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University Services

Assistance for Individuals with Disabilities

Equal Opportunity Services
Whitfield Hall, 143 N. Craig Street, Pittsburgh PA 15213
<http://hr.web.cmu.edu/eos.html>

Everett Tadem, Director (412) 268-2012
et19@andrew.cmu.edu

Larry Powell, EOS Manager (412) 268-2013
lpowell@andrew.cmu.edu

Courtney Bryant, EOS Administrative Coordinator (412) 268-2012
cbryant@andrew.cmu.edu

Qualified individuals with disabilities are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA regulations). Accommodations are determined on a case-by-case basis. Equal Opportunity Services provide links between individuals with disabilities and the campus community. Information released will provide documentation of a disability for faculty, staff, students and prospective students of Carnegie Mellon University. All information will be considered confidential and only released to appropriate personnel on a need to know basis. To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.). Accommodations prescribed only apply to Carnegie Mellon University and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance.

In order to receive services/accommodations verification of a disability according to Carnegie Mellon guidelines is required.

To establish that an individual is covered under the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning. The documentation requirements are provided in the interest of assuring that a disability demonstrates an impact on a major life activity, is appropriate to verify eligibility, assures the implementation of appropriate accommodations, and supports the request for accommodations, academic adjustments, and/or auxiliary aids.

For more information on disability resources and documentation guidelines please contact Larry Powell, EOS Manager (412) 268-2013– lpowell@andrew.cmu.edu or visit our website at, <http://hr.web.cmu.edu/eos.html>

Carnegie Mellon Resource Advising Center (CMARC)

Ty Walton, Director
Damian Dourado, Asst. Director
CMARC Office: Cyert Hall A64, 8-2150

The Carnegie Mellon Advising Resource Center (CMARC) is an advising and information center that assists students and connects them to appropriate communities, services and opportunities by providing academic planning and one-on-one counsel. Founded as the Carnegie Mellon Action Project (CMAP), CMARC has an additional commitment to support underrepresented ethnic minority students in a setting where students' differences and talents are guided, appreciated, and reinforced.

Academic Advising

CMARC, working in cooperation with faculty and departmental advisors, strives to promote academic success. The professional program advisors serve as an additional resource when it is necessary to consult with more than one person or to obtain another perspective. Their primary objective is to assist students in developing and achieving meaningful educational plans that are compatible with their life goals. CMARC advisors can help students:

- Establish short and long term academic goals.
- Investigate alternative majors in other colleges.
- Obtain referrals to organizations such as Career Services, Academic Development, etc.
- Explore career and graduate school options.

Computing Services

Joel Smith, Vice Provost Computing Services
Cyert Hall 283, x8-2649
<http://www.cmu.edu/computing/>

The Computing Services division develops, maintains and supports the computing, instructional technology and telecommunications resources for the students, faculty and staff of Carnegie Mellon. The division maintains the campus wired and wireless network and public computer clusters. They are also responsible for system software development and cable TV and telephone services such as voicemail and long distance. Computing Services also installs and maintains the audio/video equipment in most of the academic classrooms. Visit <http://www.cmu.edu/computing/> for additional information.

Policies and Guidelines

The Carnegie Mellon Computing Policy establishes general rules for the use of computing, telephone and information resources. The policy is supported by a number of guidelines. All campus affiliates own the responsibility to read and be familiar with the policy and guideline statements available at <http://www.cmu.edu/computing/guideline/>.

The Portal Software and Account Services

Use the Carnegie Mellon web portal at <http://my.cmu.edu/> to easily access a variety of information and services on the web. Through the Portal "My Accounts" tab, you can change your Andrew password, set mail forwarding and download software.

Student Advisory Council

<http://www.cmu.edu/computing/ed-outreach/sac/>

The Student Advisory Council (SAC) meets monthly to articulate the student body's computing needs and perspectives to members of Computing Services. Students who are interested in becoming SAC members can do so through the SAC web site.

The Help Center

Cyert Hall 119, x8-HELP
<http://www.cmu.edu/computing/repair/help-center.html>

The Help Center technical staff answers questions related to computing at Carnegie Mellon. Consultants are available on weekdays by telephone between 7 a.m. – 7 p.m. and in person between 9:00 a.m. to 5:00 p.m. For non-urgent matters, contact the Help Center via email to advisor@andrew.cmu.edu. The Help Center also handles computer account issues; a complete account directory is available at <http://www.cmu.edu/directory/>.

Information Security Office

Cyert Hall, x8-8556
<http://www.cmu.edu/iso/>

The Computing Services Information Security Office (ISO) ensures the safety and security of the campus computing environment. The office maintains a web presence that offers links to security downloads and patches to secure your computer.

