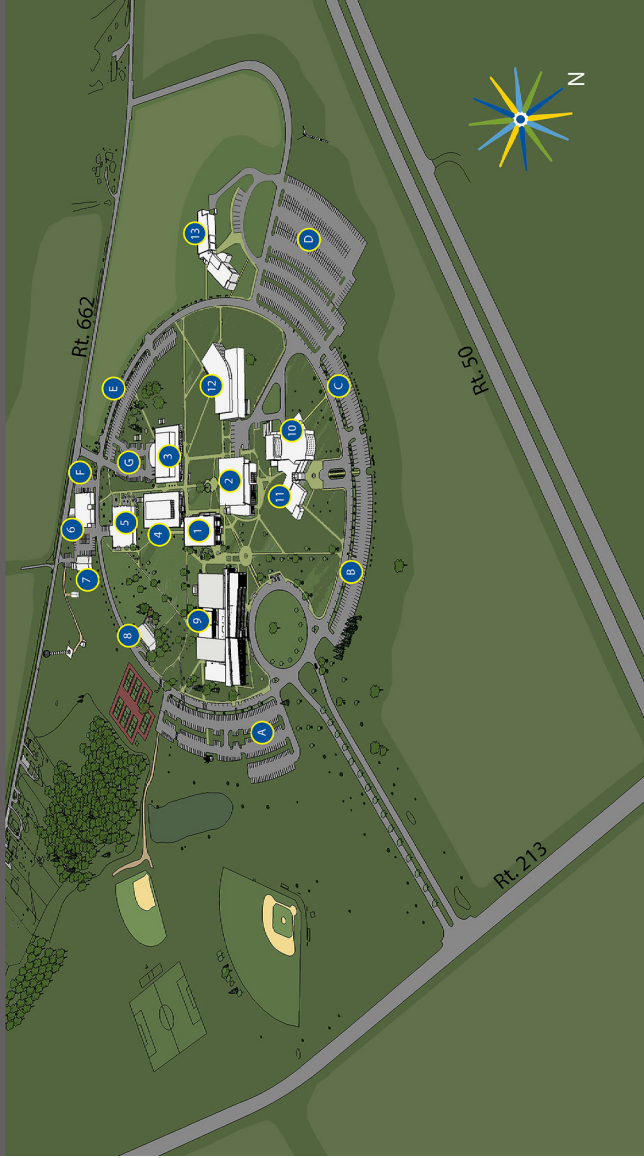


2018-2019 **STUDENT GUIDE**



Your time. Your place.
Chesapeake College

Chesapeake College Campus Directory



1. Dorchester Administration Building
2. Caroline College Center
3. Kent/Humanities Building
4. Talbot/Science Building
5. Queen Anne's/Technical Center
6. Manufacturing Training Center
7. Maintenance Building
8. Early Childhood Development Center
9. Health Professions and Athletics Center
10. Todd Performing Arts Center
11. Economic Development Center
12. Learning Resource Center/Library
13. Eastern Shore Higher Education Center

- A. Parking Lot A
- B. Parking Lot B
- C. Parking Lot C
- D. Parking Lot D
- E. Parking Lot E
- F. Parking Lot F
- G. Parking Lot G

PRESIDENT'S WELCOME

Welcome to Chesapeake College!

Our faculty, staff and college leadership work together as a community to create a dynamic learning environment for our students. Each of us is committed to your success.



Your success - whether it is transfer to a four-year university or entry into the workforce - is our mission. If you have not yet decided on a course of study, explore our Pathways to find the major that suits your talents and goals.

You will learn from talented faculty supported by dedicated staff. You will also connect to classmates with connections that will last a lifetime. Whether you are with us short-term or over a year or more, you will acquire the tools that provide for your success.

Make the most of your time at Chesapeake by becoming involved in student government, athletics, performing arts, honors classes, Phi Theta Kappa or a campus club.

Thank you for beginning the next steps in your personal journey with Chesapeake College. Welcome to our community. I wish you the best of luck!

- *Clifford P. Coppersmith*

ABOUT THE STUDENT GUIDE

This handbook is designed to provide information to Chesapeake College students in conjunction with the College Catalog. Please use the information in both the Guide and the Catalog, as well as on the College website (www.chesapeake.edu) and the **College mobile app** to become better acquainted with campus services and policies, student rights and responsibilities, and campus life. For the most updated listing of activities, please view the Announcements on Chesapeake's web portal system, **MyCampus**.

2018/2019 ACADEMIC CALENDAR

FALL 2018

Fall Term (FA): August 27 - December 15

Accelerated 2 (FL): August 27 - October 17

Accelerated 1 (F1): September 18 - December 15

Accelerated 3 (FI): October 18 - December 15

WINTERIM 2018-2019

December 17, 2018 - January 20, 2019*

*Closed for Holiday Break, dates pending finalization of administrative calendar

SPRING 2019

Spring Term (SP): January 22 - May 13

Accelerated 2 (SL): January 22 - March 13

Accelerated 1 (S1): February 12 - May 13

Accelerated 3 (SI): March 14 - May 13

*Spring Break - March 17 - 23

Graduation: Wednesday, May 22, 2019

SUMMER 2019

Summer term (SU): June 17 - August 8

Accelerated 2 (SM) (Internet classes only): June 17 - July 15

Accelerated 3 (SF) (Internet classes only): July 16 - August 8

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Emergency Alerts on Twitter: @ChesCollAlerts



@ChesapeakeColl



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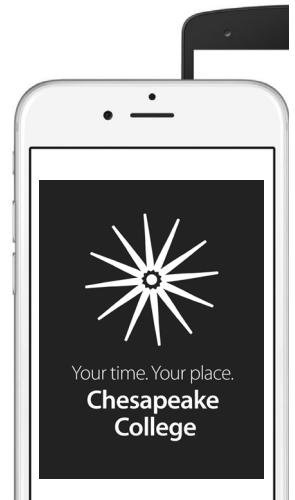
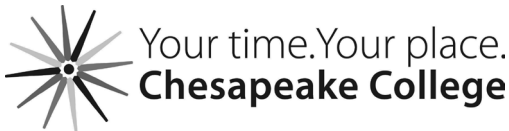


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CAMPUS DIRECTORY

Main numbers: 410-822-5400, 410-758-1537, 410-228-4360

Key: **C**-Caroline Center, **AUD** - Todd Performing Arts Center, **D** - Dorchester Building, **LRC** - Learning Resource Center, **H** - Health Professional Athletic Center, **S** - Science Building

Academic Support Center	410-827-5854	LRC, Rm. L-131
Advising	X2239	D-106
Health Professions Advising	X2203	D-139
Athletics	410-827-5828	HPAC 105B
Bookstore	X2304	C-103
Box Office	410-827-5867	AUD-08
Business Office	X2218	D-135
Cambridge Center	410-228-5754 410-820-6058	CAMB
Center for Health Professions	410-827-5917	HPAC 203M
Continuing Education & Workforce Training	410-827-5850	EDC-15
Disability Services	410-827-5805	LRC, Rm. L-113
Division of Arts & Sciences	410-827-5847	S-124
Early Childhood Center	410-827-5801	ECDC
Financial Aid	410-827-5803	D-144
First-Year Programs	410-827-5840	C201B
Food Services	X2390	C-1st Floor
Job Development	X5804	D-143
Learning Resource Center/Library	410-827-5860	LRC
Lost and Found	X2240	D-Information Desk
LRC Help Desk	X2224	LRC
Maintenance	410-827-5872	Maintenance
Multicultural Affairs	410-827-5857	D-151
President's Office	410-827-5802	D-222
Registration	410-827-5876	D-138
Security Guard-Cambridge	410-463-4185	Cambridge
Security Guard-Wye Mills	410-758-7275	Maintenance
Student Government	X2394	C-104
Student Life/Activities	410-827-5826	C-201A
Student Affairs	X2240	D-Information Desk
Testing Center	X344	LRC, Rm. L-131
Veterans' Affairs	410-827-5876	D-126
Vice Presidents' Offices		
Academic Affairs	410-827-5832	D-216
Institutional	410-827-5879	D-207
Advancement		
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Services		

COLLEGE TERMINOLOGY

academic advisor: professional staff or faculty member who advises students concerning academic programs and class schedules

academic calendar: the days of each term set aside for payment and add/drop deadlines, college holidays, exams, and grade reports

academic skills assessment: an instrument used to measure your entry-level skills in mathematics, language, and reading

associate's degree: a two-year college degree; note that it may take longer than two years to complete an associate's degree depending on the number of credits taken each semester

auditing a class: attending or listening in on a class without receiving a grade or credit for it

career program of study: a program of study which, when completed, will provide a student with the skills to seek employment in a chosen career area

certificate program: an academic program of one year or less

corequisite: a course that must be taken at the same time as another course

credit: a unit of measure of the amount of work a student completes in a class; each completed course is worth an established number of credits; each credit equals 50 minutes of class time

curriculum: the courses offered in a program of study

developmental classes: remedial course work designed to increase a student's ability to the level which will enable the student to continue with success in credit courses

distance learning: a system of delivering coursework through non-traditional means such as fiber-optic/interactive video classes or Internet classes

elective: one of several courses offered which fulfills a specific content area in a program of study

general education course (G.Ed.): a required course in a program of study as determined by the faculty; G.Ed. courses are designed to enrich a student's growth and preparation for lifelong learning; each college determines a core of G.Ed. courses which must be completed in order to graduate

grade point average: a system of measuring students' average grades

load hour: a unit of measure used to establish the cost of each course; each load hour is 50 minutes; a non-credit course doesn't carry a credit, but it does carry a load hour(s)

