Card upon purchase of a meal plan. Students should advise the cashier at the Commons that they would like to utilize their guest meal pass and the cashier will deduct one guest meal pass from their balance.

To sign up for a meal plan, visit: www.salisbury.edu/dining/mealplans.html

What happens if my student is sick and can’t make it to the Commons?

If a student is unable to make it to the Commons due to an illness or injury, he or she may arrange to receive a boxed meal from Dining Services through Student Health Services (410-543-6262). Sick students should contact Student Health Services to receive a therapeutic diet recommendation. If Student Health Services is closed, specifically on weekends, your student’s RA can make arrangements with Dining Services to have a meal provided. Your student or a roommate/friend may pick up the meal at the cashier’s station in the Commons. Whoever is picking up the meal needs to bring the student’s Gull Card when picking up the meal.

An alternative service is also provided to those unable to partake of the regular dining facilities due to conflicting class schedules and recognized University events. To reserve a meal, students need to submit the form found on the University Dining Service website at: www.salisbury.edu/dining/specialprograms.html

Students can also call 410-543-6105 for additional information.
Q: Are there provisions for students with special dietary needs?

A: University Dining Services (UDS) wants to make sure that students are aware of the wide variety of nutrition-packed food options that are available in the Commons dining hall. Students are encouraged to explore the many tastes and flavors the Commons has to offer but not to eat the same foods everyday. Variety in food choices is essential to healthy eating. In addition the following accommodations are available:

- **The Bistro:** Healthy eating is easy in the Bistro. The Bistro is home of the Bon Coeur Dining Program which features heart-healthy, low-fat cooking with a gourmet touch. Students should check the Café Express, UDS newsletter, for the Bon Coeur selections—they’re the ones marked with a heart!

- **Vegan & Vegetarian Nutrition:** University Dining Services tries to make it as easy as possible for vegan and vegetarian students to plan healthy meals. The monthly Café Express includes the month’s menus with all vegan and vegetarian items identified.

- **Services of the Dietician:** Nutrition counseling services are available to all SU students and employees. There is no charge for these services and all counseling is confidential. Counseling hours are from 8:30 a.m.-4 p.m. Monday-Wednesday. Students can contact University Dietician Kate Cerulli, M.S., RD, LD at 410-548-9112 to make an appointment.

If you or your student are looking for more information about meals in the Commons, check out the website at: www.salisbury.edu/dining/nutrition.html

Find out calories, fat, cholesterol, carbs, fiber and sodium for many of the Dining Services recipes.

Q: What does “unlimited access” to the Commons mean?

A: With Meal Plan option A unlimited access means a student may enter the Commons any time during operating hours, seven days a week, as many times as the student chooses.

Q: Can my student change their meal plan?

A: Yes. To change a meal plan after the semester has started, your student needs to visit the Cashier’s Office in Holloway Hall Room 219. A $25 fee plus any meals eaten and Dining Dollars used will be charged for downgrades processed during the first two weeks of the semester. After the first two weeks of the semester, no downgrades are allowed—you may only add or upgrade a meal plan.

Q: What is the difference between Dining Dollars and Gull Card money?

A: Dining Dollars are already included with certain meal plans or additional Dining Dollars may be purchased throughout the semester. Dining Dollars are only accepted at on-campus facilities (the Commons, Gull’s Nest, Cool Beans and satellite locations—Perdue, Fulton, Henson and TETC). Like your student’s meal plan, Dining Dollars expire at the end of each semester.

Gull Card money is accepted at various off-campus locations, on-campus dining facilities and other venues around campus—University Bookstore, vending machines, etc. The money on the Gull Card never expires. It keeps rolling over from semester to semester.
Q. How do I complete a housing application and where will I live?

A. Incoming students primarily live in designated freshman halls. New students must complete a housing application and pay the housing deposit during the application period (typically February-May). Living Learning Communities and students with special needs are assigned first, followed by all other applications in date order. The date used to organize the remaining applications is the housing deposit paid date. Each new student to Salisbury University pays a $200 acceptance fee to signify they are planning on attending SU and a $400 housing deposit for the required on-campus housing. Students are able to request a Living Learning Community (LLC), desired roommates and room type (single, double, triple).

Q. Are the residence halls single sex?

A. Salisbury University provides only co-ed residence halls. Students in co-ed residence halls are separated by gender based on the layout of the building either by clusters, suites or apartments.

Q. What is the University’s policy on housing?

A. Salisbury University has a two-year residency requirement for all freshmen beginning with the fall 2013 class. Students beginning in the fall semester are required to live in campus housing for four semesters. Students beginning in the spring semester live on campus for three semesters. Students requesting an exemption from this requirement may submit a letter of appeal with the Housing Office.

Students can request an exemption through the Office of Housing and Residence Life based on the following criteria:

- Geographic – Students living at home with their parents, legal guardian or immediate family member over the age of 21 in Wicomico, Worcester, Somerset, Dorchester or Sussex (DE) counties
- Age – Students who at the time of enrollment are at least 21 years of age
- Status – Students who are married or caring for dependent children, or students who have completed military service

At the end of the first year of on-campus residence, students can also be considered for an off-campus exemption if they achieved a 3.5 cumulative GPA and will have completed at least 30 credits of study at SU.

Q. Can my student get a single room?

A. Single rooms are a living option primarily for returning students. Students with special circumstances may indicate so on their housing application. The majority of rooms available for freshman students is about 95 percent.

Q. If roommates have differences that can’t be worked out, can room assignments be changed?

A. There is an extensive process that students, resident assistants (RAs) and building directors work through to assist with roommate conflicts. Students are required to first seek assistance and participate in the roommate mediation process before a room change will be considered. If a situation reaches the level where the compromise cannot be reached, students may be moved based on availability.
Q What is provided in the residence halls?

A In each room students will find a versatile set of furniture. The loft set allows students to bunk or loft room furniture to fit more of those items students can’t live without! Room desks will fit larger computer monitors, and there’s no need to buy those bed risers as beds can be raised or lowered to any position desired. Our mattresses may be a bit thicker and longer than what students have at home. Bed linens can be purchased at any store in your local neighborhood (Target, Wal-Mart, Bed, Bath & Beyond, etc.). You’ll likely receive offers to buy specially-fitted sheets from many different vendors, but any type of twin-sized sheet will do.

The residence rooms include the following articles, which may not be removed for any reason:

- Beds (twin, extra long)
- Dressers
- Study desks
- Chairs
- Access to a wardrobe/closets
- Blinds

The following items are provided in each residence hall:

- Kitchens/microwaves
- Washers and dryers
- Televisions
- Vending machines
- Pool tables (some halls)

Q What is the policy on microwaves and refrigerators in the residence halls?

A Residents are permitted to have one refrigerator in their room if the unit meets the following requirements:

- Electrical current-1.7 amps
- Three-prong safety plug
- UL approved

One microfridge (a combined refrigerator and microwave one-piece unit) per room is allowed ONLY if the unit has ALL of the following:

- Internal Safe Plug™ technology
- Fridge capacity of 2.13 cubic feet
- Freezer capacity of .75 cubic feet
- Total capacity of 2.9 cubic feet

Chesapeake residents also are permitted to bring one microwave for the common area/kitchen of the apartment. One full-size refrigerator and stove are provided for student use in the kitchen/common area of Sea Gull Square and Chesapeake apartment. In addition, Sea Gull Square apartments have a microwave and dishwasher. No other residence halls are permitted to have microwaves in their living space unless it is part of a microfridge unit.

Q What are the advantages of a Living Learning Community?

A Living Learning Communities and specialized living options offer first-year Salisbury University students the opportunity to live with other first-year students who have a similar interest. As a member of these communities students have the opportunity to discover more about something they like while having fun and making friends where they live. The RAs plan special programs and activities that incorporate the theme of the floor. Trips, guest speakers and socials are just a few examples of past programs. There are 15 different communities students can
How are housing arrangements made for returning students?

All current on-campus students who wish to return to campus for the next academic year should apply for housing during the returning student application period. Sophomore students typically live in St. Martin Hall, Chesapeake Hall, Dogwood Village and Sea Gull Square. Juniors and seniors are given priority for Sea Gull Hall, Dogwood Village and Sea Gull Square.

The returning student sign-up period is usually in February/March. When the student is completing the application, they will be required to pay a $400 deposit, fill out the preferences section and sign the contract. Once the sign-up period has been completed, students will be assigned a random number. Assignments are generated using this random number. Students will receive their fall assignment by their student e-mail account in April.

What social and developmental activities are available in the residence halls?