Computing Clusters

x8-8776
<http://www.cmu.edu/computing/clusters/>

Cluster Services provides 400 UNIX, Macintosh, and IBM-compatible computers in seven public computer labs known as "clusters". Most clusters are open 24 hours per day when classes are in session and have a consultant on duty to answer basic computing questions. In conjunction with the College of Fine Arts, Cluster Services also

operates the Multimedia Studio located in the College of Fine Arts building. The Multimedia Studio provides students with the multimedia digital equipment for digital video, animation, and computer modeling, digital imaging, digital sound recording, music composition, and large format color printing. This facility is available to the campus community with preference for CFA courses and coursework.

Telecommunications

Bramer House, x8-8500
<http://www.cmu.edu/computing/network/phone/>

Telecommunications provides telephone services to students, faculty, and staff including lines, equipment, maintenance, voicemail and long distance. Telecommunications also manages the university's Cable TV services.

For More Information

A comprehensive collection of computing documentation is available on line at <http://www.cmu.edu/computing/documentation/>. Printed copies of some of these documents are also available at the Help Center in Cyert Hall 119. For information that is geared to new students, faculty or staff members, visit the new user web site at <http://www.cmu.edu/computing/new-user/>.

Division of Student Affairs

G. Richard Tucker, Interim Dean of Student Affairs
 Warner Hall 301

As much of undergraduate education focuses on preparation for professional careers, the university is strongly convinced that the total development of the student is critical to preparation for professional practice. A great deal of time and effort by the Division of Student Affairs, faculty and the university staff focuses on providing students with the opportunities to expand experiences outside the classroom, to encounter new intellectual and social experiences, to undertake projects for personal growth, and to prepare for life.

Our vision and mission for the student experience is founded upon the intellectual, occupational, emotional, spiritual, physical, and cultural growth and nurturing of students. The Division of Student Affairs, and our partners throughout the university, are here to support you in reaching your highest potential in the areas of artistic and intellectual curiosity, personal well being, professional competency, leadership development, and engagement in and contribution to the larger community.

Staff members throughout the division are here to support and foster your intellectual and personal growth and help you explore and experience the different aspects of college life. We care about you, your studies, your social growth, your well-being and your future and want to help you enjoy a great Carnegie Mellon experience. Offices within the Division of Student Affairs include:

- Office of the Dean of Student Affairs
- Career Center
- Counseling and Psychological Services
- Health Services
- Office of International Education
- Office of Orientation and First Year Programs
- Office of Student Activities
- Student Development Office
- Student Life Office

Office of the Dean of Student Affairs

Warner Hall 301, 412-268-2075, <http://www.studentaffairs.cmu.edu/dean.cfm>

G. Richard Tucker, Interim Dean of Student Affairs, Paul Mellon University Professor of Applied Linguistics

The Office of the Dean provides central guidance and direction of student services at Carnegie Mellon. The dean is responsible for leading the Division of Student Affairs in providing students with quality services, programs, and experiences that support and complement the academic mission of the university.

While students are encouraged to seek out any member of the division for assistance, you may also meet with the dean of student affairs directly by calling 412-268-2075 and scheduling an appointment at your convenience.

Career Center

University Center Lower Level, 412-268-2064, <http://www.cmu.edu/career>

Lisa Dickter, Interim Director

Career exploration and planning

Whether you are interested in exploring post graduation options, or are clear on the direction you plan to pursue, the Career Center offers a complete range of resources. Students wishing to explore how majors and minors relate to career choice, as well as gain information about particular fields, will work with a career consultant to examine their skills, interests, and values and subsequently various career fields. Career consultants also coach students in writing resumes and cover letters, networking, locating internship and job opportunities, preparing for interviews, and pursuing graduate school opportunities. Career consultants are assigned to each college and provide individualized support, general career programming, and college-specific workshops. Finally, the Career Center library and web page provide extensive resources on job search strategies, internships, summer opportunities and other career-related areas.

Job search

Several thousand summer internships and professional full-time job opportunities are made available to students through TartanTRAK, our on-line job listing resource. Students can access TartanTRAK through the Career Center's homepage. TartanTRAK also provides information regarding the pool of 600+ employers that visit our campus each year. These organizations interview students for internships and professional employment as well as hold informational sessions in the evenings which are open to the entire campus. Average starting salaries offered to Carnegie Mellon graduates, in most fields, consistently rank above the national norms.

Student employment/Campus jobs

The Student Employment program promotes experiential learning and professional development. All campus job postings include learning objectives that help employers and students recognize and understand the professional and personal opportunities for growth. The Student Employment website includes an on-line training and orientation program that covers the basics of business etiquette to the essentials of getting paid on time.

Student employment opportunities are posted on-line through TartanTRAK and include federal, state, community service work-study jobs as well as non work-study jobs. Having a work-study award does not guarantee a job. All students interested in working on campus are responsible for finding and applying for a campus job.

Counseling and Psychological Services

Morewood Gardens E-Tower, 412-268-2922, <http://www.studentaffairs.cmu.edu/counseling>
 Cynthia Valley, Director

Counseling and Psychological Services (CAPS) at Carnegie Mellon offers students the opportunity to talk about personal or academic concerns in a safe, confidential setting. Students come to CAPS for many reasons, including but not limited to problems with family, friends, or school; concerns about the future; and feelings of stress, low self-esteem, anxiety, depression, or loneliness.