COLLEGE TERMINOLOGY

major: a selected program of study

prerequisite: a course which must be taken before another course

syllabus: an outline of topics to be covered by an instructor during a course; a syllabus will also contain information on attendance and grading policies; an instructor-student “contract”

transcript: an official record of all academic work attempted by a student

transfer program: a program of study designed for students who plan to transfer to the upper division of a college or university upon completion of an associate’s degree, usually to pursue a bachelor’s degree

FREQUENTLY ASKED QUESTIONS

How do I order books? See page 12

How do I get notices/announcements from the College? See page 11

How can I get tutoring/help? See page 24

Can I get a job on campus? See page 19

How can I join a club on campus? See page 33

Where do I go for counseling? See page 14

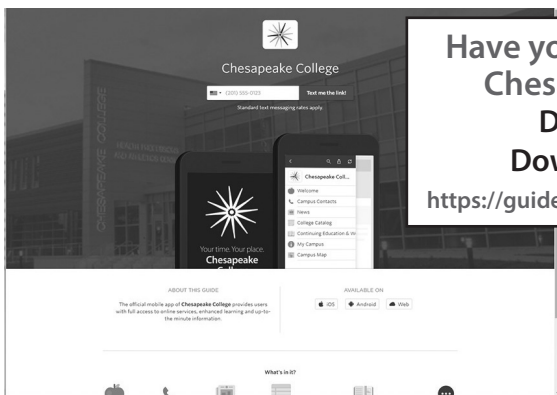
Are there meal plans on campus? See page 13

How do I pay for my classes? See page 19

Where can I get help scheduling classes? See page 17

I want to transfer to a 4-year school. Where can I get help? See page 17

I’m not sure about a career goal - who can I talk to? See page 18



Have you downloaded the
Chesapeake app yet?
Don't miss out.
Download today at
<https://guidebook.com/app/Chesapeake/>

GENERAL INFORMATION

CAMPUS LOCATIONS

The Wye Mills campus is located at the intersection of US Route 50 and Route 213 Phone: 410-822-5400, 410-758-1537

The Cambridge Center is located on 416-418 Race Street, Cambridge, MD 21613 Phone: 410-228-4360

SEMESTER SCHEDULES

Fall semester (Aug 22 - Dec. 5)

Fall Interim I (Aug. 22 - Oct. 12)

Fall Interim II (Oct. 13 - Dec. 2)

Winterim I (Dec. 14 - Jan.17)

Winterim II (Jan. 2 - Jan. 17)

Spring Interim I (Jan. 23 - Mar. 20)

Spring Interim II (Mar. 22 - May 5)

Classes are offered on the Wye Mills and Cambridge campuses in the face-to-face traditional classroom offerings, online, and hybrid (online and in-class combination).

Chesapeake offers three types of online courses, each with different requirements for on-campus attendance. They have different “course mode” labels in the schedule.

N1: Totally online. Requires no campus visits.

N2: About 90% online. Students may be required to come to campus for proctored exams, a course orientation, or other activities.

HY: Hybrid courses combine internet-based instruction (about 50%) with face-to-face classroom instruction (50%) during scheduled classroom sessions. For more information go to: <http://www.chesapeake.edu/onlinelearning/>

ARE ONLINE COURSES RIGHT FOR YOU?

Find out FREE! Take the SmarterMeasure self-test. In 30 minutes, it will rate your likelihood of doing well in an online class at that time. It tests certain skills that are important to online students: reading comprehension, typing speed, technical competency, and certain personal attributes. You will receive confidential feedback via email.

Log in at chesapeake.readi.info

username: chesapeake

password: student

Online classes are NOT easier than traditional ones. They often require more reading and writing. Keeping up with deadlines can be harder when there are no class meetings, so self-discipline is key. Before you sign up for an online class, take the Smarter Measure and be sure.

PROGRAMS OF STUDY AND DEGREES

Chesapeake College offers Letters of Recognition, Certificates, and Associate Degrees in Career Programs for preparation for career entry and Transfer programs designed to transfer to four-year universities.

GENERAL INFORMATION

Go to our college catalog for more information about our programs of study at <http://ecatalog.chesapeake.edu/>.

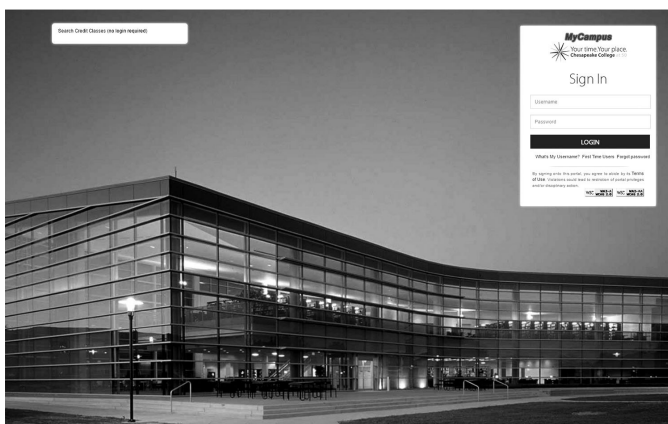
ASSESSMENT AND PLACEMENT FOR COLLEGE COURSES

Chesapeake College is committed to your success. To help you begin reaching your goals, the College offers a computerized Academic Skills Assessment (ASA). This instrument is used to measure your entry-level skills in mathematics, language, and reading; the results of which allow academic advisors to assist you with your selection of courses. Students with placement scores below college ready must begin their developmental coursework in their first semester.

No student will be denied admission as a result of the assessment scores. However, in most cases, you are required to complete the ASA as a condition of enrollment. If your test scores indicate a need for skill development, you will be required to complete the appropriate developmental courses. For additional information, contact Student Success and Enrollment Services, extension 2240 or 2250.

ACCESSING YOUR INFORMATION

The Chesapeake portal: <https://mycampus.chesapeake.edu> is a web site that allows students and faculty to log in one time for immediate access to many important campus resources including courses on Canvas, CRAB, Skipjack mail and its associated tools, library databases, WC Online, and more. Users will be able to customize the portal page to fit their needs. To log in, users simply go to the portal page from the campus website and follow the instructions there.



ACCESSING YOUR INFORMATION

CRAB (CHESAPEAKE REGISTRATION AND BEYOND)

WHAT IS CRAB AND WHY DO I NEED IT?

CRAB (Chesapeake Registration and Beyond) holds your student records. To Access CRAB, log in to the **My Campus portal** and click on the link to **Web Advisor/CRAB**.

When you are in CRAB, you can search for course sections, use express registration, drop sections, view your class schedule and your academic and financial profile, pay your bill, and request needed forms. New students may access their information usually within 24 hours of registration.

CANVAS: THE PLACE FOR YOUR CLASSES

Every section of every course at Chesapeake has an online site in our learning management system, CANVAS. Most instructors – even in face-to-face classes – use a Canvas site to provide course content, connect you to course activities and assignments, and display grades. Plan to log in to Canvas a week before the semester starts to read the course syllabus and a message from your instructor, explaining how to prepare for the first day of class.

NEED HELP WITH CANVAS?

Log in problems: Contact the Help Desk at 410 - 822 - 5400 x2224

Course issues: Click **Help** from the Canvas Dashboard and select the pertinent option or go to <http://www.chesapeake.edu/students/mycampus-chesapeakes-portal>

SKIPJACK MAIL

Skipjack Mail is the official method of communication from Chesapeake College. This free email account is actually a variation of Google mail, so it also provides access to other Google apps, including Google Drive's free tools for word processing, spreadsheets, presentation, storage, and sharing. You can connect your Skipjack mail Google account to Canvas, to simplify turning in assignments you created and stored in Google Drive.

You may bring your mobile device (laptop, tablet, or smartphone) for use on campus and connect to the WiFi system. Some instructors embrace the use of mobile technology in the classroom while others feel it is disruptive to the class. Your instructor(s) will inform you of his/her preference.

COLLEGE BOOKSTORE

The College Bookstore is owned and operated by Barnes and Noble. The Bookstore sells new and used textbooks, school supplies; Chesapeake College imprinted clothing, snacks, and gift items. Payment may be made in cash, by check, student financial aid, major credit card, or by Barnes and Noble gift card. Purchases must total at least \$10 to pay by check and you

GENERAL INFORMATION

must present a valid driver's license. A fee will be charged for any personal checks returned from the bank for insufficient funds.

Please remember, for the protection of the students on campus, the Bookstore always requires those selling books to show a CURRENT student ID card, driver's license (out of state is fine, too), or military ID.

For more information about the bookstore and learn how to order books, go to <http://chesapeake.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=44064&catalogId=10001&langId=-1>

FOOD SERVICES

Sodexo U.S.A. provides the food services for Chesapeake College. The Skipjack Café, located on the first floor of the Caroline College Center, offers a variety of hot and cold selections, including daily and weekly themed specials.