Throughout the year the building staff will provide students with activities and programs to attend, allowing them to interact with other students on their floor and in their building as well as giving information on policies and procedures. Staff are available for students as a resource in case they need help getting along with their roommate, finding where Student Health Services is located or even how to sign up for classes. New students will go through many transitions when they arrive and staff are there to help support them during their transition period. Programming efforts in the returning student buildings are focused on assisting students as they transition deeper into their academic majors, apply for internships and gain independent living skills as they prepare to move off campus.

In addition, each residence hall has its own elected senators for the Residence Hall Association. This group works closely with residence life staff to find ways to improve the quality of life in the residence halls. This work can take the form of addressing student concerns or of planning and implementing social, cultural, recreational and community service activities for residents.

What is the University’s policy on alcohol?

It is the policy of the University to enforce Maryland state law. Only students 21 years of age or older have the right to possess or consume alcoholic beverages on campus. New student halls (Manokin, Nanticoke, Pocomoke, Wicomico, Choptank, Chester and Severn) house only first-time freshmen under the age of 21; therefore, alcohol is prohibited. Empty alcohol containers indicate the presence of alcohol. Any room with two underage students is considered dry. For those under the legal drinking age, empty alcohol bottles or cans are considered an alcohol violation and will result in a formal judicial hearing. Students of legal age may consume alcohol in the rooms of other legal aged students who are present in the room. Regardless of age, public intoxication is an alcohol offense and is not an acceptable norm of conduct.

Appropriate disciplinary action will be taken in all situations where individual behavior infringes upon the rights of others. First-time offenders of the University’s alcohol policy may be subject to disciplinary probation for one calendar year, a fine of up to $150, required to participate in an alcohol intervention class, a Health Services fee of up to $100 and other sanctions appropriate to the circumstances surrounding the violation, which may include loss of housing. In addition, University Police officers have the authority to issue civil citations for violations which occur on campus. Repeat offenders, where violations occur during the period of disciplinary probation, will be subject to more severe sanctioning, including, but not limited to, loss of housing for residential students and social probation/restricted access for commuting students.
Who is on the residence hall staff?

The Office of Housing and Residence Life has many dedicated staff members who are here to help students during their time living on campus. The main office, located on the first floor of Sea Gull Square, houses the director of housing and residence life, two assistant directors for housing and residence life, the associate director for operations and judicial management, and the office of the administrative assistants. An additional housing office is located in Chesapeake Hall.

Each residence hall is managed by building directors that are either graduate-level Resident Directors (RDs) to master’s-level Area Directors (ADs) professionals. Also available to students is a staff consisting of upper-class undergraduate RAs. Depending upon the building population, the number of RAs per building ranges from four to eight people. After students arrive on campus, their building director and RA will introduce themselves. Students are encouraged to take the time to get to know their building staff as they are there to help make their transition to their new residence hall a successful one.

Can students smoke in the residence hall rooms?

All residence halls are smoke-free in compliance with COMAR 0912-23. The State of Maryland’s smoking ban relates to passive smoking hazards in the workplace. Because residence hall rooms must be entered by University employees for safety and repair functions, the rooms are defined as enclosed workplaces and are included in the ban, as are all common areas. As of August 22, 2010, Salisbury University is a smoke-free campus.

What is the University policy regarding damage in the residence halls?

As a resident of SU’s campus, students have the privilege of enjoying full use of resident facilities at the lowest possible costs. Malicious destruction of property and vandalism limit the use of facilities by residents and increase room charges. Students are responsible for demonstrating proper care in the use of facilities and for not condoning the destructive behavior of others. Accidental damages should be reported promptly to avoid disciplinary action. Any resident who engages in the malicious destruction of property or vandalism will face stringent disciplinary sanctions, which may include the loss of the privilege of living on campus and will include that prompt restitution be made by the person(s) responsible. Additionally, the University reserves the right to group-fine residents in a residence hall where public area damages are unassignable to individuals. The minimum bill will be $25 and will increase with repeated occurrences.
Q How does the University respond to students who violate the University policy on alcohol and other drugs?

A Students who are found to be in violation of the University policy on drugs or alcohol, as stated in the Code of Conduct will participate in a conduct hearing and be sanctioned in proportion to the events that took place. Primary sanctions range from an official warning to expulsion from the University. In addition to a primary sanction, students are assigned an educational activity, such as community service, writing an essay, journaling, etc. Students may also be assessed a monetary fine.

Q What services are available for students in need of assistance for drug and alcohol problems?

A The Counseling Center provides alcohol and drug assessments to students at no cost and is able to make referrals to community agencies for those students who may need extended professional help with their drinking habits or drug use. Often, students who have had numerous alcohol violations, or a more serious alcohol violation, will be referred by a conduct officer to the Counseling Center for an assessment.

Q What are we doing to get the message out to students?

A From the moment new students arrive in August, University staff begin educating students about the University’s code of conduct and expectations through an orientation session presented by the Dean of Students Office and meetings with the Residence Life Office staff. In addition, students will attend educational sessions about many different aspects of college life and receive e-mail reminders from the dean of students about the University’s expectations regarding their behavior.

Q Where can I access the Code of Conduct?

A View the complete and most up-to-date version of the Student Code of Conduct at: www.salisbury.edu/Students/handbook/
Q: What are the responsibilities of the University Police?
A: The University Police are responsible for personal safety and law enforcement on campus. Officers are on duty 24 hours a day, 365 days a year. The department’s primary responsibilities are to protect life and property; prevent and deter crime; and enforce those laws, ordinances and University rules that contribute to a healthy environment. University Police services include investigation of crimes and incidents on campus, responses to emergencies, vehicle registration and parking enforcement, lost and found, and physical security of buildings.

Q: What authority do University Police officers have?
A: University Police are sworn, certified police officers as required by Maryland state law. All officers attend the minimum standard training for police officers as mandated by the Maryland Police Training Commission; annual in-service training is required. Enforcement authority of campus police is derived from the Annotated Code of Maryland Education Article 13-601. University Police have enforcement authority on the jurisdiction of all University property. The University has the authority and exercises that authority through the Office of Student Affairs to take disciplinary action in cases of off-campus misconduct, by students or student organizations, which are detrimental to University interests. The Maryland State Police, Wicomico Sheriff’s Department and the Salisbury Police Department may be called for assistance if requested by the University.

Q: Is there security in campus buildings?
A: Residence halls are kept locked 24 hours a day. These facilities are for use by residents and their bona fide guests only. Residents use their Gull Card to access their rooms and are encouraged to keep their doors locked at all times, even if they are only going to be out for a “few minutes.” If exterior doors are propped open, an alarm will sound. Guests gain access to residence halls by telephoning residents and having the residents meet them at the door. A phone is located at the front door of most residence halls.

Academic and administrative buildings are normally open from 7:30 a.m.-10:30 p.m., Monday-Friday, and at other times when events are scheduled. Blackwell Library is open seven days a week with hours posted in front. Those needing to access buildings at times when
Should any member of the University community have a need to use this emergency system, all they need to do is press the red button on the yellow box and listen for the communications operator.

**Q. Do you provide escorts?**

**A.** An escort service is provided for anyone who feels uncomfortable walking alone on campus or to nearby off-campus locations during the hours of darkness. Contact University Police at 410-543-6222 for escort service.

**Q. What is the policy on student parking at Salisbury?**

**A.** All University faculty, staff, students and others who work on campus who operate or park a motor vehicle of any kind (car, truck, motor scooter, motorcycle or moped) on campus (day or evening) must register their vehicle(s) with the University Police. Campus is defined as any property owned, leased or operated by SU.

- Vehicles parked on campus must be registered within seven business days after the start of the academic term.
- All vehicles must be registered in the name of the person who will be operating the vehicle on campus. The state vehicle registration and one’s driver’s license are required at the time of registration.
- Students have the opportunity to purchase a parking permit based on their class standing on a first-come, first-served and space-available basis. Permit fees range from $75-$110 based on the permit received.
- A permit is valid only when displayed properly. Decal-style permits must be affixed to the lower left corner (driver’s side) of the windshield.

**Note:** If your car is registered in New Jersey, the decal must be displayed on the driver’s side window.

**If the originally issued permit is lost or stolen, it must be reported immediately to the University Police prior to being able to purchase a replacement. The replacement fee is the same amount as the original fee.**

- Permits are valid from the date of registration through August 31.
- The purchase of a parking permit does not guarantee a parking space. Lack of space is no excuse for parking illegally.

- Individuals may obtain a special permit from the Parking Services Office allowing them to park in spaces reserved for the medical permit holders. Requests must be submitted in writing along with a physician’s note stating the length of the time (must be less than three weeks) the special permit will be needed. Anyone with an injury that requires a permit for three or more weeks must apply for a temporary handicap parking placard through the Motor Vehicle Administration.