We're here to talk with students about issues that are significant for them. We also offer consultation to staff, faculty, and parents who have concerns about a student's well-being. Any discussion regarding a client of the center necessitates a written consent by the student permitting us to release information, including whether the student has been seen at CAPS.

Counseling Center services are provided at no cost. There are, however, limits on the number of sessions that we are able to provide. Follow-up psychiatric services and off-campus referrals for longer term therapy are at the client's expense. The Counseling and Psychological Services office is open weekdays, and there is a professional on call for emergencies during evenings and on weekends.

Health Services

Morewood Gardens E-Tower, 412-268-2157, <http://www.studentaffairs.cmu.edu/healthservices>
Anita Barkin, Director

Student Health Services is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. Examinations by Health Services staff for illness/injury are free of charge; however, fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility. Health Services also has a registered dietician and health educator on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues.

Patients are seen by appointment. Walk-in urgent care is provided. Appointments can be made by calling the office. If you have a medical problem or accident that requires immediate attention at night or on the weekend, you should contact University Police at 412-268-2323 for transportation to the emergency room. If you have an urgent problem and would like to speak with the physician on-call, you can do so by calling the Health Services number.

Health Insurance

In addition to providing direct health care, Health Services administers the Student Health Insurance Program. The Student Health insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services. All full-time students are required to carry health insurance and will be assessed a charge for the individual basic mandatory plan offered through the university student health insurance program. The charge will appear on the invoice of the first semester of attendance in the academic cycle. The student is required to take one of the following three actions: (1) enroll in the basic plan as charged; (2) upgrade the benefit plan by enrolling in the enhanced student health insurance options during the open enrollment period; (3) apply for a waiver from the mandatory plan. Questions can be addressed to shinsure@andrew.cmu.edu.

Office of International Education

Warner Hall 301, 412-268-5231, <http://www.cmu.edu/oie>
Lisa Krieg, Director

The Office of International Education (OIE) is committed to supporting, promoting, and celebrating individuals in an intercultural environment. We advocate for and facilitate international and cross cultural experiences, perspectives, and initiatives. OIE is the primary contact for study abroad programs and a key resource on non-immigrant matters for all students and scholars (foreign professors and researchers) who are not United States citizens or permanent residents. OIE encourages both U.S. and foreign students to participate in international programs and events on campus, and we also welcome volunteers to participate and assist with programs sponsored by the office.

Foreign Students and Scholars

Carnegie Mellon hosts 2400 international students and 600 international scholars who come from more than 90 countries. International students make up 47% of the full-time graduate student body and 11% of our full-time undergraduates. OIE is the liaison to the university for all non-immigrant students and scholars. The foreign student and scholar advisors provide many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a foreign student resource library that includes information on cultural adjustment, international education and statistics on foreign students in the United States; posting pertinent information to students through email and our website, and conducting orientation programs.

Study Abroad

Carnegie Mellon students in every major can spend a summer, semester, or year abroad. 250 to 300 students go to all corners of the globe and receive credit for pre-approved study abroad. There is a wide range of funding options. The study abroad office assists students in all stages of the process of going abroad. The advisors promote study abroad, advise students, work with the academic

departments and conduct information sessions, pre-departure orientations and welcome back workshops. For more detailed information about Carnegie Mellon's study abroad program, see the Undergraduate Options section of this catalog.

Office of Orientation and First Year Programs

Morewood Gardens, 412-268-4887, <http://www.studentaffairs.cmu.edu/first-year>
Anne R. Witchner, Assistant Dean of Student Affairs

The Office of Orientation and First Year Programs is responsible for providing vision and leadership for a comprehensive approach to new student orientation and transition programs. The office provides programs, opportunities and services to help students and family members successfully transition to the Carnegie Mellon community.

The office is responsible for program development, marketing and implementation of orientation and transition programs. Areas of concentration include: new student orientation, Family Weekend and special event planning.

Office of Student Activities

University Center 103, 412-268-8704, <http://www.studentaffairs.cmu.edu/StudentActivities/>
Gina Casalegno, Director

The Office of Student Activities complements students' academic experiences by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to impact students' growth and development and enhance the success of each student organization.

Our office partners with students to create a vibrant culture of student life on the Carnegie Mellon campus. Our community boasts over 225 recognized student organizations that are supported by the Student Activities staff team. In addition to serving as individual advisors to many organizations and providing resources, support, and ad hoc advising to all student organizations, our office also coordinates a slate of opportunities to help Carnegie Mellon students get involved in campus life.

To learn more about getting involved on campus, please visit our website where you can find information about recognized student organizations and about upcoming events on campus. If you are interested in forming a new organization, visit our office to learn more about how to get started. We look forward to helping you make your mark on the campus experience at Carnegie Mellon.