Sodexo now offers a new benefit to our guests with the SoGo Cash Card. The Cash Card is a debit card that can be used for purchases in the College's Skipjack Café. Guests never have to worry about having cash for on-site purchases and experience faster than cash check-out transactions. Guests may register their card on our secure Website and protect the value on their cards exclusive offers and rewards for new users and ongoing loyalty rewards for cardholders.

CAFE' HOURS

Monday - Thursday

Breakfast: 8:00 to 10:30 a.m. **Lunch:** 11:00 a.m. to 2:30 p.m.
2:30- 3:00 p.m. (closed) **Dinner:** 3:00 to 6:30 p.m.

The Cafe' closes at 2:00 p.m. on Fridays.

(Operating hours are subject to change.)

Note: Summer hours: Monday - Thursday, no Friday hours.

ATM

There is an automated teller machine located in the Caroline College Center dining area. The ATM is owned by a private company and there is a \$2 terminal fee per transaction.

CHILD CARE

An Early Childhood Development Center is located on the Wye Mills Campus for children ages three to seven. The daily schedule includes a wide variety of activities and equipment to promote the development of basic intellectual, physical, social, creative and emotional skills in young children. Please call Melissa Saperstein, Director at 410-827-5801, msaperstein@chesapeake.edu for more information.

GENERAL INFORMATION

BUS SERVICE

Bus service is available to the Wye Mills campus and the Cambridge Center. Buses will travel morning and afternoon routes in Caroline, Dorchester, Kent, Queen Anne's and Talbot counties. Tickets can be purchased at the College Business Office. You can get the schedules and maps at <http://www.mustbus.org> or call 866-330-MUST (6878) for more information.

LOST AND FOUND

The College is not responsible for lost or found items. However, you can contact the College Information Desk by dialing extension 2240, or go in person to the first floor of the Dorchester Administration Building to claim lost items or to submit found articles. To report the loss of items of significant value, contact Public Safety at 410-758-7275.

STUDENT HEALTH INSURANCE

Chesapeake is concerned about your well-being. While the College does not carry a student health plan, medical insurance coverage is available to Chesapeake College students through National Student Services, Inc. For more information, pick up their brochure at the Information Desk in the Dorchester Administration Building lobby.

COUNSELING INFORMATION

Students seeking personal and/or academic counseling can go to the Office of Student Success located on the first floor of the Dorchester Administration Building or contact 410-822-5400, extension 2250 for more information. Counselors will provide referrals to other agencies and/or professionals as needed. Our counselors follow the confidentiality guidelines suggested by the American Association for Counseling and Development. For more information, please go to <https://www.chesapeake.edu/students/mental-health>

HEALTH EMERGENCY

In the event of an emergency, students should contact 911 as well as Public Safety at 410-758-7275. If it is not an emergency, and only a slight injury, look for the first aid kit that is located in each building.

CAMPUS SECURITY

<http://www.chesapeake.edu/security>
Security Guard-Wye Mills 410 - 758 - 7275
Security Guard-Cambridge 410 - 463 - 4185

COLLEGE HOURS OF OPERATION

All buildings are generally open from 7:00 a.m. to 9:30 p.m., Monday through Thursday and 7:00 a.m. to 4:30 p.m. on Fridays.

GENERAL INFORMATION

Chesapeake College works to enhance the level of security on campus to provide a safe and secure environment for students, faculty, staff and visitors. The Department of Public Safety has primary responsibility for campus security and safety.

For more information regarding campus security, including crime statistics, staffing and emergency management, please go to the Campus Security link.

INCLEMENT WEATHER PROCEDURES

When inclement weather or other events necessitate emergency cancellation of all classes and closing of the campus, special radio and television announcements and College telephone recordings will notify the community of such closings. The College Switchboard will carry a recorded message by 6:15 a.m. for day events or by 3:30 p.m. for evening events. Information will also be available on the College website at **www.chesapeake.edu** by 6:15 a.m./3:30 p.m. and via the College mobile app.

Radio and television stations will be notified by 6:15 a.m. on stations WAAI, WBAL, WCEI, WCTR, WKDI, WPOC, WSCL, WTDK, WMAR-TV, WBAL-TV, WJZ-TV, WJLA-TV, Fox 45, and WBOC-TV. When evening classes must be cancelled because of inclement weather, these stations will be notified by 3:30 p.m. The College cannot be responsible for the timelines in which radio and television information is aired.

SERVICES & PROGRAMS FOR STUDENTS

FIRST YEAR EXPERIENCE

Chesapeake provides a wide array of free services designed to assist you throughout your entire learning experience with us. However, even with all the services we offer, we know that your first semester can sometimes be your hardest because of the many adjustments you are making in your life. To help ensure that your freshman year is a successful one, make sure you have signed up for FSC 101 for your first semester. First-time students taking at least seven load hours are also strongly encouraged to apply to the SAIL program.

FRESHMAN SEMINAR COURSE (FSC 101) is an institutional requirement which must be taken within the first 12 load hours of study. FSC 101 engages students in key skill areas designed to increase their success in college. This course asks students to: practice effective written and oral communication, both individually and in a collaborative presentation; examine and discuss strategies related to academic success; explore

SERVICES & PROGRAMS FOR STUDENTS

opportunities and services available at Chesapeake College; complete academic and career assessments; develop a basic understanding of policies affecting students and to demonstrate and utilize basic technological competencies, including navigation of MyCampus, the College's online portal system.

SUCCESS AND INTERACTIVE LEARNING (SAIL) is a program designed to get students actively involved in the college experience from day one. First-time students who are taking at least six load hours (two classes) can apply to the SAIL program. The program includes workshops, trips to four-year colleges and universities and as well as other student activities. Students who successfully complete the SAIL program and finish the semester with a GPA of 2.0 or higher will receive tuition scholarship discounts off their following semester tuition at Chesapeake. For more information, contact Dana Bowser, Director of First-Year Experience at 410-822-5400, ext. 5857 or

<http://www.chesapeake.edu/students/first-year-programs>

PART TIME (at least 2 classes)		FULL TIME (at least 4 classes)	
GPA 2.0 - 2.9	GPA 3.0 - 3.9	GPA 2.0 - 2.9	GPA 3.0 - 3.9
\$200	\$250	\$300	\$350

FOCUS (FIRST GENERATION OPPORTUNITIES FOR CAREER & ULTIMATE SUCCESS) is a program designed for freshmen first-generation male students. The program provides these students with exposure to academic support and career exploration during the first year in college. The program includes weekly meetings, career preparation activities (including resume writing and interviewing skills), workshops with business and community leaders, and academic planning. For more information about FOCUS, contact Director of First-Year Experience Dana Bowser, at 410-822-5400, ext. 5840 or dbowser@chesapeake.edu.

HINTS (HELPFUL INFORMATION FOR NON-TRADITIONAL STUDENTS) is an online community created for non-traditional students. Students can access links to important campus resources and information. The HINTS program also offers additional academic support in the areas of time management, study skills and technology. For more information contact Director of First-Year Experience Dana Bowser, at 410-822-5400, ext. 5840 or dbowser@chesapeake.edu.

SERVICES & PROGRAMS FOR STUDENTS

ACADEMIC ADVISING AND STUDENT PLANNING

<http://www.chesapeake.edu/students/academic-advising-planning>

Near the end of each semester, you will meet with an advisor to schedule classes for the upcoming semester. However, academic planning should be an ongoing process. Don't wait until it's time to work on the next semester's schedule. The most successful students develop a long-term academic plan, which includes long-range course planning, along with career and transfer advising. While every student originally meets with an advisor in the Student Affairs division, once you've selected a major, you will be assigned a faculty advisor in your program of study. At any time, students are encouraged to utilize services and participate in workshops offered by Student Success staff.

Students already enrolled in classes are given first choice in selecting courses during a scheduled priority registration period each semester. During priority registration, students may reserve a place in class without making immediate payment, and before classes are opened to the public at large.

Be your own best advisor. Give some thought to the courses you'd like to take. Try to balance subjects of greater interest and ease with subjects you find more difficult—don't save all of your most difficult courses for your final semester. Be certain to check your program of study for courses that may not be offered every semester (not all courses are offered each semester and some are only offered during specific semesters). Be prepared when meeting with your advisor.

Should you desire specific transfer or career information, an appointment should be scheduled in our Student Affairs division. Advisors are here to assist you and to try and answer your questions, but they need your input—they cannot make decisions for you, only offer suggestions.

TRANSFER ADVISING

If you are enrolled in a transfer program at Chesapeake, it is your responsibility to meet the requirements of the institution to which you intend to transfer. Because colleges can have very different program requirements in the first and second years of study, you will need to research the course requirements of the institution to which transfer is planned. But don't worry; Chesapeake has excellent resources to assist you in your research. Begin by scheduling an appointment with Chesapeake's Transfer Advisor by calling 410-822-5400, ext. 2250, 2239. We will help you plan a strategy to meet requirements so that credits are not lost in transfer. Please see a transfer advisor in your first semester.

It is important that you start the transfer process as early as possible so that you take the courses necessary for admission to your chosen four-year

SERVICES & PROGRAMS FOR STUDENTS

college. Also, you will need to find out about any specific transfer requirements particular to your chosen institution. If you are planning to transfer within Maryland, you should consult the Transfer Advisor about using ARTSYS, available via the internet at www.artsys.usmd.edu/ Any college you plan to attend will require an official transcript from Chesapeake.