- Bona fide visitors MUST display a visitor parking pass. Visitors may obtain visitor passes free of charge from the Parking Services Office or online at: www.salisbury.edu/police/parking... Visitors may park in the lot designated for visitors in front of Holloway Hall or any legal space designated for red, green, blue or gold permits. Visitors are responsible for all parking violations on campus. A person is not a visitor if he or she is a currently registered student.
Q: How are campus emergencies handled?

A: Emergencies may be weather related such as a severe snow or rainstorm, tornado, hurricane or flood. It may also be non-weather related such as assaults including hostage-taking or barricade, a violent or peaceful civil disturbance including a demonstration against a visiting dignitary, chemical or biological attacks, bomb threat or other homeland security threat. These incidents may be either on or near the campus.

The president has appointed the vice president of administration and finance as the executive staff member who is responsible for implementing the emergency operations plan. This individual shall coordinate University and community resources to save lives, protect property and provide for the continuity of University operations.

Salisbury University’s Public Relations Office will serve as the conduit for information on and off campus during a designated campus emergency. In the event of an emergency situation, the campus will be notified by using the following:

- Emergency Notification System (register through GullNet)
- University e-mail
- Postings on the University website
- The Gull Line (a campus telephone hotline)
- Campus signs in buildings
- Campus media outlets including WSCL/WSDL Public Radio Delmarva, WXSU Student Radio and the campus cable television network
- Public access television (PAC 14)
- All local, commercial media

For more information on specific emergency procedures, visit the University Police website: www.salisbury.edu/police/emergency

Q: Can parents sign up for the emergency notification system?

A: At this time, only students, faculty and staff may register to receive emergency alerts. If your son or daughter has not done so yet, encourage them to register their cell phone at: www.salisbury.edu/gullnet

Parents, family and community members may find updates on any emergency situation at: www.salisbury.edu/emergency
Q: What health services does the University provide?
A: Salisbury University Student Health Services (SHS) provides primary health care for illnesses and injuries. Services include, but are not limited to, medical and women’s health, immunizations, allergy management and desensitization, nutrition counseling, and health promotion. SHS also offers a self-care center for treatment of minor illness/injuries free of charge. SHS is able to monitor chronic health conditions and coordinate care with providers at home. The qualified staff diagnoses and treats medical conditions, orders diagnostic testing such as blood work and x-rays, and provides referrals for specialty care. The SHS staff includes nurse practitioners and a registered nurse. Physician services are provided on a daily basis in SHS by Emergency Services Associates, the physician group that staffs the Emergency Department at Peninsula Regional Medical Center (PRMC), a local regional trauma center located less than five minutes from the University.

Q: What immunizations are required for my student?
A: Salisbury University requires all students, regardless of age, to provide verification of up-to-date immunizations to measles, mumps and rubella (MMR). Maryland law requires that all enrolled students, graduate or undergraduate, who reside in campus housing have a meningococcal vaccine or a signed waiver on file at SHS. While physical examinations are not required for admission to the University, a student must complete a health history questionnaire prior to receiving treatment at SHS. There are several immunizations that are recommended for students which are listed on the health history questionnaire. Athletes participating in intercollegiate athletics will receive separate information from the Athletic Training Office regarding requirements for participation.

Q: What should my student do in case of a health emergency?
A: For medical emergencies, call an ambulance at 911. Call 410-543-6222 to obtain assistance from University Police. On-campus students should notify the resident assistant or building director as soon as possible.

Q: What should my student do in case of illness or injury after hours?
A: For urgent medical situations when SHS is not open, contact University Police at 410-543-6222. Residence Life has an on-call staff, as does the Division of Student Affairs. There are two urgent-care centers in Salisbury in addition to the Emergency Department at PRMC. Transportation in urgent situations can be provided through University Police. Students can follow up in Student Health Services for any condition that is treated at an off-campus facility within the time period recommended by that facility.

Q: What credentials does Student Health Services have?
A: SHS is accredited by the Accreditation Association for Ambulatory Health Care Inc.

Q: What are the fees associated with Student Health Services?
A: A patient visit fee of $10 is charged for each visit. You may contact SHS for a list of elective services offered and associated fees. Fees for elective services are also on the SHS website at: www.salisbury.edu/health

Q: Should my student have health insurance coverage?
A: It is strongly recommended that students carry health insurance to cover medical expenses incurred outside of SHS such as prescriptions, referrals for specialty care, medical laboratories, emergency room care and hospitalization. If your health care coverage is provided by a health maintenance organization or managed care program, you should determine what coverage is available while your student is outside the network.

Q: Are parents able to access their student’s medical information?
A: Student medical records are strictly confidential and protected by the Health Insurance Portability and Accountability Act (HIPAA). Information cannot be shared with anyone without the written consent of the student.

Q: If a student cannot attend classes because of illness, accident or family emergency, who should be notified?
A: Student Health Services does not routinely provide “sick notes” for students. In the case of serious illness or injury, or in the event that a student misses classes for family reasons, the Office of the Vice President for Student Affairs handles notification of faculty. That number is 410-543-6080.
**Q** What services does the Counseling Center offer?

A Individual and group counseling are offered to assist students in dealing with a variety of psychological concerns including depression, academic difficulties, relationship concerns, anxiety, eating disorders, identity confusion, and loss and family concerns, among other things. Other services include crisis intervention, consultation, workshops and educational programs, online resources, and engaging activities like making stress balls and the annual Chalk It Up Day.

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**Q** What are the special interests and qualifications of the staff?

A Staff interests vary and include an interest in and commitment to working with college students. More details about clinical staff interests may be viewed the Counseling Center (CC) website link “Meet Our Staff,” CC staff currently includes a psychologist, social worker, counselors and graduate interns.

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**Q** Where is the Counseling Center office located?

A The Counseling Center is located on the second floor of Guerrieri University Center, Room 263. Contact the office at 410-543-6070 for directions.

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**Q** What are the special interests and qualifications of the staff?

A The Counseling Center office is open 8 a.m.-5 p.m. Monday-Friday. Summer hours are 8 a.m.-4:30 p.m. Monday-Friday.

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**Q** Are there any costs for services?

A There are no additional fees for counseling or related services.

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**Q** How can my student schedule an appointment?

A To schedule an initial consultation session, students should go to the Counseling Center, Guerrieri University Center Room 263. The student and counselor will determine subsequent meeting times at the end of the initial session.

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**Q** How do I get help for my student?

A While the choice to seek counseling is an individual decision, the Counseling Center staff can provide consultations to family and friends who may be concerned about the mental health and behaviors of a student. Consultations are available by phone and appointment.

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**Q** What should be done in case of an emergency?

A Students in crisis during office hours may be seen on a walk-in basis. Calling ahead to notify counseling staff will expedite getting in to see a counselor. After hours, students can call University Police at 410-543-6222 and ask to speak to a counselor.

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**Q** May friends or family schedule an appointment for someone other than themselves?

A Students seeking counseling services must schedule their own appointments.

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**Q** Are parents notified of appointments and other treatment services for their child/student?

A All client contacts and information obtained in the course of treatment is confidential. No information will be released without the written authorization from the client, except in the rare cases of imminent danger or as required by law when there is a suspicion of child abuse, elder abuse or a court order.
Q: How can my student receive medication?
A: The Counseling Center does not provide prescription services. However, counseling staff work closely with Student Health Services and community providers and will provide an initial evaluation that may assist with a medication evaluation. More complex symptoms may require psychiatric services from a provider in the community.

Q: Is group therapy offered?
A: Yes, group is often the preferred mode of counseling with students because it allows them to share similar concerns and feel supported by others in a safe environment and at the same time learn effective communication and enhance interpersonal relationships. Please contact the Counseling Center office for more details about times, date and location of group.

Q: Are there any online resources available to students and their families, faculty and staff?
A: Yes, online resources are available by visiting the Counseling Center website. Online resources include mental health screenings, a virtual LGBTQ Center, the Campus Against Violence site, and other links that address topics including, but not limited to, mental health disorders, study skills and wellness. The Web address is: www.salisbury.edu/counseling

Q: What is the Campus Against Violence Program?
A: The Campus Against Violence Program, housed in the Counseling Center, provides individual counseling services for students who have experienced sexual assault, relationship violence or stalking. The program also acts as a link to advocacy services in the community, provides support to students seeking peace and protective orders and in the on-campus judicial process in cases of relationship violence, stalking and sexual assault at the student’s request.

SU recognizes the importance of educating students about sexual violence and hires student peer educators each academic year. The peer educators provide education in classrooms and residence halls to educate students about issues of sexual violence and organize campus wide awareness events.

Q: Is sexual violence a problem on SU’s campus?
A: College campuses are a microcosm of society, and just as sexual violence happens in the larger society, it also occurs on college campuses. SU is committed to supporting students who experience sexual assault, relationship violence and/or stalking. As a parent, you may experience a range of emotions—including anger and sadness—upon learning that your child has been sexually assaulted, is in an abusive relationship or is being stalked. The Counseling Center is available to provide phone consultations to you and individual counseling services to your student.