Student Development Office

Morewood Gardens, 412-268-9510, <http://www.studentaffairs.cmu.edu/student-development>
John Hannon, Director

The Student Development Office coordinates services, programs and experiences designed to encourage discovery, reflection and self-awareness through the first year residential house experience. A significant portion of this experience focuses on leadership development, social engagement, and community service. To that end, the structure of the house model is designed to promote significant interaction between community members. Students are encouraged to take an active role within their house communities. From improvements to the physical space to a breadth of leadership opportunities, students are strong partners in building safe, positive communities in which each person may share with others their unique strengths and talents. Students drive much of the programming within and between house communities, and student support is critical for community success. Housefellows and student office staff design and implement the residential house experience in Donner, Hamerschlag, Morewood E-Tower, Mudge, Scobell and Stever House. Our commitment to student leadership and personal development in these house settings is also expressed through the advising and support provided to the Student Dormitory Council (SDC) as well as the faculty partnerships that are cultivated through the Big Questions initiative.

Student Life Office

Morewood Gardens, 412-268-2142, <http://www.studentaffairs.cmu.edu/student-life>
Holly Hippensteel, Director

The Student Life Office provides opportunities that emphasize community engagement and social responsibility while actively supporting the personal and professional development of students. To this end, we:

- Coordinate educational initiatives and accountability related to academic and non-academic Community Standards;
- Advise student initiatives including Sexual Assault Advisors, Safewalk, and the Strong Women Strong Girls mentoring program;
- Facilitate programs related to gender and gay/lesbian/bisexual identity including the MOSAIC conference and Pride Month; and
- Advise and support the twenty-four social, Greek-letter organizations and associated governing bodies that comprise the fraternity and sorority community.

Our staff members also serve as housefellows to Doherty House, Woodlawn Apartments, Roselawn Apartments, Margaret Morrison Apartments, Spirit House, Cathedral Mansions, Fairfax Apartments, Shady Oak Apartments, and Veronica as well as the fraternities and sororities.

Housing and Dining Services

Kim Abel, Director
Morewood E-Tower, x8-2139
www.cmu.edu/housing/
www.cmu.edu/dining/

Housing and Dining Services provides a variety of accommodations for Carnegie Mellon students. Living arrangements include traditional single-gender residence halls, coeducational residence halls, suites, apartments, houses and Greek living areas. All first year students, 17 years of age or older, are required to reside in University housing. The Dean of Student Affairs must approve first-year students who wish to be exempt from this requirement and would like to commute from home. Students who will not be 17 before the start of their first semester are asked to contact the Dean of Student Affairs. Transfer student housing is subject to availability and therefore, transfer students are also asked to contact Housing and Dining Services.

University housing is available on campus and in our Oakland Community Apartments. All on-campus residential areas are located in close proximity to academic buildings. The Oakland Community Apartments are located very near the campus and are an approximate 5-10 minute walk to campus. The university's shuttle bus services these areas on a regularly scheduled basis.

Furnishings and Amenities

Housing and Dining Services provides each resident with a bed, a desk and chair, a bookshelf, a dresser and a closet or wardrobe. Each room is also equipped with window coverings and cable TV, and all of our buildings have ethernet or broadband service for fast data connectivity. Items such as pillows, linens, area rugs, telephones, etc., are the student's responsibility.

Room Rates

Room rates include utilities, maintenance, campus and local phone service, a cable TV jack and Ethernet/broadband connection in each room, apartment, or house. Students pay separately for room and public area damages and for toll and long distance telephone usage. (Campus and local calls - within the immediate area - are free. Students pay for all other calls by using their personal authorization code provided by the MobileSphere program.)

Room Types

Residence hall rooms, apartments and houses are available through Housing and Dining Services and are priced according to these broad categories:

Residence hall rooms

- Grouped and priced by occupancy (# of students per room by design) and a classification (standard, prime, suite)
- Singles, doubles, triples, and quads are available
- No in-room cooking facilities
- Classification is primarily based on bathroom privacy, although other criteria may also be involved
- Standard rooms share a large, central bathroom facility
- Prime rooms generally share a private or semi-private bathroom with no more than five students
- Suite-style rooms share a semi-private bathroom, as well as a common living area

Apartments

- Efficiency, one-bedroom and two-bedroom apartments are available
- Grouped and priced by occupancy, location, and number of bedrooms
- In-room cooking facilities

Houses

- Grouped and priced by occupancy and location
- Includes bedrooms, a kitchen, a dining room, a living room, private bath and laundry facilities

Housing Reservations

Returning Student Room Selection (Room Draw)

Each spring returning resident students will have an opportunity to reserve spaces in university housing on a seniority basis through the Room Draw process that takes place in February and March. Returning students most often select apartments and residence hall rooms that offer more flexibility and privacy, features typically created by a kitchen and/or semi-private bathroom facilities.