Transferring to other Maryland Public Institutions of Higher Education
The Maryland Higher Education Commission has adopted a special transfer policy for community college students transferring to other public Maryland institutions. This policy allows students to transfer from one institution to another with the maximum number of college-level credits assured. Transfer students are held to the same academic rules and regulations as the students originally enrolled at the four-year college. For more information on transferring please go to:

<https://www.chesapeake.edu/students/advising-for-transfer>

THE EASTERN SHORE HIGHER EDUCATION CENTER

The mission of the ESHEC is to play a key role in the educational and economic development of the upper Eastern Shore, by providing access to area residents to baccalaureate and graduate degrees from partnering four year institutions. By supporting and providing on-going high quality opportunities for learning, the Eastern Shore Higher Education Center enhances both the employment options and overall quality of life for the citizens and workers on Maryland's Upper Eastern Shore.

The ESHEC is proud to have the following educational partners: Chesapeake College, Salisbury University, the University of Maryland Eastern Shore (UMES), the University of Maryland University College (UMUC), Stevenson University, Notre Dame of Maryland University, and LaSalle University.

For more detailed information, go to <http://info.chesapeake.edu/eshec/>.

CAREER SERVICES

<http://www.chesapeake.edu/students/career-services>

Are you undecided about your major course of study because you still haven't really decided what you want to be "when you grow up?" The primary goal of Chesapeake College's Career and Job Development Services is to assist students, alumni, residents of the Mid-Shore community, and area businesses in meeting their career and employment needs. A variety of free services are offered to assist individuals in exploring and assessing career options. Assistance is given in the form of career counseling, self-awareness and assessment, career exploration, labor market information, career research, resume and cover letter critiques, and job readiness workshops.

SERVICES & PROGRAMS FOR STUDENTS

Plan to attend one of the workshops offered by Chesapeake's Academic and Career Services advisors for help in career planning. For more information, call the Director of Job Development at extension 5804, or advising at extension 2239. The following are some things to ask yourself when choosing a career.

DEVELOP A STRATEGY FOR CAREER PLANNING

- Describe in detail what you want from your career and set your career goals.
- Talk to as many people as you can in the career field you are considering.
- Obtain a related job or volunteer experience to see if the match fits.

FINANCIAL AID

What is financial aid? Financial aid is any form of assistance, whether it is a grant, loan, or work program, that helps students meet their educational expenses. Chesapeake College offers awards in the following federal programs: Federal Pell Grant, Federal Supplemental Grant, Federal Work-Study and Federal Perkins Loan. We do not participate in the Stafford or Direct Loan programs. There are a variety of Maryland State Scholarships. For more information regarding state aid, go to **www.mhec.state.md.us**

HOW DO I APPLY FOR FINANCIAL AID?

The Free Application for Federal Student Aid is available in the Financial Aid Office or online at www.fafsa.ed.gov. The College code number is 004650 and Chesapeake will receive the record electronically. The results are forwarded to the student in a form called a Student Aid Report. The process takes approximately two weeks, so students should apply early. Awards will not be done until a student's file is complete and they have registered for the upcoming term.

WHEN SHOULD I APPLY FOR FINANCIAL AID?

Generally a student should apply for financial aid in January for the upcoming fall semester, but we accept applications any time during the academic year.

IS THERE OTHER AID AVAILABLE?

Other sources for financial aid include:

- Workforce Investment Board (WIB) funds may be available to help you with tuition and books if you plan to train and work in the five-county area. WIB funds are federal dollars allocated specifically to those who need training in order to qualify for a new job, to upgrade their current job, or to retrain after being laid off from a job. Visit the Career Center, located on the Wye Mills campus in the Economic Development Center building, or connect with your local One-Stop Career Center in Denton,

SERVICES & PROGRAMS FOR STUDENTS

Chestertown, Cambridge, or Easton. For more information, call 410-822-1716, or visit online at www.uswib.org.

- Institutional scholarships are available. The deadline for applying is at the end of April each year. Please check MyCampus announcements and Facebook for important announcements regarding scholarships and other important financial aid information.
- Private scholarships can be research online at www.fastweb.com.
- The College offers a payment plan. Contact the Business Office at extension 5863 or <http://www.chesapeake.edu/financial-aid/payment-plan> for more information.

Any questions students may have about financial aid can be answered by the Financial Aid staff at Chesapeake College or by accessing our web pages at <https://www.chesapeake.edu/financial-aid>. The Financial Aid Office is located in the Dorchester Administration Building, room D-144. The office is open Monday through Friday, from 8:30 a.m. to 4:30 p.m. It's important to apply early for financial aid, since most aid is awarded on a first-come, first-served basis; however, applications are still accepted and encouraged after the May 1 priority deadline.

SERVICES FOR STUDENTS WITH DISABILITIES

In compliance with the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, Chesapeake College is fully committed to providing equal access to all programs and services for qualified students with disabilities. Students with disabilities may receive accommodations through the Office of Disability Services. Accommodations may include:

- Alternative testing arrangements
- Extended time for tests
- Priority seating
- Sign language interpreters
- Scribes, Readers, Interpreters, Note-takers
- Assistive Technology

To qualify for accommodations, students must initiate contact with Judy Gordon, Accessibility and Student Compliance Coordinator, at 410-827-5805, or email jgordon@chesapeake.edu. Additional information can be found at <https://www.chesapeake.edu/students/disability>

MULTICULTURAL AFFAIRS

<http://www.chesapeake.edu/students/diversity>

The Director of Multicultural Affairs provides academic and transfer

SERVICES & PROGRAMS FOR STUDENTS

advising, serves as a liaison between faculty and culturally diverse students. The Director links culturally diverse students with resources on and off campus that promote student success. The Director conducts presentations to community and service organizations. The Director recruits culturally diverse students from the area high schools and in the community. The Director also serves as the advisor of the student organization UHURU, the college's multicultural student union. For more information, call 410-827-5857.

TRIO STUDENT SUPPORT SERVICES

TRiO Student Support Services (SSS) at Chesapeake College is funded by the U. S. Department of Education and serves students who are the first in their family to attend college, meet federal income requirements and/or who may have a disability. Together with other student service programs across the campus, such as the Academic Advising Center, First-Year Programs, Financial Aid, Student Life and Academic Support Center, TRiO SSS provides:

- 1) Tutoring in reading, writing, mathematics, science, and other subjects;
- 2) Advice and assistance in selecting a major and career planning;
- 3) Postsecondary course selection;
- 4) Assistance in completing financial aid and scholarship applications;
- 5) Assistance in applying for transfer admission to a four year university
- 6) Workshops and counseling services designed to improve financial literacy, time management, study skills etc.

TRiO SSS students also participate in cultural events, field trips, leadership activities, professional development, and have an active TRiO Student Council.

Students interested in joining TRiO Student Support Services should contact any TRiO staff member or go to info.chesapeake.edu/lrc/tutoring/trio-student-support-services to complete an application. TRiO Student Support Service offices are located on the second floor of the Caroline College Center and the Multi-Service Center in Cambridge. TRiO flyers and applications are also available all across campus or students may contact a TRiO SSS admin at 410-827-3416 or 410-827-3419 for more information.

PROGRAMS OF STUDY

The college offers a large selection of credit and continuing education offerings designed to help students prepare for transfer to upper level institutions, for immediate entry into a career, or for enhancing work-related skills. Beyond the curricula, the college offers many opportunities for further academic, social, personal, cultural, and athletic development through a rich variety of extracurricular and co-curricular activities.

ACADEMIC PROGRAMS & SUPPORT

CAREER AND PROFESSIONAL STUDIES programs are designed to meet the increasing demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These curricula are planned primarily to provide workers of the region served by the College.

TRANSFER PROGRAMS include freshman and sophomore courses in arts and sciences and pre-professional education. These programs are designed for transfer into baccalaureate degree programs at four-year colleges and universities. For more details go to <http://ecatalog.chesapeake.edu/>

HONORS PROGRAM AT CHESAPEAKE COLLEGE

The Honors program mission is to develop exceptional teaching and learning experiences at Chesapeake College. Through experiential course projects, off-campus travel, and leadership opportunities, our program provides engaging, personalized, and relevant learning experiences that equip students to succeed at Chesapeake and beyond. A primary focus is enabling students to research and successfully apply to four-year schools while earning scholarship dollars to help fund their education.

Students completing fifteen honors credits representing at least three different disciplines are eligible to graduate as Honors Scholars and will receive special recognition at Commencement. To learn more about the program, contact Amber McGinnis at amcginnis2@chesapeake.edu or call 410-822-5400, ext. 2326.

THE LEARNING RESOURCE CENTER

The Learning Resource Center at Wye Mills houses the following services for students, staff, and faculty and community members:

Contact the Library at 410.827.5860

The Chesapeake College Library in the Learning Resource Center meets the information needs of students, faculty, and the community with a diverse collection of books, films, recordings and images, along with an extensive electronic collection of online periodicals, e-books, and subject-specific databases. Open-access computers, study spaces for groups and individuals, lots of natural light, and a spacious floor plan make the library a comfortable place for learning. Information literacy skills are taught throughout the curriculum and supported through class instruction, subject-specific research guides, and one-on-one assistance in person, by phone, and by email.