Q: My student just disclosed that they were sexually assaulted. What do I do now?
A: Students who have been sexually assaulted are often reluctant to disclose to their parents because they are afraid of being blamed for the assault, do not wish to upset their parents or fear they will be made to leave school. One of the most important things that you can do as a parent is to believe your student and listen non-judgmentally.

It is normal that your instinct to protect your students will be aroused. Healing after a sexual assault begins with students regaining control of their lives and environment through making decisions. Parents can facilitate this process by informing students of their options related to reporting, counseling and other matters, but allowing the student to make the final decision without parental pressure. It is also important to seek emotional support for yourself as you support your student through this difficult time. Additional tips can be found at: www.salisbury.edu/counseling/cav/parents.html

Q: My student is in an abusive relationship and keeps reconciling with their partner. Can counseling make them leave the relationship for good?
A: The Counseling Center’s goal is to help students build relationships that are free of violence, emotional abuse and intimidation. While counselors are concerned about the emotional and physical well-being of students, they cannot make students leave a relationship. Counselors are also sensitive to the conflicting emotions that students may experience as they contemplate ending a relationship. The counselor helps students explore their options and assists them in coming to a decision. In instances when a student is not ready to leave the relationship, the counselor will help the student identify ways to stay safe while in the relationship. Counselors aim to help students distinguish between the healthy and unhealthy relationships.
Q: What are the steps for seeking accommodations for a disability?

A: Students seeking eligibility for accommodations must complete a three-part process. It is recommended that students request accommodations a minimum of five weeks prior to the onset of their first semester; however, students may submit update documentation, request accommodations and request modifications to accommodations at any time during their enrollment at the University.

■ Step 1: Students should provide the Office of Student Disability Support Services (OSDSS) with quality documentation of their disability. Such documentation should be issued by a licensed professional whose credentials correspond with the type of disability being reported. Documentation should be dated, presented on letterhead and signed by the evaluator. Documentation should include a description of the diagnostic criteria, or testing, on which the diagnosis was based. The date(s) on which the diagnostic testing was administered and/or the date on which the diagnosis was made should also be indicated in the documentation. Documentation should include a clear diagnostic statement and information regarding the impact that the disability has on the student’s major life activities. In most cases, documentation should be no more than five years old.

■ Step 2: Students should complete and submit an OSDSS Intake form. Upon request, students can receive these forms via U.S. mail, e-mail, fax or in person, and students may return them in any of the previously mentioned ways.

■ Step 3: Students need to set up a conference with an OSDSS staff member. At this meeting, the student and staff member discuss the student’s accommodation plan, strategies for a successful academic career, and campus resources and services.

Q: My child is transferring from another college/university, so can their “old school” have their accommodations transferred to SU?

A: Transfer students must follow the same process as any other student when requesting accommodations. All students requesting accommodations should complete the three steps described here to ensure they receive the appropriate accommodations at Salisbury University.

Q: What services do you offer to students with disabilities?

A: Services offered by the Office of Student Disability Support Services include those related to exam accommodations, alternative media, sign language interpretation/transcription, assistive technology training, voter registration assistance and counseling services.
Q: What is the Fireside Lounge?
A: The Guerrieri University Center Fireside Lounge provides a comfortable place for students, staff, faculty and guests to relax. Cozy furniture, flat-panel televisions, video games (which are available from the Information Desk) and computer terminals are available for everyone to use. The Fireside Lounge also boasts two billiards tables, table tennis and foosball. Student organizations can meet by the fireplace for weekly meetings. Students can study in secluded study tables. The lounge is open 8 a.m.-midnight Monday-Saturday and noon-midnight Sunday.

Q: What services are offered by the Guerrieri University Center Information Desk?
A: The Guerrieri University Center Information Desk is an on-campus resource available to all students. The Information Desk can provide the following services:
- Discounted movie tickets are available to the SU community and can be used at the Regal Salisbury Stadium 16
- Laminations
- Ticket sales for student organization and cultural affairs events
- Fax services (send and receive)
- Lost and found
- Up-to-date list of off-campus Housing (also available online at www.salisbury.edu/offcampushousing/sbylandlords.asp)
- “Looking for Roommate” bulletin board forms. The Roommate Bulletin Board is for the use of SU students only. Any student who is looking for housing or who has already obtained housing and is looking for a roommate may post a form on this board. The “Student Looking for Roommate(s)” form can be obtained from the Information Desk.

Q: Bulletin Boards - For sale/volunteer opportunities/employment, SU events, transportation etc.
- Magazines/periodicals - Forbes, Sports Illustrated, Rolling Stone, etc.
- Daily newspapers - The Daily Times and The Washington Post
- Maps and directions for University buildings
- University bus schedule
- Schedules of on-campus and University events
- Bicycle locks - $25.41 plus tax each
- Postage stamps
- Mail Collection (8 a.m. and noon)
- Game check out - billiards, ping-pong, chess, various board games, foosball and video game systems are all available to rent by the SU community. Students requesting to check out an electronic game system must first fill out the Registration and Liability form.
- Overall information to the Salisbury community at large

Q: What events or programs are put on by the Guerrieri University Center (GUC)?
A: The GUC Events staff puts on a variety of engaging programs for Salisbury University students. From ping pong and pool tournaments, to video games and trivia, to interactive crafts, the goal is to offer a little something for everyone. For a schedule of upcoming events visit: www.salisbury.edu/guc/events.html

Q: How can the GUC assist my student in finding off-campus housing?
A: Salisbury University’s Off-Campus Housing Services is located in the GUC, Room 222. Off-Campus Housing Services is dedicated to providing valuable information and resources to assist students, faculty and staff in making informed decisions regarding location, safety, rights and responsibilities in their off-campus housing choices. For a variety of off-campus housing publications and resources, including a movie guide, helpful hints, a list of area landlords, questions to ask before signing a lease, a roommate agreement, and rights and responsibilities, visit: www.salisbury.edu/offcampushousing

The Information Desk also maintains the “Looking for a Roommate” binder. The roommate binder is for SU students only. Any student who is looking for housing or who has already obtained housing and is looking for a roommate may include a form in this binder. Questions can be directed to the off-campus housing coordinator by phone at 410-543-6100 or the Information Desk at 410-543-6006.
Q: What is the Center for Student Achievement?
A: The offices of Academic and Student Affairs in conjunction with the Center for Student Achievement (CSA) collaboratively seeks to identify, develop, implement and enhance critical academic success programs that serve to maximize Salisbury University students’ potential for scholarly achievement and success. Guided by the Council of Student Achievement and Success, the CSA works with students who face unique barriers to success, academic achievement and degree attainment, and offers a full range of ongoing strategies that will help all Salisbury University students reach their highest academic potential.

Q: What services does the Center for Student Achievement offer?
A: Specific services offered by the Center for Student Achievement include, but are not limited to:

- **Academic Coaching** – Students have an opportunity to meet one-on-one with a CSA staff member to discuss their academic goals and work together to achieve their academic potential. Students often attend coaching sessions bi-weekly or monthly to stay motivated and on top of their goals.

- **Advising** – The CSA provides additional course advising for students with undeclared majors as well as for those students with imposed academic restrictions.

- **Early Intervention Program** – The program targets new students experiencing academic difficulty at mid-semester. Students are invited in to discuss their academic progress and how they can improve.

- **Praxis Preparation** – The CSA provides Praxis Preparation, both computer-based and in text format. To set up an appointment with a Praxis tutor or to use the computer-based tests contact the CSA.

- **Study Strategy Workshops** – Weekly study strategy workshops help students focus on improving study skills, note taking, test taking, organization and time management.

- **Supplemental Instruction** – Supplemental Instruction (SI) is a series of peer-assisted study sessions for students taking historically difficult courses. SI is provided for all students who want to improve their understanding of course material and improve their grades.

- **Tutoring** – Students may drop in or make an appointment for peer tutoring. Tutoring is available in a variety of academic courses. Academic departments and student organizations also provide tutoring; referrals and resources can be made at the CSA.

Q: Who can utilize the Center for Student Achievement?
A: The Center for Student Achievement is open to all undergraduate and graduate students. Many of the CSA resources can be accessed online at www.salisbury.edu/achievement.

Q: Does my student need an appointment to use the Center for Student Achievement?
A: Students can visit on a walk-in basis during posted office hours or call 410-677-4865.
TRiO Achieve SSS is a grant-funded program from the Department of Education. The primary mission of TRiO is to increase the college retention and graduation rates of low-income students who are first generation or have a documented disability. Students from historically underrepresented groups in higher education can benefit from services including:

- education to improve financial/economic literacy
- academic tutoring
- advice in postsecondary course selection
- assistance completing financial aid applications
- preparation for admission to and obtaining funding for graduate and professional programs

The program also offers additional services, including supplemental grant aid, peer mentoring, individualized academic development, career planning and education events/activities.