First-Year Student Room Assignments

Most first-year students are assigned to traditional residence hall rooms where each floor shares a community bathroom. Because these traditional residence hall rooms (standard rooms) support the development of strong community, they provide excellent opportunities for first-year students to develop many friendships on their floor and throughout the building. While every effort is made for first-year students to share a room with other first-year students, a small number of first-year students will sometimes share a room with a returning student. If two first-year students request each other as roommates, their request will usually be honored unless their dates of deposit are too far apart.

Room assignments for first-year students are made in the order in which their original university deposits were processed by the Office of Admission. The Office of Admission provides Housing and Dining Services with the information concerning the date on which each incoming student deposit was processed.

Building and Room Preferences

We give our best effort in fulfilling each student's individual housing preferences, but it is often difficult to accommodate everyone's top choice due to the high demand for housing at Carnegie Mellon. The cost of attendance used in the calculation of a student's eligibility for financial aid includes a housing allowance that is based on a standard double room rate.

Roommate Matching Procedures

A number of factors are taken into account when we make roommate assignments: a preference for a special residential program, specific hall or room type, smoking status, and college and major. Also factored into the equation is personal information about how you intend to utilize your room (social or study purposes), how clean you intend to maintain your room and whether you consider yourself to be a "night" person or a "morning" person. Housing and Dining Services does not, and will not, discriminate in any way in regards to roommate matching. It is important for students to be honest when filling out the housing application as it will eliminate the potential for roommate conflicts.

Housing License Agreement

The Housing License Agreement is a binding document that states the terms and conditions of occupancy by which the student and the university intend to be legally bound including the dates of residence. The agreement is for two full terms, beginning with the fall semester. Housing and Dining Services advises students, parents and guardians to read the agreement thoroughly (a copy is available on our website, www.cmu.edu/housing/). The submission of the Housing License Agreement is an on-line process for both first year and upperclass students. The Housing License Agreement is signed by electronic signature and authenticated by Andrew ID through the WebISO process.

Important Information About Temporary Housing

Because housing is in high demand at Carnegie Mellon, occupancy pressures may dictate that a limited number of first-year students spend anywhere from a few days to a few weeks in temporary housing. Once it is time to relocate to a permanent assignment, Housing and Dining Services will orchestrate and assist in the move.

Housing Charges

The housing room charge is billed in three separate amounts. After charging and crediting the housing deposit, the University bills students for the balance of their academic year housing charges in two separate amounts, one each semester.

Cancellations

Only under very limited circumstances can housing license agreements be cancelled. With the exception of mid-year moves to a fraternity or sorority house as defined in the Greek chapter leases with an approved exemption to the first-year residency requirement the only way a student may initiate a cancellation of his/her housing license agreement is to meet specific criteria related to psychological or medical hardship and complete the appropriate paperwork and provide documentation.

Refunds

During the academic year, if a housing room payment should become refundable, the refund shall be recorded as a credit to the student's account with the University. Refund amounts are calculated on a pro-rated basis for the days remaining in the contractual term after the student completes the entire withdrawal procedure, which includes completion of the Request for Cancellation form and returning the room key to the Office of Housing and Dining Services.

Other Living Arrangements

Students moving into a fraternity or sorority house or leaving university housing (except to participate in an academic program away from the Pittsburgh area) should be aware that their opportunities to move into Carnegie Mellon university housing in the future may be very limited. Students wishing to return to university housing join a wait list for spaces remaining after all returning residents, incoming first-year students and transfer students have been housed.

Community Housing

The Housing and Dining Services provides an off-campus housing registry service. This on-line service maintains up-to-date information on available apartments, houses and rooms in private homes for rent, as well as on students who are looking for roommates. Additional services are also offered that assist customers in finding a new home and provide guidance through all the processes that accompany it.

Since accommodations in the campus residence system are not available to graduate students, Community Housing Services is a good resource for graduate students seeking accommodations in the local area. For more information on our services, please visit our website at <http://www.cmu.edu/housing/CommunityHousing/>

Additional housing information can be found in "The Word", "From the Ground Floor Up, the undergraduate guide to Housing and Dining Services" or at www.housing.cmu.edu

Dining Services

Carnegie Mellon Housing and Dining Services currently features over twenty eating locations in the University Center and in residential and academic buildings across campus. Our cuisine ranges from Asian to Indian to American, from an all-you-care-to-eat meal to a quick sandwich and drink on the go. We have established hours to meet the needs and requirements of the students so that eateries are available from early breakfast to late night snack.

Because of the variety of types of food available on campus and the many dining locations with varying hours per day, Dining Services has been very successful in serving the needs of a dining population with diverse tastes and requirements for international and cultural cuisine, vegetarian and vegan diets, and special food-related medical needs. We employ an executive chef, a registered dietician and other food professionals who work with individual students on nutrition and diet choices.