Throughout the Learning Resource Center are computers offering a wide-ranging variety of software packages and applications, which support the academic needs of the students. Technology specialists are available to

ACADEMIC PROGRAMS & SUPPORT

assist with specific software and projects. In addition, scanners and digital cameras are available for student use. Printers and copy machines are available for 10 cents per page for single-sided, black and white pages.

All students (credit and non-credit) have library privileges. All registered students are automatically entered into the library's circulation database and can immediately check out library items. Also, any community member who lives within our five-county area may apply to use the library by completing a registration form. Most circulating items can be checked out for two weeks and can be renewed. Renewals can be handled over the phone, via e-mail, or in person. Reserve or reference materials and current periodicals cannot be checked out and must be used in the LRC.

Students will not be charged for overdue items; however, grade reports and transcripts will not be issued until the LRC materials are returned. Reminder notices on overdue items are sent via e-mail to student email accounts on Skipjack Mail. All library materials and services may be accessed through <http://info.chesapeake.edu/lrc/library>.

ACADEMIC SUPPORT CENTER

The ASC can be reached at 410-827-5854

The Academic Support Center (ASC)'s main office is located on the first floor of the Learning Resource Center in room L-105. Faculty, professional staff, and peer tutors provide free assistance to students individually and in small groups in most subject areas, especially writing, math, science, and technology. Tutors focus on helping students master concepts, learn study skills, and become independent learners. Tutors provide help on any stage of a project or course, so students are encouraged to visit early and often. Students may schedule appointments, and walk-ins are welcome on a first-come, first-served basis. Limited assistance is also available online or by phone.

Each semester, specific hours are dedicated to tutor-led study sessions for some high-demand courses; the dedicated tutoring schedule changes each semester. Students can find schedules and make appointments online at the ASC's website <http://info.chesapeake.edu/lrc/tutoring>

ACADEMIC SUPPORT AT THE MULTI-SERVICE CENTER IN THE CAMBRIDGE FACILITY

Contact the Multi-Service Center at 410-822-5400, ext. 2602

The Multi-Service Center provides the same services as the Academic Support Center at the Wye Mills campus. Students, faculty, and staff are provided with a wide range of services including computer use, tutoring, library services and testing.

ACADEMIC PROGRAMS & SUPPORT

TUTORING

Faculty, professional staff, and peer tutors provide assistance to students individually and in small groups in most subject areas, especially writing, math, science, and technology. Tutors focus on helping students master concepts, learn study skills, and become independent learners. Tutors provide help on any stage of a project or course, so students are encouraged to visit early and often. Students may schedule long-term or one-time appointments, and walk-ins are welcome on a first-come, first-served basis. Assistance is also available online or by phone. Each semester, specific hours are dedicated to tutor-led study sessions for some high-demand courses; the dedicated tutoring schedule changes each semester. Students can find schedules and make appointments online at the ASC's website <http://info.chesapeake.edu/lrc/tutoring>

TESTING CENTER

The Testing Center can be found in two locations:

Learning Resource Center, Room L-107, Wye Mills Campus, 410-822-5400 ext. 2234 or the **Cambridge Multi-Service Center**, Cambridge Center, 410-228-4860, ext. 2601.

The Testing Center on the Wye Mills campus administers the Accuplacer test for those entering the College, classroom make-up tests, online course exams, the College Level Examination Program (CLEP) tests, and proctored exams from other academic institutions nationwide. The Center, located in the Learning Resource Center, has day, evening, and weekend hours. All test takers must present valid photo identification before taking any test. In order to complete the test, students must arrive at least one hour prior to closing. Those students wishing to complete the Accuplacer test must arrive at least two hours prior to closing.

The staff of the Testing Center also administers the Accuplacer, an instrument used to measure your entry-level skills in mathematics, language, and reading. All students are required to complete the Accuplacer, the results of which allow academic advisors to assist you with your selection of courses. For additional information on the Accuplacer, please refer to the Testing Center web page.

Accessing the Testing Center:

- Students must show photo identification (driver's license, Chesapeake College ID, etc.) before receiving a test.
- Special testing accommodations can be arranged for students with documented disabilities.
- For Accuplacer testing, students must arrive at least two hours prior to closing in order to complete the test.

ACADEMIC PROGRAMS & SUPPORT

- Students who take Accuplacer are required to obtain and complete a form from the Student Affairs office, prior to going to the Testing Center.
- If the Accuplacer test is not completed, students have up to seven days to complete the test.
- Currently enrolled students are responsible for taking a test during the time period established by their professors. Students must come to the Testing Center during its open hours.
- Testing Center staff can forward assignments to a student's instructor. It is the student's responsibility to follow through on any communication with an instructor. The Testing Center staff does not advise students on course-related matters.
- Students needing to have tests proctored for another institution (either for a distance education course, a licensure exam, etc.) may make arrangements for such tests through the Testing Center. These tests may only be proctored during regular Testing Center hours. There is a charge for this service.



STUDENT SURVIVAL TIPS

STUDENT SURVIVAL TIP #1

Attitude is Everything!

It's very important to make a good impression in the classroom. Your instructor is human and will naturally prefer to work with students who are respectful, dedicated, and pleasant. The class as a whole will benefit by each individual's professional behavior.

Classroom Behaviors that Guarantee Success!

- Let your instructor know that school is a top priority.
- Approach problem solving with creativity.
- Maintain a positive attitude.
- Be an active participant in class.
- Respect others and work well with them.
- Practice effective communication.
- Be dependable.
- Be responsible for your learning; you will earn the grade you receive.
- Demonstrate a willingness to learn and work hard.
- Be open to suggestions and feedback.
- Submit professional work.

STUDENT SURVIVAL TIP #2

You Can Do It! Developing a Personal Management System

Are there things in your life you know you need to change, but you are unsure of how or where to begin? Whether you need to increase your exercise, improve your study habits, curb your spending, lose weight, reduce negative stress, better manage your time, or just feel better about yourself, there are steps you can take to becoming a happier, healthier person. Review the steps below and start today!

- Be aware of the things you are doing now—use logs, journals, and charts to track them.
- Learn about good habits, techniques, etc.
- Make a list of “keeper” behaviors as well as a list of things you think you need to change.
- Think big, but start small—have a long-term goal in mind, but start by making small changes in behavior that will “stick.”
- Write your goals down. Be positive.
- Don't make excuses, but don't beat yourself up if you experience a setback.

STUDENT SURVIVAL TIPS

- Reward yourself for positive changes in behavior.
- When you have mastered one change, evaluate and plan again.

Remember that Chesapeake has many resources available to you. If you're not sure where to begin, call the Office of Student Success and Enrollment Services, ext. 2250.

STUDENT SURVIVAL TIP #3

Develop an Academic Plan

It's important to know how long it will take you to complete your program of study, graduate with a certificate or associate's degree or transfer to a four-year university. Follow these tips to save you time and money:

1. Access your Student Plan (**log on to MyCampus, CRAB/WEBAdvisor and click the Student Plan link on your Student Menu**)
2. Make an appointment with your advisor to develop a timeline for completion.
3. "Plan" your semesters by entering required courses for each subsequent semester until completion.
4. Review your student plan frequently to insure that you are on track

STUDENT SURVIVAL TIP #4

Tips for Staying Motivated

The motivation to do something starts with the desire to do it! Next, you must believe that it is possible and set goals to accomplish what it is that you want. Finally, maintaining a positive attitude along with hard work will keep you moving in the right direction. Sometimes it's hard to maintain the energy and enthusiasm that you start off with at the beginning of a semester. If you feel like you are losing some of the "drive to succeed," consider some of the following suggestions:

- Know yourself; what it is that you want, why you want it, and then work to achieve your goals.
- View risk as a challenge, or as an opportunity to succeed.
- React to any stressors in a positive manner.
- Write down your goals and keep track of your progress.
- Be realistic when you set goals; make sure they are attainable and measurable.
- Remember that short-term goals are the building blocks for long-term success.
- Create incentives for yourself (things, activities) as rewards for doing well.
- Focus on incentives when you experience a minor setback.
- Find satisfaction in the "doing" as much as in any outside rewards.

STUDENT SURVIVAL TIPS

STUDENT SURVIVAL TIP #5

Stay Connected

Keep up with college information! Many students are not informed because they don't check their email on a regular basis. You can access your email through:

- **MyCampus** – Chesapeake College's portal. MyCampus provides easy access to your campus resources such as:
- **WebAdvisor/CRAB** – our student Information System
- **Canvas** (the place for courses)
- **Skipjack email** (your official campus email)
- **Need help?** Call the Help Desk at 410-822-5400 ext. 2224 or email cchelpdesk@chesapeake.edu.

STUDENT SURVIVAL TIP #6

Meeting with Your Instructor

You should meet with your instructor as soon as you are having difficulties in your class. Don't wait until the end of the semester to ask for help. Before meeting with your instructor, ask please follow this tips:

1. Review any concerns honestly with yourself. Are you accepting responsibility for your learning? Write down any specific problem(s) you may be having and see if there is anything you can do to improve the situation; for example, tutoring, better study habits, time management, etc.
2. Make an appointment with your instructor outside of class. Review the course syllabus for your instructor's hours, email, office number, and phone extension. If you are unable to meet with your instructor during scheduled office hours, try to find an alternate time agreeable to you.
3. Be on time for your appointment and be pleasant, introducing yourself to the instructor and identifying the class you are coming to discuss.
4. Be ready to discuss your concerns openly with your instructor; have your concerns written down so you don't forget anything you came to discuss.
5. During the discussion, if you are still having difficulty understanding your instructor, ask for clarification. Talk through the problem as much as possible.
6. Before leaving, summarize the solutions you've worked out. Thank your instructor and ask to come back if necessary.