Q: What is TRiO and what does it mean?
A: TRiO programs were created with the Higher Education Act of 1965. Originally, there were three programs, hence the name TRiO. The program at Salisbury University is a student support service program that works with students who are currently enrolled in college and matriculating toward an undergraduate degree.

Q: Who is eligible to participate in the TRiO program?
A: 
- Students admitted or enrolled at Salisbury University
- Students who are a citizen or national of the U.S.
- Students who are permanent resident of the U.S.

Q: Does my son or daughter have to be a freshman to participate in the program?
A: No, TRiO does admit students regardless of classification. The program primarily admits first-year students, but all are welcome to apply.

Q: Do you offer financial assistance to program participants?
A: Yes, TRiO ACHIEVE offers supplemental grant aid to students in their first two years of education. The amount of funding is based on several factors that include the students’ academic need and participation in the program.

Q: How long can a student participate in the program?
A: Each student who becomes a participant can remain in the program for five years from the date they were admitted. Students are not allowed to participate after graduation.
Q: How can the University Writing Center help my student with an assignment?

A: The staff at the Writing Center is trained to help writers working on a wide array of assignments such as lab reports, research papers, reviews, lesson plans and much more than just English papers. We are here to help students in all disciplines.

The Writing Center serves to engage, encourage and improve students’ writing. Staff members will go through the writing process with students so that in the future they can use the skills they obtain here. The staff helps students with many other things besides proofreading—like brainstorming, creating a thesis, organizing a paper and much more.

Additionally, staff can work with students in small groups. For group projects, however, it is recommended that all group members attend the writing center session simultaneously. Sessions are highly interactive—if one group member is designated to bring a paper to the writing center, that group member may not be equipped to answer all of the questions that come up during the writing center consultation.

Q: When should my student visit the University Writing Center?

A: At any stage in the writing process. Students do not need to wait until they have a full draft written. In fact, many students find it useful to visit the writing center as soon as they get a paper assignment. Frequent writing center visits can help your student avoid procrastination.

Q: Are appointments required at the University Writing Center?

A: We do accept walk-ins, but appointments are recommended. If a student would like to meet at a specific time, an appointment can be made with the Writing Center by stopping by or calling 410-543-6332. Keep in mind that each session lasts about 30 minutes. If a student has a very long paper and does not think that the 30-minute-session will be enough, it is best to make an appointment for an extended session. As a guideline, papers that are more than seven pages in length typically require an extended session.

Q: How do I know that the consultants will be able to help my student?

A: The consultants at the center have been selected for their strong writing skills. They also have been through extensive training, making them familiar with many different types of writing. It is possible to request a certain consultant if that consultant is available during the time your student wishes to meet. Additionally, if a student wants to work with a consultant who has a background in a certain subject area, consultants represent a variety of majors and minors—not just English.

Q: What services are offered in the University Writing Center?

A: The University Writing Center is available to assist all members of the Salisbury University community. It is the mission of the Writing Center to

- Provide opportunities for writers to seek thoughtful feedback about their work
- Increase the confidence, versatility and competence of all writers, in all disciplines
- Help writers reconsider and refine their ideas so they can revise their writing in meaningful ways

Writing center sessions are confidential and unrelated to the grading process in a given course. The writing center is part of the overall writing program at Salisbury University, and it aims to help writers sharpen their skills for the workplace … and for their lifetime.

Q: How can my student prepare for a visit to the University Writing Center?

A: Students should please give some thought to what they would like to focus on during their session. This will give the student and his or her consultant a starting point for the consultation, and it will help make the most of the 30-minute session. Also, a hard copy of the student’s work-in-progress is helpful when attending a session (although the Writing Center does have a few computers and a printer that may be used). It is also useful to bring along a copy of the prompt or the assignment if the professor gave one.
openings change as departments place and remove ads depending on personnel needs. Vacancies are greatest the first week of each semester, and this is when most jobs are advertised; however, a few jobs become available throughout the semester. If a student is hired, the department completes a contract for the student. Contracts are typically written for a complete academic year. However, contracts for specific employment periods are also permitted. Career Services coordinates student employment at Salisbury University by acting as a facilitator for students seeking employment and departments requiring part-time employees. Career Services is committed to providing a valuable working/learning experience for students and offering a worthwhile service to departments seeking student employees.

The information here outlines current policies and procedures for students. The policies and procedures do not apply to financial aid/work study and graduate assistantships. Information for those programs is available at the Financial Aid and Registrar’s offices.

Students seeking on-campus employment need to visit Career Services where the available jobs are advertised. There are a limited number of positions on campus and a large number of students who apply. Because of the competitiveness of the job situation, students are encouraged to visit Career Services or look online and review the job openings frequently. Job openings change as departments place and remove ads depending on personnel needs. Vacancies are greatest the first week of each semester, and this is when most jobs are advertised; however, a few jobs become available throughout the semester. If a student is hired, the department completes a contract for the student. Contracts are typically written for a complete academic year. However, contracts for specific employment periods are also permitted. A contract is written for each job a student has on campus. All paper work is completed at the hiring department. To be able to work on campus, students must complete an Employment Eligibility Verification form (I-9). Students are expected to produce a selection of original documents. This includes, but is not limited to, an original Social Security card, an original birth certificate or passport.

### What services are offered through Career Services at Salisbury?

Career Services provides comprehensive services to current students and alumni. Its goal is to help students make a successful transition from education to the world of work. Services provided include:
- Career advising
- Choosing a major and minor
- What can I do with my major?
- On-campus student job listings
- Internships assistance
- Career positions after graduation
- On-campus corporate recruiting
- Career resource library
- Online database of employers and job openings
- Graduate school information and assistance
- Job fairs
- Network of alumni mentors
- Resume reviews on a walk-in basis
- Career planning class

In addition, Career Services also offers a host of activities and workshops throughout the year. Some of these workshops include:
- How to Interview, Successful Stories
- Resume Workshop
- The GAP Year
- Salary Workshop
- eRecruiting Workshop
- Working for the FBI
- How to Approach a Job Fair
- Preparing for Advisement and Program Planning
- Getting a Job in a Tough Economy

### Can students work on campus?

Salisbury University employs over 1,000 undergraduate and graduate students each semester. Employment opportunities are offered to students primarily to help defray the cost of attending the university. In addition to earning money, students enhance their academic pursuits through the learning of skills, responsibilities, habits, attitudes and processes associated with employment.

Career Services coordinates student employment at Salisbury University by acting as a facilitator for students seeking employment and departments requiring part-time employees. Career Services is committed to providing a valuable working/learning experience for students and offering a worthwhile service to departments seeking student employees.

The information here outlines current policies and procedures for students. The policies and procedures do not apply to financial aid/work study and graduate assistantships. Information for those programs is available at the Financial Aid and Registrar’s offices.

Students seeking on-campus employment need to visit Career Services where the available jobs are advertised. There are a limited number of positions on campus and a large number of students who apply. Because of the competitiveness of the job situation, students are encouraged to visit Career Services or look online and review the job openings frequently.
Q When should a student visit Career Services?

A Your student is welcome any time in Career Services in Guerrieri University Center Room 133. Staff visit every orientation class and invite the students to come to and use Career Services. Typically students come in during their first or second year as they begin to explore major and minor options or desire some career testing and advice. Some students choose to enroll in GENL 110-150 a Personal Career Planning two-credit course taught in Career Services.

During the junior and senior year students come to Career Services to participate in various workshops. Students also research internship possibilities, research companies and participate in on-campus interviews with employers.

Throughout all their years at Salisbury University, students who want to work on campus come to Career Services to access the listing of openings and then to finalize their paper work. Encouragement from parents helps students come earlier and more often to Career Services.

Q What should my student do about graduate school?

A Attending graduate school immediately after graduation may be an option students are considering. If so, carefully reflecting their reasons for wanting to continue with their education will help to ensure they make a sound decision.

If your student has a clear sense of what career he or she want to pursue, and if an advanced degree is required for entry into that field, then graduate school is the right choice.

Law, medicine and college or university teaching, for instance, are areas in which education beyond the baccalaureate level is required. Or, if your student wants to become immersed in the study of a particular academic discipline purely for the love of it, and would never forgive themselves if he or she did not at least give it a try, then advanced study will probably turn out to be a satisfying and valuable experience.

For most college graduates, however, the decision on whether to return to school will not be as clear-cut. Unsure of career interests, students may regard the campus as a sheltered place in which to “find themselves.” While this view is common and acceptable for undergraduates, it can present a real problem at the graduate level where students are expected to have clearly defined interests leading to an area of specialization.