Casual Dining Program

Casual dining is also a part of the active lives of our students. Vending machines are located in a number of locations throughout campus. From this 24-hour service, students may choose entrees, "Healthy Choice" lunch meats, soup, coffee, assorted beverages and snacks. Many of the machines are enabled for online PlaidCa\$h transactions. Purchases are made by swiping your Carnegie Mellon card through the card reader on each machine, which will access and deduct the cost of the purchase from your PlaidCa\$h account

Dining Plans

Multiple dining plan options are available to students. Dining plans contain a combination of value meals and/or DineXtra A value meal is typically a main entree, at least one side, and a beverage combined to represent a value greater than if all the items were purchased a la carte. DineXtra is a flexible, declining balance account that may be used in all Dining Services locations.

Plaid plans are a selection of meal plans with varying levels of value meals and DineXtra available each week to support student preferences. Plaid plans are also the meal plans all first-year students must choose from to fulfill their meal plan requirement. Upperclass students can buy any of the Plaid Plans or purchase DineXtra through the Plaid Flex Plan. Each semester after the second week of classes, students have the opportunity to change their meal plans to fit their new schedules.

Academic Support Services

Academic Development
Cyert Hall, Suite B5
412-268-6878
www.cmu.edu/academic-development

Academic Development provides a variety of support services geared towards helping students develop the skills, strategies, and behaviors needed to perform as confident, independent, and active learners. These services range from study skills instruction in areas such as textbook reading and lecture note taking to tutoring and review sessions in selected courses. These services are free of charge and available to all Carnegie Mellon students—those who are having difficulties and those who just want to improve their skills.

Following are the services that Academic Development offers:

Peer Tutoring

Peer Tutoring is geared primarily, but not exclusively, toward large introductory courses. It is available from 8:30 – 11:00pm. Sunday – Thursday in various residence halls and on selected weekday afternoons in Cyert B5. This is a walk-in service, and no appointment is necessary. Standing Tutoring appointments are also available upon request.

Study Skills Instruction

Group workshops are held several times each semester, covering topics such as time management, stress management, test taking, and procrastination. Register for workshops or make individual appointments by contacting Academic Development.

Supplemental Instruction (SI)

Supplemental Instruction (SI) is an academic enrichment program that is offered in traditionally difficult courses. SI discussion and

review sessions are facilitated by trained student SI Leaders who have already completed the course and received an A in it.

Designed to supplement – not replace – class lectures and recitations, SI sessions are interactive and collaborative. Students who attend sessions learn to integrate how to learn with what to learn.

SI sessions are usually held twice weekly for one hour; additional sessions are held prior to exams. Attendance at sessions is voluntary.

Study Groups

Organized Study Groups are available in selected courses each term. The Study Groups are limited to six students and are facilitated by a student leader. Come in to the Academic Development office in Cyert Hall, Suite B5 and fill out a Request Form to join a Study Group.

Fast Facts

These pamphlets, which offer tips on a variety of academic success issues, can be picked up from the Academic Development office or can be viewed on the website under "Publications".

Freshmen Fast Facts

This set of five brochures is geared primarily toward freshmen. They cover topics such as working with faculty, optimizing your time, managing coursework and readings, understanding grades, academic integrity, and getting help when you need it.

Teacher Certification

Carnegie Mellon students interested in earning teacher certification can participate in a 5-year program that will allow them to earn their undergraduate degree at Carnegie Mellon and spend one year in an intensive Master of Arts in Teaching (MAT) program at Chatham University to earn the MAT and Pennsylvania Teacher Certification. To make this program possible, interested undergraduate students should plan to cross register at Chatham for 63 units of required courses, using elective spaces in their schedule. Students who will graduate after December 2012 will have slightly different requirements because of changes being made to more adequately meet the requirements of the No Child Left Behind law (mainly related to preparation to work with special education populations and students who speak English as a second language).

Criteria for admission to the MAT program includes: An overall GPA of 3.0, and completion of three pre-professional Praxis exams in Reading, Writing and Mathematics. All candidates for initial certification in Pennsylvania must have earned at least a baccalaureate degree, completed an approved program of teacher education, and passed The Praxis content tests for their certification area. NOTE: Pennsylvania has signed interstate agreements with more than 42 other states, so you are not restricted to teaching in Pennsylvania. Check with the Department of Education in the state where you will live to determine if PA certification will be accepted. To plan early, contact Judith Hallinen, Assistant Vice Provost for Educational Outreach, 8-1498.

Intercultural Communication Center

Peggy Heidish, Director
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The Intercultural Communication Center is a support service offering non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The center offers:

- Writing Clinic: Designed to help students with their academic writing assignments -- this includes support with reading and interpreting source texts
- Seminars and Workshops: such as Presentation Skills, Citing Sources, Improving Scientific Writing and Reading Strategies
- Tutoring: Individual appointments address specific areas such as speaking, listening, grammar and academic fluency.
- Placement Interviews: Evaluate spoken language so that we can suggest appropriate ICC work and give students useful feedback on the strengths and weaknesses of their communication skills.

- The ITA Test: a mandatory screening test for any nonnative English speaker (graduate or undergraduate) who plans to work as a teaching assistant.