STUDENT SURVIVAL TIPS

STUDENT SURVIVAL TIP #7

NOTE TAKING TIPS <http://www.studygs.net/lcturnote.htm>

1. Leave large empty spaces in your notes if you miss material during a lecture; fill in the missing information after class.
2. Exchange photocopies of notes with classmates; someone else may have picked up something you missed.
3. Listen actively; participate in class discussions.
4. Copy material from the board.
5. Label, number, and date all your notes, and be as organized and as neat as possible.
6. Use pictures and diagrams to make relationships visual; label all diagrams and graphs.
7. Use index cards instead of paper to create flash cards.
8. Use complete sentences when material is important.
9. Use symbols to signal important information or questions in your notes (*, ?, !, etc.).
10. Listen carefully for key words and phrases during a lecture.
11. Edit and review your notes within 24 hours of taking them.
12. Eliminate nonessential material from key points when taking notes; make connections to prior learning.

STUDENT SURVIVAL TIP #8

TOP TEN STUDY TIPS <http://www.studygs.net/shared/studying.htm>

1. Develop and stick to a study routine; plan on spending two hours of study time for every hour you spend in class.
2. Organize and plan your study times, especially for tests. Avoid cramming!
3. Study difficult subjects first.
4. Be aware of the time of day when you have the most energy and tackle your most demanding tasks at those times!
5. Avoid distractions as much as possible (TV, phone, visitors, etc.).
6. Use pictures, charts, and diagrams as methods to help you remember material.
7. Form a study group with others in your class.
8. Avoid scheduling marathon study sessions; try to take a break every hour.
9. Use a regular study area; it's human nature to form habits.
10. Practice daily and weekly reviews of material learned in class.

STUDENT SURVIVAL TIPS

STUDENT SURVIVAL TIP #9

Test Taking Tips <http://www.studygs.net/tsttak1.htm>

1. Consider what your instructor is emphasizing and what you are expected to know before beginning to study.
2. Make up test questions you think will be on the test and learn the answers. Practice, practice, practice.
3. Read the test questions and directions very carefully. Be sure to read them as they are, not as you would like them to be.
4. Budget your use of time on an essay exam. Look over the entire test FIRST.
5. Answer the easy questions first. Mark those you are uncertain about and return to them later.
6. On essay exams, know what you can answer in a given amount of time. Outline important information before responding to the question.
7. Try to eliminate as many choices as possible. Objective and multiple-choice test questions may have multiple correct answers, but choose the best. Be cautious about changing your original answer.
8. Pay attention to the wording of questions. All segments of a true-false statement must be true for the entire statement to be true.
9. Answer every question. A partial answer is better than no answer at all.
10. Develop a plan of attack for taking the exam. Remember the above tips throughout the entire exam. Be sure to save a few minutes at the end of the test to proofread your work.

STUDENT SURVIVAL TIP #10

Time Management <http://www.studygs.net/shared/mgmt.htm>

As you try to fit all of life's many demands into your schedule as a student, you'll often find yourself wondering where all the time goes. How can you possibly find the time to do everything that's expected of you? Use these time planning suggestions to help you better manage your time.

1. Use a semester plan, a weekly plan, and daily "to-do" lists to help schedule your time.
2. Be realistic about the time you need to accomplish an activity. Don't set yourself up for failure by underestimating the time it takes to accomplish a task.
3. Allow flexibility in your schedule. Plan for the unexpected by giving yourself time between tasks.
4. For your mental and physical wellness, plan time for fun. Recreation deserves a place in your priorities!

STUDENT SURVIVAL TIPS

5. Remember that neatness and organization can help save you time!
Doing things well the first time around means that you won't have to waste time later.
6. Use "wait" time; for example, carry review flash cards with you to study your notes while waiting in line for an appointment, between classes, etc. Remember, wasted minutes add up quickly to wasted hours.
7. Learn to say "no." Hang a "do not disturb" sign on your door.

STUDENT SURVIVAL TIP #11

Ten Stress Reducing Tips <http://www.studygs.net/stress.htm>

Worried about grades, finances, family, personal problems, work, and life in general? Feeling totally "stressed out?" Although it all may seem overwhelming, you can learn to control stress and sometimes even let it work to your advantage by following these tips:

1. Have a positive attitude. Focus your energy and look for a fresh outlook. Often we worry about things that never happen!
2. Remember to breathe! Sounds too easy, but it helps; you may be holding your breath during times of stress. Take several deep breaths, and then consciously regulate your breathing until you feel relaxed again.
3. Stand up, stretch, and shake loose. Yawn a huge yawn and vocalize your exhalation.
4. Exercise. Divert the stress to something active and positive.
5. Avoid alcohol and drugs. They may seem to alleviate stress, but it's only temporary; they actually induce additional stress.
6. If too many things need immediate attention, don't panic. Finish something easily done to give yourself a sense of accomplishment, and then move on.
7. Visualize a scene that soothes you - you're on a beach, you can hear the waves crashing, the sea air is salty, the sun feels warm on your skin.
8. Ask for support from others. Talk it out. Get a hug!
9. Change your location. Take a walk. Look out the window.
10. Laugh! At yourself or with someone - look for the silver lining!



STUDENT SURVIVAL TIPS

STUDENT SURVIVAL TIP #12

Personal Safety

At Chesapeake College, while we strive to foster a safe environment for learning, we want you to realize that anything that can happen anywhere else can happen here. We all plan for many things in life, but we often don't plan for personal safety. Help us reduce your chances of becoming a crime victim by being security conscious. Criminals look for victims! Most crimes occur when we get careless. Follow these personal safety tips and plan ahead.

- Park your car in well-lit areas.
- Lock all car doors and take your keys.
- If you must carry valuables, store them in a locked trunk before leaving home.
- Trust your instincts when exiting your vehicle; if there's any doubt, don't get out.
- Have your keys ready as you walk to your vehicle.
- Be alert to your surroundings, including the people around you, at all times.
- Use the buddy system; walk with others to and from classes. Avoid walking alone.
- If you must walk alone, walk with a purpose; hold your head up and stride confidently.
- Don't flash cash or valuables.
- Keep back packs and purses tucked close to your body.
- Don't leave belongings unattended, even for a moment.



STUDENT LIFE, CLUBS & ATHLETICS

STUDENT LIFE/ACTIVITIES

Want a really well-rounded educational experience?
Leadership opportunity? Just plain fun?

If you want to get the most out of your college education, get involved in Student Life activities. Research shows that students who are involved with their college and its activities get better grades and stay in school!

How do you start a club?

1. Meet with the Director of Student Life in C-201
2. Find 3 Students who share your interest.
3. Identify a Faculty or Staff advisor
4. Create a Club Constitution
5. Get approved by Student Senate

For help in getting started, contact Corey Posey, Director of Student Life, 410-827-5826 or cposey@chesapeake.edu.

STARTING A NEW STUDENT ORGANIZATION

Student organizations are formed as student interest dictates. If you are interested in starting a new organization, your first step should be to seek out other interested students to define your goals and the purpose of membership. For help in getting started, contact the Director of Student Life. The Chesapeake College Student Senate Constitution, Article IX (see Appendix F), outlines the steps to take to attain recognition.

For more information, contact the Director of Student Life at 410-827-5826.

STUDENT GOVERNMENT ASSOCIATION (OPEN MEMBERSHIP)



The Student Senate is the governing body over all student run organizations and clubs housed on Chesapeake's Wye Mills campus. We pride ourselves in being a close-knit group of diverse students that are involved in plays/musicals, athletics, honor societies, and so much more. Our meetings are held every Tuesday at 2:30pm in the Caroline Center Room 216. Everyone is invited to these meetings where we discuss the upcoming events for the semester, vote on events, and help plan fundraisers for our semester charity, TBD. We invite you to check out the Student Senate Executive Board below. Please feel free to contact them if you have any questions about their positions or feel free to stop into the Student Senate office (room 105 of the Caroline Center) is also a great resource to find out about upcoming events. We hope to see you at the meetings and at our next upcoming events.

STUDENT LIFE, CLUBS & ATHLETICS

THE GAY STRAIGHT ALLIANCE (GSA) (OPEN MEMBERSHIP)



Advisor: TBD (Contact the Director of Student Life)
The purpose of the Gay-Straight Alliance is to foster an active and diverse culture at Chesapeake College. The Gay-Straight Alliance provides opportunities for students to build friendships and encourages open-mindedness towards gays, lesbians, bisexuals and transsexuals within the community.

GREEN TEAM (OPEN MEMBERSHIP)



Advisor: TBD (Contact the Director of Student Life)
Our mission is to support and advocate Eco consciousness in our college and community. We want to raise awareness about recycling in our community and collaborate with the public and private schools of the surrounding counties. We want to establish an integrated system among the Eastern Shore to encourage our residents and influence the younger generation to adopt eco-friendly lifestyles or at least recycle.

OUTDOORS CLUB (OPEN MEMBERSHIP)



The Outdoors Club provides the opportunity for members of the Chesapeake College community to share mutual interests in outdoor recreational activities, including but not limited to: backpacking, biking, camping, canoeing, hiking, kayaking, rafting, and skiing. The club believes that participation in such activities supports a healthy mental and physical life.