A convincing argument can be made gaining work experience related to a student’s interests before entering graduate school can lead to a more effective graduate program. First, related work experience will help students clarify ambiguous career goals. Graduates will find out what it takes to be successful in a given profession, and they can then assess their abilities accordingly; this knowledge should help students decide upon an area of specialization.

Second, the perspective, learning and maturity acquired from practical experience can be applied to the theoretical concepts promoted in graduate school studies and should increase a student’s understanding of them.

Deciding to attend graduate school is not a decision to be made hastily or with a limited information base. Making an informed decision about pursuing a graduate degree requires in-depth self-assessment combined with long-term goal setting. Before applying for further study, students need to be aware of the working conditions, employment prospects, and physical and mental requirements of the field they plan to pursue. Second, the more immediate demands of the components of a graduate school experience, research, coursework, papers, teaching, etc., must be considered. When giving consideration to these issues, students must look for a match between these demands and their interests, needs, skills and career goals.

Q Why should my student get an internship?

A Internships are often the beginning of successful careers for students. The majority of internships are taken for academic credit and the academic department finds the intern site, approves the internship and supervises the intern. Alternatively, students find their own internships and then get approval from the appropriate faculty member. Career Services compiles information that helps many students locate internship possibilities. Every week, juniors are e-mailed an “Internship Alert Digest” that outlines all of the available internship opportunities posted that week.

Q What job possibilities exist?

A Job possibilities exist for all students. Something that may be surprising is that of the over 200 employers that actively recruit at Salisbury University, over 40 percent do not specify a major when recruiting. That is, they want an educated person—a particular major is secondary. Research conducted by the National Association of Colleges and Employers shows that all employers want general skills such as technological competencies, interpersonal and communication skills, etc.
Additionally, students are often served very well by attending job fairs. Career Services hosts several job fairs on SU’s campus. Career Services also list many job fairs hosted by others in various locations. In addition, job alert e-mails advertising open positions are sent to targeted senior students.

Q What can I do to encourage my student’s future employment?

A Here are some tips to help you work with your student on ensuring future career success.

- Encourage involvement on campus. Whether your son or daughter chooses to play sports, join a club or participate in intramurals activity, this level of activity can show future employers leadership potential, time management skills and the willingness to go the extra mile—traits all employers covet.
- Push volunteering. Volunteering, particularly in something that relates to a chosen career path, again demonstrates to future employers a student’s abilities and skills in the “real” world.
- Support your student’s choice to study/travel abroad. The experience gained from being overseas is critical in today’s global economy.
- Make sure your student knows the paramount importance of internships. Nationwide, 40 percent of all interns eventually end up working for the organization in which they interned. Faculty and Career Services assist students in making an internship a reality.
- Ensure your son/daughter knows general work experience is paramount to overall career success. Students can get one of 1,000 jobs available on campus that build skills.
- Give career-friendly presents to your son/daughter, especially in their last year. Things like a nice pen, a new tie, dress shoes, a suit or a leather notebook can really help a student’s confidence during the process.
- If graduate school is in the near future, tell your student that grades count. To get into a good graduate program a minimum GPA of 3.0 is needed—and freshman grades count too.
- Help your student acquire technological skills. Computer competencies are a must no matter what career path is followed.
- Serve as a network contact for your student to approach your colleagues, friends, neighbors and coworkers and ask for information and request experience related to his or her interests and career path.
- Send your students to Career Services. Encourage them come in to make an appointment, research various careers, complete a career assessment or get assistance in choosing a major. Learning where Career Services is and how it can assist will be very helpful to your student’s career success. A national survey of students indicates that career centers truly do help!
How does Salisbury University promote diversity?

The Office of Multicultural Student Services guides the diversity initiatives of the University in order to support the educational benefits of a diverse community. The office is responsible for guiding the University's diversity efforts through various initiatives, which support the mission, vision and values of the University. These initiatives enhance the campus climate, curriculum and co-curricular activities.

What is Multicultural Student Services?

The primary function of Multicultural Student Services is to assist Salisbury University's multiethnic student population with their environmental adjustment task. Specifically, this is accomplished by maintaining open lines of communication with faculty and staff, and systematically assessing the needs and campus experiences of the student population.

Services and programs provided reflect SU’s ethnic students’ interests and concerns, and serve to enhance the intellectual and multicultural experiences of all students. Activities sponsored represent an institutional commitment to create and foster an environment that values diversity while encouraging an appreciation and respect for differences.

What services are provided by Multicultural Student Services?

Multicultural Student Services provides the following services to undergraduate students:

- **Faculty Mentor Program** – Faculty, staff and administrators are assigned to work as mentors to undergraduates and provide guidance and enrichment opportunities.
- **Peer Mentor Program** – Upper-class students are selected to serve as mentors and provide assistance in helping new students adjust to the SU campus.
- **Early Warning System** – The Early Warning System (EWS) is a volunteer program designed to assist freshmen in their transition from high school to college.
- **Visiting Scholars Program** – This program brings campus scholars from an array of disciplines to expose the faculty, staff and students to minority scholars who have made a tremendous contribution to higher education.
- **Powerful Connections Intercultural Orientation Program** – The major objectives of the Powerful Connections Intercultural Orientation is to pre-orient students from diverse backgrounds to SU; to provide an opportunity to connect freshman students with upper-class students through peer mentoring; and to orient new students to the Office of Multicultural Student Services and its goals, programs, activities and resources.
- **Resource Library** – Multicultural Student Services has a repository of books, videos and magazines specifically oriented to the African-American experience. Faculty and students use it as a ready resource for research and information. Materials can be checked out by contacting Multicultural Student Services.
- **Multicultural Visitation Day** – Multicultural Student Services and the Office of Admissions invite prospective high school seniors to join us for an exciting day of events at Salisbury University. Selected upperclassmen will serve as mentors. Activities include mock class sessions, challenge courses, panel discussions and social events.

How does the Early Warning System work?

The EWS program has four primary objectives:

- To assist students in identifying available resources
- To assist students in accomplishing their academic goals
- To assist students in conducting self appraisal of their academic performance
- To increase the contact between students and their professors

Students’ participation in this program gives them an accurate appraisal of their progress in classes. In addition, it keeps them informed of workshops and programs of interest that assist in their success at the University. Make an appointment by calling 410-548-4503. All sign ups should be completed by September 15.

What campus activities and events are sponsored by Multicultural Student Services?

Many clubs and organizations on campus are supported by Multicultural Student Service. These include, but are not limited to:

- Asian Pacific Islanders Club
- Untouchables Dance, Inc.
- Passion 4 Fashion
- Union of African-American Students
- African Students Association
- Muslim Student Association
- SU Gospel Choir
- National Association for the Advancement of Colored People (NAACP)-SU Chapter
- Caribbean Student Association
- Interfaith Alliance
- Organization of Latin American Students (OLAS)
- Multicultural Student Organization (MSO)
Q How do students become involved in campus life?
A The best way for a student to begin to get involved on campus is to visit the Student Activities Fair held at the beginning of each semester. The Student Activities Fair hosts members from the clubs and organizations on campus and is the chance for new (and returning) students to see what is available to them. Students can meet with members of clubs and organizations to see if the activity is right for them. They can also learn about club meeting times and locations. All first-year students are required to attend the fair as part of their orientation.

The other way for students to get involved is to attend the many campus events put on through the Student Activities, Organizations and Leadership Office. Students have the opportunity to get out of their rooms, take a break from studying and get to know their fellow SU students.

Q How many clubs and organizations are on campus?
A Salisbury University has over 100 clubs and organizations on campus. These include general interest groups, academic, educational and professional organizations, religious groups, and sports and recreation clubs. There really is something for everyone. The best thing for students is that if they are interested in something and a club doesn’t already exist, students can form one!

Q What is there to do on campus?
A There are plenty of things for students to do on campus. SOAP (Student Organization for Activity Planning) offers opportunities for students to get involved in campus life. This group provides on-campus movies every weekend as well as lectures, comedians, concerts and trips throughout the semester.

Q What is the Scarborough Student Leadership Center?
A The mission of the Scarborough Student Leadership Center (SSLC) is to engage students in developing a personal philosophy of leadership that includes understanding self, others and community. The leadership development program is multifaceted; the goals are to recognize every member of the community as a potential leader, to provide students opportunities to practice leadership, and to empower students to understand and realize their civic responsibilities.

The offices of the Greek social and Greek honorary organizations are housed in the SSLC. The 8,300-square-foot facility includes a ritual room, board room, the Hargreaves Leadership Library, catering kitchen, conference room and classroom.