Level of English fluency needed for non-Native English speakers - Please see Academic Regulations.

Fellowships

Fellowships and Scholarships Office (FSO)

Stephanie Wallach, Director
Judy Zang, Fellowships Advisor
Julia Spencer, Program Assistant
<http://www.cmu.edu/fso>

Students at Carnegie Mellon are encouraged to apply for a wide variety of national and international fellowships available throughout their undergraduate years and post graduation. These opportunities – some more competitive than others – open up a diverse range of experiences, exposing students to new scholarly communities, to different kinds of research, and/or to service in the public sector. Participation in scholarships, fellowships, and other award opportunities is often an important springboard to future career directions. Many people have heard about the Rhodes Scholarships, the Fulbright Grant and The Harry S. Truman Scholarship, yet there are hundreds of opportunities that may be less well-known but are nonetheless excellent funding sources.

The Fellowships and Scholarships office plays an important role in helping students learn about scholarships that are a good match for their interests. The FSO Staff also works closely with students on their applications to make sure that they are as competitive as possible.

Please visit the FSO Website to learn about the many scholarships and fellowships open to Carnegie Mellon students. The website also contains useful links to other resources for additional information on external educational opportunities.

Honor Societies

Phi Beta Kappa Society

Carnegie Mellon shelters a chapter of the Phi Beta Kappa Society, sponsored by the three colleges (College of Humanities and Social Sciences, Mellon College of Science, and the School of Computer Science) that comprise the University's "arts and sciences" equivalent. The chapter's name is "Upsilon of Pennsylvania," and was formally installed in April of 1995.

Founded in 1776 at the College of William and Mary in Williamsburg, Va., Phi Beta Kappa is the nation's oldest honorary society, with chapters at 276 of the foremost institutions of higher education across the country. Almost all members are elected by the chapters from among candidates for degrees in liberal arts and sciences, usually from the top 10% of the graduating class.

Many notable figures in American History have earned the coveted Phi Beta Kappa key including leaders of the American Revolution, delegates to the Constitutional Convention of 1788, and members of the Continental Congress and the U.S. Congress. Six United States presidents earned the honor as undergraduates and another 10 presidents were elected as alumni or honorary members.

Membership in Phi Beta Kappa key has become a universally recognized mark of academic achievement in the liberal arts and sciences. The key's venerable pointing finger proclaims for all to see the wearer's commitment to Phi Beta Kappa's ancient principles (represented in the three stars) — friendship, morality and learning

The society's name is formed by the first letters of the phrase Philosophia Biou Kybernetes, Philosophy (wisdom) is the Guide of Life. In line with the conviction that the test of education lies not in what people know but in what they are, the objectives of humane learning encouraged by Phi Beta Kappa include not merely knowledge but also intellectual honesty and tolerance, a broad range of intellectual interests and understanding.

The Carnegie Mellon chapter is active in sponsoring visiting speakers, on-campus roundtables that focus on current issues, community service activities, scholarship opportunities, student research involvement, and the like.

The Honor Society of Phi Kappa Phi

The Honor Society of Phi Kappa Phi has been an important presence on campus since 1933. Phi Kappa Phi, a national honor society that began in 1897 at the University of Maine, takes its name from the

initial letters of its adopted motto, *Philosophia Krateito Photon*, "Let the love of wisdom rule humanity." Phi Kappa Phi recognizes and honors persons of good character who have excelled in scholarship, in all fields of study. Members are nominated by their department or their school or college and then invited to join the society. To be eligible, seniors must be in the top ten (10) percent of their class and juniors in the upper seven and one-half (7.5) percent of their class at the time of invitation. Graduate students, alumni, faculty and staff are also eligible for nomination. The chapter inducts new members once a year, each spring, and provides information to its members on all sorts of opportunities, including study abroad, internships, and graduate fellowships, recognition and awards.

Undergraduate Research Office

Stephanie Wallach, Director
Jennifer Weidenhof, Program Coordinator
www.cmu.edu/uro

What is the Undergraduate Research Office (URO) at Carnegie Mellon? Conducting Research as an undergraduate is a terrific way to get to know faculty members, explore an area of interest in depth, turn classroom theory into practical hands-on experience, get a feel for graduate school, and have some fun at the same time! The Undergraduate Research Office supports students conducting independent research and creative projects in every field at the university.

All undergraduates conducting research with a faculty advisor are eligible to participate in Undergraduate Research Office programs. The term "research" is defined broadly as "research, scholarly, or artistic activities that lead to the production of new knowledge; to increased problem solving capabilities, including design and analysis; to original critical or historical theory and interpretation; or to the production of art or artistic performance." Students from all fields and at all levels are encouraged to participate in the research process at least once, and hopefully many times, in their undergraduate careers.

Advising and Information Services

The Director of the Undergraduate Research Office is available to discuss project ideas, locate possible funding sources, and generally facilitate the research process. The Office also maintains a website containing announcements of research opportunities, summer programs, fellowships, seminars and conferences.