PHI THETA KAPPA

(APPLICATION & ACCEPTANCE REQUIRED FOR MEMBERSHIP)



Advisor: Jeremy Crowe, jcrowe@chesapeake.edu
Phi Theta Kappa (PTK) is the premier international honor society for two year colleges. Its primary function is to recognize and promote scholastic achievement in community, technical, and junior college students. Membership is offered to students who have earned a grade point average (GPA) of 3.50 or higher, who have earned 12 or more college credits, and who have declared a major. Phi Theta Kappa offers students more than just a membership certificate; it is an active organization with opportunities for fun and service both on and off campus.

STUDENT LIFE, CLUBS & ATHLETICS

RADIOGRAPHIC STUDENT COUNCIL (MEMBERSHIP LIMITED TO RADIOGRAPHY STUDENTS)

Advisor: Linda Blythe, **lblythe@chesapeake.edu** Membership is open to students in the Radiography Program at Chesapeake College. The purpose of this group is to share the responsibility of developing, maintaining, and promoting the Radiologic Sciences Program as a safe, respected, and active learning environment with the Faculty and Staff of the clinical sites.

STUDENT NURSING ORGANIZATION (MEMBERSHIP LIMITED TO NURSING STUDENTS)

Advisor Class of 2018: Holly Hayman, **hayman@chesapeake.edu** and Robin Seal-Whitlock, **rsealwhitlock@chesapeake.edu**;

The Student Nursing Organization (SNO) was established in 1998 and serves several different purposes for the nursing students enrolled in the Chesapeake College/MGW Nursing Program. It provides an avenue for students to have input in non-curricula matters that impact them and offers the opportunity to coordinate and encourage student participation in community-focused activities. Moreover, it provides a conduit for communication between and among students and between faculty and students and promotes leadership skills, self-direction, commitment and involvement.

SURGICAL TECHNOLOGY CLUB (MEMBERSHIP LIMITED TO SURGICAL TECHNOLOGY STUDENTS)

Advisor: Karen Jones, **kjones@chesapeake.edu** The purpose of this club is to promote quality health education and health services for students and school communities as well as promote quality continuing education for surgical technologists. We will provide consultation on the educational standards for the preparation of surgical technology and encourage unity of thought and action. We will cooperate with educational institutions and organizations seeking to promote school health and school surgical technologists.

UHURU (OPEN MEMBERSHIP)

Founded in 1982, UHURU has been one of Chesapeake's most active student organizations. Uhuru means "freedom" in Swahili and the organization's motto is "knowledge is freedom from ignorance." UHURU works to promote and preserve the history and culture of African Americans and to promote integrity, pride, and unity among culturally diverse students and the student body at large.

STUDENT LIFE, CLUBS & ATHLETICS

LEADERSHIP ACADEMY

Students interested in developing leadership skills should apply in the Office of Student Life during the first three weeks of the semester. The Leadership Academy is a ten-week program that meets on Thursday afternoons in the Caroline Center, room C-216. Dinner is provided, and we will have presentations, guest speakers, and workshops that help students develop their portfolio for future interviews. Contact the Office of Student Life for more information at 410-827-5826 .

ATHLETICS

As a member of the Maryland Junior College Athletic Conference, Chesapeake currently fields varsity teams in men's soccer, women's volleyball, men's and women's basketball, men's baseball, and women's softball. Students must meet eligibility requirements to participate on intercollegiate teams. The Athletic Department also operates the weight room facility. A safety orientation and weight room card are required before use of the weight room may begin.

Students must have a student ID with them while using the weight room and gymnasium.

Student attendance at all athletic events is encouraged. Students possessing a Chesapeake student photo ID card get in free to all home games. Check the calendar for upcoming sports events. Come out and cheer the Skipjacks on to victory! For more information about Athletics contact the Director of Athletics, Frank Szymanski, 410-822-5400, ext. 5828 or go to <http://www.letsgoskipjacks.com/landing/index>.



COLLEGE POLICIES

ACADEMIC STANDINGS

<http://ecatalog.chesapeake.edu/content.php?catoid=6&navoid=340>

Dean's List, Good Academic Standing, Academic Warning, Academic Probation, Academic Suspension, and Academic Dismissal

ACADEMIC POLICIES FOR GRADING, WITHDRAWS, AND REPEATING COURSES

<http://ecatalog.chesapeake.edu/content.php?catoid=6&navoid=339>

HOW TO FIGURE YOUR GRADE POINT AVERAGE (GPA)

A student must have at least a 2.0 GPA (also referred to as a grade point average or GPA) to graduate from Chesapeake College. Of course, you'll want to do your best in every class you take to earn the highest GPA possible. Students receiving GPA's of 3.50 or higher in a semester and taking seven credits or more earn Dean's List status. A cumulative GPA of 3.50 or higher allows a student to graduate with honors. A cumulative GPA of 3.75 or higher allows a student to graduate honors with distinction. You can manually figure your GPA for a given semester:

<http://info.chesapeake.edu/students/qpacalc1.asp>

ADDING, DROPPING, AND WITHDRAWING FROM CLASSES

There are published dates each semester that announce deadlines for adding, dropping, or withdrawing from classes. Once the semester has started, a \$5 fee will be charged to drop a class and if you drop a class and add another, there is a \$15 fee. Because of the amount of course material missed, a student must add: (1) a day class before the third meeting, (2) an evening or block class before the second meeting, and (3) an accelerated (seven-eight week) course before the course meets for the second time. There is no late registration for a weekend class. Be aware of refund dates if you plan on dropping a course. Once the last day to drop a class has passed, you can still withdraw from a class if you do so by the deadline published in the academic calendar. If you withdraw, you will receive a grade of "W," which will not be calculated into your grade point average. You'll need to pay full tuition for a course in which you've received a "W" if you choose to repeat the course.

Never just stop attending a class or classes. You must officially withdraw from a course to receive a "W;" otherwise, you will receive an "F," which will be calculated into your grade point average. Go to the Registration Office to have an add/drop form processed. If emergency circumstances arise after the withdrawal date within a given semester, notify the Vice President for Student Success for assistance. On rare occasions, there may be situations that occur out of a student's control, whereby a student fails to

COLLEGE POLICIES

withdraw during the designated withdrawal period. Should this occur, students must complete an appeal, which includes documentation within one calendar year from the time the “F” grade is posted to the academic roster. The complete “F” to “W” Policy is printed in Appendix D.

INCOMPLETE GRADE

A grade of Incomplete (“I”) is only granted in case of an emergency and must be requested in writing prior to the beginning of final exams. In other words, you won’t receive an Incomplete if you just haven’t been able to keep up with the class because you’ve been too busy. Incompletes are reserved for students who have been hospitalized, who have suffered a personal loss, or who have experienced some other extreme life situation for which documentation can be provided. Permission to receive an Incomplete must be approved by the Vice President for Academic Affairs, which takes place after the instructor has signed the Permission to Receive an Incomplete Grade Form. If you should ever receive an “I,” the missed assignments, exams, etc. must be completed within four weeks after the beginning of classes for the next regular semester, or the “I” will automatically convert to an “F” grade.

MID-TERM GRADES

At mid-point in the semester, you will receive a temporary grade of “S” or “U” which indicates whether you are making satisfactory or unsatisfactory progress in your classes. If you receive a “U” on your mid-term report, self-evaluate your progress in the class. Speak with your instructor. Is there anything you can do to improve your grade? If you have fallen too far behind to revive your grade, you may want to withdraw from the course and concentrate on your other classes—perhaps you’ve taken on more than you can handle. Mid-term grades can be found on CRAB through MyCampus. Make sure to check your progress before the deadline to withdraw, so that you can act promptly if you decide to drop a class.

ADDRESSING CONCERNS ABOUT A CLASS OR GRADES

While the counseling staff in Student Success and Enrollment Services is happy to meet with you to discuss your academic progress, your first course of action when concerned about a class is to meet with your instructor. Instructors are generally very approachable and will be happy to discuss your concerns. If you are dissatisfied with the outcome of your meeting(s), your next step is to follow the Academic Grievance Procedure, which is outlined in the College Catalog.

COLLEGE POLICIES

REPEATING A CLASS

A student may attempt a course no more than three times. This includes any course for which a student has earned a letter grade, an “L” for auditing a course, or a “W” for a course from which the student has withdrawn. If a student would like to enroll in a course more than three times, the student must first complete a Course Repeat Appeal form available on the College Website and schedule a meeting with the Vice President for Academic Affairs for approval.

The highest grade earned in a course will be used in computing a cumulative grade point average; however, all grades will be listed on the student’s permanent record. Grades are counted only once in computing the cumulative grade point average. Repeating courses in which a grade of “C” or better has been earned is not recommended.

ACADEMIC RECORDS

Office of Registration

Transcripts will be available for online transcript ordering and electronic transcript delivery. Orders will be processed within 24-48 business hours, depending on demand. In addition, students will be able to track who received their transcript and when it was received. To order transcripts go to https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=Ai6zWK8LbGOFIMmk

To use this service there will be a \$5.00 charge for each transcript and an additional online convenience fee of \$3.00 charged for each receiver of the transcript (regardless of the number of copies being sent).