During the first three weeks of each semester, preference for room reservations in the Scarborough Student Leadership Center is given to students and recognized student clubs and organizations. Those recognized student groups interested in meeting in the SSLC are encouraged to plan ahead and make reservations prior to or during the first three weeks of the semester. From that time forward, reservations are open to all students, faculty and staff on a first-come, first-served basis. Academic classes, however, are not to be scheduled in the SSLC.
What does it cost to join a fraternity or sorority?

You may have heard the cliché that Greeks “buy their friends” or that fraternities and sororities are only for “rich kids.” Nothing is farther from the truth. The Greek experience should be looked at as an investment in your student’s future. Like any national organization, there are bills to pay and costs of membership. All collected dues go toward activities, programs, insurance and services that will positively impact your student. The reality is that membership in a Greek organization is quite affordable. In fact, less than 2 percent of an average college student’s expenses go toward fraternity and sorority membership. In the first year of membership, a few one-time initiation fees are assessed. After that, regular semester dues generally average about $200-$300, depending on the chapter. Most organizations offer a variety of payment plans and billing options and will supplement their income with fundraising projects. Additionally, national fraternity and sorority headquarters offer millions of dollars in scholarships and educational grants to deserving Greeks each year.

How does a student join a social or service fraternity or sorority? How long is the new member education process?

Salisbury University practices a “deferred joining” policy, which prohibits first-semester freshmen from rushing a Greek organization. To be eligible, a potential new member must:
- be a regularly enrolled, full-time student at Salisbury University
- have earned at least 12 college credits
- have at least a 2.3 college GPA; however, some chapters require higher

However, students may participate in the recruitment process at any time. Commonly referred to as “rush,” fraternity and sorority recruitment activities and events occur both formally and informally throughout the year. Recruitment is an opportunity for students to learn more about each organization and get to know the members. Similar to how your student researched, visited and chose to attend Salisbury University, he or she should also seek out an organization that is the best fit for his or her values, personality and interests. This is a mutual selection process; and therefore, students are encouraged to keep an open mind. They should explore as many chapters as possible in order to make an educated decision and evaluate each organization on merit.

All Greek new members participate in a designated orientation or education period, which may also be referred to as intake or pledging. During this process, new members attend weekly meetings to learn about organizational history and the SU Greek system, developmental workshops, community service projects and social activities designed to build camaraderie among new and initiated members. Depending upon the specific organization, this pre-initiation period may last anywhere from two-eight weeks. The program should follow the National Fraternity/Sorority Model, all applicable University policies and be published in advance. Recently, fraternities and sororities have placed a greater emphasis on continuous membership development after initiation and throughout a Greek’s college career.

Will my student be hazed if they join?

All new members participate in some form of orientation and education period. Hazing has no place at this University or in any legitimate Greek organization. Hazing is prohibited per the University Code of Conduct, national fraternity/sorority headquarters policy and Maryland state law. Consent to hazing is not an acceptable justification or legal defense. Salisbury University seeks to promote a safe and secure environment where the rights and dignity of all community members are respected. New and initiated chapter members are provided with relevant hazing information and educational resources to eliminate its practice.
FRATERNITIES

Inter-Fraternity Council
- Alpha Sigma Phi
- Kappa Sigma
- Pi Lambda Phi
- Sigma Pi
- Sigma Tau Gamma
- Sigma Phi Epsilon

National Pan-Hellenic Council (NPHC)
- Alpha Phi Alpha
- Kappa Alpha Psi
- Phi Beta Sigma
- Omega Psi Phi

Q: Why should my student join a fraternity or sorority?
A: Fraternity and sorority membership offers a “one-stop shopping” experience that enhances your student’s Salisbury University co-curricular resume. No other academic program, activity or campus office can offer a student the complete package of:
- a home-away-from-home
- a supporting community of caring brothers and sisters
- life-long friendships
- a values-based organization that stresses moral and ethical self-development
- history and traditions
- leadership and team-building experience
- academic support and resources
- opportunities for volunteerism and civic engagement
- intramural participation
- awards and recognition
- career networking with alumni from across the country
- national conventions and leadership conferences

Q: What can I do if I’m reluctant to let my student join an organization?
A: If you still have concerns or questions about your student joining a fraternity or sorority, there are many people who can answer them. There are numerous undergraduate leaders, alumni, fraternity/sorority national headquarters staff, University administrators and even other parents who are willing to share their personal insights and experiences.

Q: What Greek organizations are currently on campus?
A: SORORITIES
National Panhellenic Council (NPC)
- Alpha Sigma Tau
- Delta Gamma
- Phi Mu
- Zeta Tau Alpha

National Pan-Hellenic Council (NPHC) or known as Divine Nine:
- Alpha Kappa Alpha Sorority Inc.

Q: What is actually “in charge” of each organization?
A: In business terms, think about each chapter as a local franchise of a national corporation. Undergraduate members are elected to officer positions and manage the day-to-day operations of the organization. These officers are assisted by members serving on committees and by alumni serving as advisors. The national headquarters provides each chapter with oversight, support and guidance through paid professional staff and regional volunteers. Professional college staff are also employed to assist, educate and monitor the activities of Greek organizations at Salisbury University.

Q: How accurate is the media’s portrayal of fraternities and sororities?
A: Fraternities and sororities were founded as values-based organizations. The majority of chapters and Greek members across the country live these values on an every day basis. Unfortunately, most only seem to hear about the minority of groups who continue to perpetuate the Animal House stigma or have put someone in harm’s way. There are some great chapters on every college campus that are hard at work debunking these negative stereotypes. At SU, fraternities and sororities are held accountable for behavior that is not consistent with the University Code of Conduct or the values of the national organization.
What varsity athletic teams are available at Salisbury?
Salisbury University hosts a large number of nationally ranked Division III teams. Salisbury student-athletes have the opportunity to get involved in the following:

Men’s Sports
- Baseball
- Cross country
- Lacrosse
- Swimming
- Indoor and outdoor track and field

Women’s Sports
- Basketball
- Cross country
- Field hockey
- Soccer
- Swimming
- Indoor and outdoor track and field
- Volleyball

How can my student get involved with an SU team?
The first step is to contact the head coach of the sport in which you are interested by visiting the athletics website at www.suseagulls.com where you can complete and submit a prospective student-athlete form. Students can also download a printer-friendly version of the form and submit it directly to the coach of the sport for which they are interested in trying out.

What facilities are available for campus recreation?
Current full-time students have access to Maggs Physical Activities Center, the University Fitness Club, the pool, intramural fields and the indoor tennis center. Each facility has its own schedule and can be used and reserved by contacting the Campus Recreation Office or the individual facility.

What is the Campus Recreation Office?
The Campus Recreation Office is designed to provide members of the University community opportunities to participate in a variety of recreational activities. These activities encompass team and individual sports, as well as informal programs. In addition to the obvious benefits of physical fitness, participants also improve skills, establish friendships and develop lifelong leisure time habits. The Campus Recreation Office also offers some of the most outstanding collegiate recreational facilities in the Mid-Atlantic region.

What are intramural sports?
The Intramural Program at Salisbury University provides an opportunity for every student to participate in organized recreational competition. Structured leagues and tournaments are offered in a diverse array of sport activities from flag football and softball to sand volleyball and racquetball.

All current full-time students are eligible to enjoy all intramural privileges. Members of the intercollegiate teams are not eligible to participate in an intramural sport (or related sport) in which they are members. Members of SU sport clubs are eligible to participate in a similar sport, but only two per team.

Individuals as well as teams are encouraged to participate in intramurals. Teams are usually formed from residence hall units, student organizations, hometown affiliations and often simply groups of friends. However, if a student wants to play but doesn’t have a doubles partner or doesn’t know enough people to form a team, they can still get involved. All a student needs to do is submit a Free Agent Form to the Campus Recreation Office.
The success of the sport club program depends on the student leaders of each club. It is these leaders who must have the initiative and drive to handle club administrative matters and motivate club members to take part in club activities.

Membership in all clubs is open to all SU students, regardless of skill level. Clubs also offer opportunities for those who want to learn a new sport. The following sport clubs currently exist at Salisbury University:

- Cheerleading
- Equestrian
- Field hockey
- Golf
- Gymnastics
- Ice hockey
- Men’s lacrosse
- Men’s rugby
- Men’s ultimate
- Men’s volleyball
- Sailing
- Women’s lacrosse
- Women’s rugby
- Women’s soccer
- Women’s ultimate

**Q. Is there risk involved in intramural sports?**

**A.** The Campus Recreation Office strives to conduct all activities in the most prudent manner possible. However, due to the inherent risk of accident or injury in any activity, it is the responsibility of each participant to be aware there are assumed risks involved in participation and that participation is entirely voluntary.

**Q.** What are sport clubs?

**A.** A sport club is a student organization, registered with the Campus Recreation Office which has been formed by individuals motivated by a common interest and desire to participate in a favorite sport activity. Clubs vary in focus and programming since the membership manages the operation of the club. A sport club may be oriented toward any or all of the following: competition, teaching or recreation.

The Campus Recreation Office assists and coordinates the efforts of most of the sport clubs on campus. All club matters are channeled through and administered by Campus Recreation Assistant Director Wayne Gorrow in the Intramural/Sport Club Office, Maggs Center Room 146B.

**Q.** How can I support my child’s varsity or sport club team?

**A.** The Department of Athletics and Recreation is able and most appreciative of private donations from the parents and family members of its participants. Gifts can be made via the Salisbury University Foundation, a 501(3)(c) corporation, and are tax deductible. Gifts in the form of cash, stock, real estate, planned gifts as well as gifts-in-kind can directly benefit your child’s program/team. For more information contact the Salisbury University Department of Athletics and Recreation at 410-548-3503.
Q Does my student need to bring a computer to Salisbury?

A While a personal computer does add convenience for students, it is not necessary for a student to bring one to Salisbury. SU is host to several on-campus computer labs. Computer labs are located in Blackwell Library, Teacher Education and Technology Center, and Fulton and Devilbiss halls. There is a Macintosh lab located in Fulton Hall.

All software required to complete SU coursework is available in at least one or more of the labs. The labs give students access to University printers and central data storage.

Lab hours can be found at: www.salisbury.edu/helpdesk/labs

Q If my student is going to buy/bring a computer to Salisbury, what should we look for?

A Your computer should have one of the following as a minimum system configuration. Current versions of the following operating systems and hardware are highly recommended. In addition, all Windows-based computers must be running Windows XP Service Pack 3 or Windows Vista, updated anti-virus and anti-spyware software. Microsoft Security Essentials is available free at: windows.microsoft.com/en-US/windows/security-essentials-download

Students can receive up to a 12 percent discount on Dell purchases through the University Bookstore: bookstore.salisbury.edu

Suggested Computer Specifications:
Most new computers that are shipping from major computer manufacturers meet or exceed our minimum requirements. However, for those of you looking to purchase or upgrade your computers, here are some guidelines (minimum and recommended) for use on our ResNet network. Check with the department of your major for any special requirement. For a new computer purchase we recommend at least:

- Intel Core 2 Duo or equivalent processor, 2 GHz or better (Intel Core i5 equivalent or better recommended)
- 4 GB RAM (6 GB or more recommended); for 32-bit OS: 2 GB RAM (3 GB recommended)
- 360 Gigabyte hard drive (500 GB or more recommended)
- Windows XP with Service Pack 3 or Windows 7
- NVidia GeForce or ATI Radeon Video Card with 128 MB RAM minimum (256 MB RAM recommended)
- 10/100/1000 Ethernet card (required for network access)
- 48x CD-RW/DVD-ROM Drive
- Keyboard, speakers, mouse, sound card, 19” monitor (1024x768 resolution)
- Optional, but recommended: USB inkjet printer, surge suppressor, USB flash drive
- For laptops, wireless Ethernet 802.11b/g/n recommended. Intel chipset recommended over Broadcom chipset.

Apple Macintosh
All of the current Macs that are shipping from Apple meet or exceed our minimum requirements. For those of you looking to bring an existing Macintosh to campus, we suggest the following minimum requirements:

- Intel Core 2 Duo or equivalent processor, 2 GHz or better (Intel Core i5 equivalent or better recommended)
- 4 GB RAM (6 GB or more recommended); for 32-bit OS: 2 GB RAM (3 GB recommended)
- 360 Gigabyte hard drive (500 GB or more recommended)
- OS X 10.5 or higher
- Removable Storage (DC-RW/DVD-R super drive or USB Flash Drive recommended)
- 10/100/1000 Ethernet Card (required for network access)
- For laptops, wireless Ethernet 802.11b/g/n recommended.
Note: The MacBook Air does not have an Ethernet option. Since Ethernet is our preferred and recommended method of connection, you should be aware when considering purchasing a laptop that if wireless is not available, you will not have another method to connect to the Internet, where other laptop and desktop options would offer both Ethernet and wireless connectivity. If you are purchasing a MacBook Air, we recommend also purchasing the Apple USB Ethernet Adapter: http://store.apple.com/us/product/MC704ZM/A/apple-usb-ethernet-adapter

General Purchasing Tips
We recommend doing a bit of comparison shopping when looking for a computer and don’t assume the academic pricing is the cheapest. Unless your student is a power user, you don’t need to get the top-of-the-line computer, thought the better the computer, the longer it will last before an upgrade is needed. We recommend purchasing the best computer that you can afford, keeping in mind that you want it to last for four years.

When looking at computers, look for future expandability. Buy as much memory as you can when you purchase your computer; more memory will make your computer run faster and will allow you to run it much longer. If you’re purchasing more than 3GB of RAM make sure your system has and can run a 64-bit version of your OS. If it can’t, stick with 3GB. The more disk space you have, the longer you have until you need to upgrade, especially with laptops, where the hard drives are harder to replace and upgrade. Get the largest hard drive you can afford. You can also supplement a smaller hard drive with an external hard drive or cloud storage, like SkyDrive.

We recommend considering a laptop over a desktop purchase. Laptops tend to be more useful due to their mobility and built-in wireless access. Having a laptop allows students to take their computer with them, to be used between classes or at the library, and is easily transported allowing them to continue work on their studies over weekends at home.

Q Is there wireless access on campus?
A SU currently provides 802.11 a/b/g/n wireless access in all residence halls on campus. To access SU’s wireless network, you need to have built-in wireless in your laptop/desktop/device or an 802.11 a/b/g/n network card that will work with your computer. Students who want to use wireless should connect to the SU_Secure wireless network. Set up guides can be found at: www.salisbury.edu/helpdesk/doc/index.html

Q My student already has an email address, why does he or she need an SU-email account?
A E-mail services at SU are provided to support education, personal and scholarly communication, administration, and other SU business. Salisbury University e-mail should be used to perform education/University business and to communicate with friends, family, classmates and associates locally and off campus. All students are provided a gulls.salisbury.edu address. The SU e-mail address provided to each student is the primary means of communication between the University and the students. Students will receive important information about billing, registration, class information and campus emergencies and closings at their SU address.

While students may often have a private e-mail account, they should rely on their SU e-mail and check this account on a daily basis. Students may also set up their e-mail on their mobile devices. Setup instructions can be found at: www.salisbury.edu/helpdesk/doc/index.html
Q: How can I get more information?
A: Parents can get more information on the family resource website at www.salisbury.edu/pfa. The site is designed to assist parents and families by providing valuable information and resource contacts on the SU campus. Although your loved one has left home for college, they still need your advice, counsel, encouragement and wisdom. Please use this site as a reference if your son or daughter calls you with a concern or issue they can’t answer. The PFA is here to assist students and to work for their success, so please encourage your student to ask questions and take responsibility for themselves and their college career.

Q: What is included with membership?
A: Membership to the PFA includes a membership card, a discount at the SU Bookstore (sale items and textbooks are excluded), a e-mails tips and discounts at local restaurants, businesses and hotels. The PFA’s hotel discount program provides access to rates that are not available to the general public! Membership to the PFA is renewable yearly, and members will be notified as their renewal time approaches.

Q: What is the Parents and Family Association?
A: Think of us as sort of the PTA for college. The Parents and Family Association (PFA) is a new program sponsored by the University to better engage, inform and involve SU students’ parents and family members.

Q: What does it cost to join?
A: Yearly dues for the Parents and Family Association are only $25. These dues cover two adults living at the same address.

Q: How do I join the Parents and Family Association?
A: You can join the SU PFA by downloading the association membership application from the Parents and Family Association brochure on the website: www.salisbury.edu/pfa

Q: How do I get more information?
A: I truly believe in Salisbury University and the education it provides my son or daughter. How can I financially support this Maryland University of National Distinction?
A: Gifts can be made via the Salisbury University Foundation, a 501(3)(c) corporation, and are tax deductible. Gifts in the form of cash, stock, real estate, planned gifts as well as gifts-in-kind can directly benefit Salisbury University in many ways. From scholarship endowments, to campus enhancements, to bricks and mortar projects, your support, whether large or small, will make SU a better place for your student and other students to come in the future.
Salisbury University has a strong institutional commitment to diversity and equal educational opportunities. To that end, the University prohibits discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics. Direct all inquiries regarding the nondiscrimination policy to Humberto Aristizabal, Director of Fair Practices & EEO/AA, Title IX Coordinator, Holloway Hall 131, 410-548-3508. Qualified students with disabilities should contact the Office of Student Disability Support Services at 410-677-6536.