Educational Files

It is the policy of Chesapeake College to insure the right-of-privacy and access to students regarding their educational records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA gives students the right to inspect and review all educational records with the following exceptions: financial records of student’s parents, confidential letters or statements placed in the file prior to January 1, 1975, and psychiatric or medical records retained by a professional for treatment purposes.

Privacy Forms

Chesapeake College adheres to the guidelines mandated by the Family Educational Rights and Privacy Act (FERPA). In order to release information regarding any aspect of a student’s account, the student will need to

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request the information. If the student would like anyone else to be able to inquire about his or her balance or enrollment status, the Student Information Release form must be on file granting access to the specified individual(s). The form can be obtained either online or at the Registration Office.

CHANGE OF INFORMATION

To be sure you receive College information, please submit in writing all changes of address, name, or telephone number to the Registration Office. A Demographic Data Change Form is available through the Office of Registration and may also be printed from the College Web site.

CHANGE OF CURRICULUM

Students wishing to change curriculum must complete a Change in Academic Program Form, available in the Office of Registration or Student Success and Enrollment Services. If you are receiving educational benefits from Financial Aid, the Workforce Investment Board (WIB), or Veterans benefits, the appropriate signatures are necessary before a change can be processed.

PROGRAM PROGRESS REVIEW

Upon reaching 45 credits, students wishing to graduate from Chesapeake College should request a Program Progress Review in the Office of Student Success and Enrollment Services. This review helps ensure students will achieve their targeted graduation date.

APPLICATION FOR GRADUATION

All students must complete an Application for Graduation form in order to graduate. The application must be filed. Please see the current academic calendar for the appropriate filing dates for each semester. The application is available online, or you may pick up a copy from the Office of Registration. A single commencement ceremony will be held in May for the entire academic year.

ACADEMIC AMNESTY

Chesapeake College recognizes that students may not perform well in their program of study due to a variety of reasons. To encourage students who have changed programs of study and may be adversely affected by past academic performance, they may request all credits be removed from their grade point average for courses no longer applicable to their new program.

COLLEGE POLICIES

All courses that fulfill a General Education requirement in the student's new program of study are not applicable to this policy. Courses will still appear on the student's official transcript and are marked with an asterisk. Students may not request academic amnesty more than once. The policy for students who want to apply for recalculation of their GPA due to a change in curriculum is printed in Appendix C.

READMISSION TO THE COLLEGE

If a student has failed to perform academically to the point where he/she has been dismissed from the College, there is still an opportunity to appeal for readmission to the College.

CRISIS MANAGEMENT

Chesapeake defines a "crisis" as "any sudden, unexpected occurrence or set of circumstances with the potential for outcomes that are disruptive to our on-going operations; present a physical or psychological danger to our students, employees or guests; threaten our physical structures, and that demand immediate attention."

In the event of an emergency situation, employees and students should immediately contact the Switchboard Operator by dialing 0 on any College phone. If, in their judgment, the situation warrants such action, they are encouraged to dial directly to 911 and then to report the incident to the Switchboard Operator. If the crisis event occurs after normal business hours, the Switchboard recording will provide access to the Security Department. An employee or student may also choose to contact the Security Officer directly to report the incident by dialing 410-758-7275 or by dialing *9 from any college phone.

ACADEMIC EMERGENCY MANAGEMENT PLAN

In the event that Chesapeake College needs to close for an extended period of time due to a flu pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

1. Closure during the semester for up to one week – there will be an opportunity to make up work missed without significant alteration to the semester calendar.
2. Closure extending beyond one week (or in situations where classes are cancelled on the same days/evenings over multiple weeks) – the College may extend the length of the semester. Depending on the timing of the

COLLEGE POLICIES

closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted.

Students can acquire information about closures on the College website or by calling 410-822-5400, 410-758-1537, 410-228-4360 or on Twitter at **Chesapeake Emergency@ChesCollAlerts**. Chesapeake College courses held at off campus sites will follow the protocol of the host facility.

EQUAL OPPORTUNITY

Chesapeake College is committed to a policy of equal opportunity for all persons so that no person, on the basis of race, color, religion, creed, age, sex, national origin, ancestry, sexual orientation, disability, pregnancy, military status or any other class protected by law, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this College.

DISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Contact Chesapeake's Director of Human Resources for the complete Discrimination Policy and Complaint Procedure.

STUDENT HONOR CODE

Students of Chesapeake College agree to demonstrate academic and personal integrity.

- Chesapeake College students are persons of integrity. They stand for that which is right. They tell the truth and ensure that the full necessary truth is known. They do not lie. *
- They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat.*
- They respect the material and intellectual property of others and ensure that others are able to benefit from the use of their own property. They do not steal.*

Therefore, each student at Chesapeake College pledges to:

- Submit assignments that reflect his/her own thoughts and work.
- Cite and properly acknowledge the thoughts and work of others.
- Complete all test and other in class assignments using his/her own thoughts.
- Reject the use of materials acquired illegally.
- Respect the rights and property of others.

COLLEGE POLICIES

Those found to be in violation of this Code agree to disciplinary sanctions and appeal processes outlined within the Chesapeake College Student Code of Conduct.

* Adapted from the U.S. Naval Academy Code of Honor.

STUDENT CODE OF CONDUCT

The goal of the College's Student Code of Conduct is to provide a mechanism to confront behavior that interferes with, or threatens to interfere with, the educational mission of the College. The policy addresses academic and nonacademic misconduct and describes disciplinary procedures. Students should familiarize themselves with their rights and responsibilities as students. The complete policy is located on the College Web site. For more detailed information on policies including information regarding drugs and alcohol, campus weapons, smoking and tobacco, harassment, traffic and parking use go to the Code of Conduct link at <http://ecatalog.chesapeake.edu/content.php?catoid=9&navoid=721#student-code-of-conduct>

For more detailed information on the Chesapeake College Student Code of Conduct that includes information on academic and non-academic misconduct, disciplinary action as well as the appeals process go to the Student Code of Conduct link.

ACADEMIC MISCONDUCT

NON-ACADEMIC MISCONDUCT

PROHIBITED CONDUCT

DISCIPLINARY PROCEDURES

EMERGENCY DISCIPLINARY PROCEDURES regarding taking emergency action to protect the College go to http://ecatalog.chesapeake.edu/content.php?catoid=6&navoid=375#Inclement_Weather_Procedures.

For more information on the "F" to "W" Academic policy and the Re-admit Student Policy go to <http://ecatalog.chesapeake.edu/content.php?catoid=6&navoid=341>.

CHESAPEAKE COLLEGE GENDER-BASED MISCONDUCT POLICY STATEMENT

Chesapeake College prohibits all forms of sexual and gender-based harassment and misconduct, including but not limited to acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. The college is committed to addressing all alleged incidents

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of sexual misconduct, preventing their reoccurrence, and remedying any effects. This policy is in accordance with Title IX of the Education Amendments of 1972 (“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”), and applies to conduct which occurs on Chesapeake College property or at college-sanctioned events or programs that take place off campus, including trips or internships. Inquiries concerning the application of this policy and Title IX may be referred to the College’s Title IX Coordinator or Deputy Title IX Coordinator.

The full text of the college’s Gender-Based Misconduct Policy may be found on the college website at <https://www.chesapeake.edu/students/student-code-of-conduct>

Victims of gender-based misconduct or others reporting such incidents will find important emergency contact information for obtaining medical and law enforcement assistance at the following link:

<http://ecatalog.chesapeake.edu/content.php?catoid=9&navoid=784>

CHESAPEAKE COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Chesapeake College of Maryland, in order to share with the Board of Trustees, College Council, Administration, Faculty, and Staff, the responsibility of developing and maintaining Chesapeake College as a safe, respected, active, and diverse community, establish this Student Government Association.

Go to <http://www.chesapeake.edu/students/student-senate#overlay-context=students/activities/sga> for more detailed information on the following:

Article I - Name and Purpose

Article II - Membership

Article III - Legislative Office

Article IV - Committees

Article V - Elections and Appointments

Article VI - Removal from Office

Article VII - Position Vacancies

Article VIII - Meetings

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Article IX - Campus Organizations

Article X - Budget Guidelines

Article XI - Amendments and Ratification

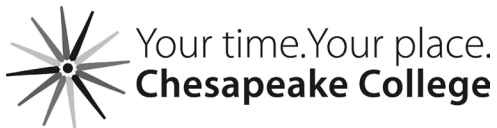
INTERNET ACCESS POLICY

Chesapeake College provides access to the Internet in order to support Chesapeake's Mission and Core Values as a community college serving the counties of Caroline, Dorchester, Kent, Queen Anne's, and Talbot.

For more information, go to <https://www.chesapeake.edu/about/terms-of-service>



NOTES





FOCUS

First generation
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Ultimate
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DID YOU KNOW?

FOCUS guides first-time, first generation male students toward academic success. The program empowers young men through exposure to:

Academic support
Student Planning
Career preparation

Mentoring
Community Service
Leadership Development

Participants receive a book scholarship at the end of each semester.

EXPLORE YOUR OPTIONS & LEARN MORE:

Dana Bowser, Director of First-Year Experience
410-822-5400 Ext. 5840
dbowser@chesapeake.edu





Your time. Your place.
Chesapeake College

P.O. Box 8 | Wye Mills, MD 21679 | 410-822-5400

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