Small Undergraduate Research Grants (SURG)

Undergraduates in good academic standing are eligible to apply for a Small Undergraduate Research Grant (SURG). Awards are made twice each year based on submitted project proposals. A panel of faculty and administrators from each of the colleges serves on the selection committee and will generally consider requests up to \$500 for individual student projects or \$1000 for a group project. Grants may be used to purchase supplies and materials, rent time on laboratory equipment, pay subjects in an experiment, or even travel to another city to collect data. Deadlines are October for the Spring grant period and in March for the Summer and Fall grant periods.

Summer Undergraduate Research Fellowship (SURF)

Also known as SURF, these fellowships are designed to allow students a 10-week summer of supported research at Carnegie Mellon in close collaboration with a faculty advisor. Students receive a fellowship of \$3,500 as a stipend to cover any of their expenses. The deadline for submission of proposals coincides with the regular SURG deadline in March.

Undergraduate Research Symposium: Meeting of the Minds

The undergraduate research symposium, known as "Meeting of the Minds," is an annual event that brings our campus together to celebrate the diverse, creative, and ground-breaking research that takes place among undergraduates. Students share their research findings through poster, oral, and artistic presentations. Many Participate in award competitions sponsored by various corporations, individuals, and organizations.

Presentation Awards

Students whose work has been accepted for presentation at an academic conference are eligible to apply for a Presentation Award. These awards, up to \$250, help defray costs of conference registration, transportation, and accommodation.

Intel First Year Research Experience (IFYRE)

First- and second-year students in semiconductor research and information technology fields are eligible to join faculty labs — depending on the needs of the faculty and qualifications of the student — to get an early taste of the excitement and benefits of undergraduate research.

THOUGHT

THOUGHT is Carnegie Mellon's undergraduate research journal — a student-run journal where students can publish the results of their research findings. Our undergraduate design and professional writing majors can join computer scientists, engineers, and history, business, and biology majors — just to name a few — to make this an exciting and growing part of our URO programs.

Undergraduate Research Office
www.cmu.edu/uro sw4s@andrew.cmu.edu 412.268.5702

University Center

Carnegie Mellon's University Center is the first building of its kind on our campus. A central gathering place for all members of the university community, the University Center is the hub of Carnegie Mellon's social, athletic, recreational and religious life.

- Play basketball, volleyball and badminton
- Play racquetball or squash on one of five courts
- Swim in the eight-lane lap pool or dive into the diving well
- Work out on new weight machines, rowers, stair climbers, ellipticals, and treadmills
- Take a group exercise class including yoga, indoor cycling, Pilates, and Zumba. Check the website www.cmu.edu/athletics/facilities/university-center.html for further information.

The locker rooms include showers, whirlpools, and steam rooms.

Eating at the University Center

We've brought in several outside vendors to offer a variety of dining options:

- Bento Bowl
- East Street Deli
- Entropy (A convenience store)
- Evgefstos
- Kosher Korner
- On-the-Go
- Schatz Dining Room
- Showcase Salads
- Si Senior
- Skibo Cafe
- Sushi Two

Shopping at the University Center

Carnegie Mellon's retail stores are in the University Center. These include the Art Supply Store and the University Shoppe, a multi-level retail facility for art/engineering supplies and tools, books, textbooks, clothing, memorabilia and the computer store.

The building houses student organization offices, activity space and the Scotland Yard gameroom. The gameroom includes pool tables, foosball, ping pong and shuffle board. The building also includes the Student Activity staff offices, a gallery/exhibit area, webstations and printer, a multi-denominational chapel, a prayer room, the University Post Office, a recycling room, FedEx Kinkos, ATMs, PNC branch bank, the Career Center and an alumni lounge, which is open to all members of the university community.

Undergraduate Academic Advising

Carnegie Mellon recognizes the vital role of academic advising in undergraduate education. The university assigns an academic advisor to each student, and makes certain that all advisors have clear, timely, and accurate information concerning programs, policies, procedures, and resources. In addition to having assigned academic advisors, students often develop relationships with faculty and staff members who serve as academic mentors.

Institutional Statement on Advising

Academic advising is integral to the educational mission of Carnegie Mellon. Advising is an intentional process, grounded in teaching and learning, and provides each student with guidance for developing and achieving meaningful educational, professional, and personal goals. Successful advising at Carnegie Mellon depends upon a shared understanding of, and commitment to, the advising process, by students, advisors, and the university. Academic advisors engage students in learning, promote students' academic success, and foster students' personal, ethical, and intellectual growth, all of which will carry into their roles as citizens and lifelong learners.

The Student's Role in Academic Advising

Seeking advice is an important part of how students begin to make decisions about their academic and professional futures. Each major and department has an advising system which may be different from one another. It is important that students find out early from their first year advisor how the advising system for all their four years at Carnegie Mellon works.

Students are responsible for: understanding the importance of their relationships with advisors; seeking out advisors, contacts, and information on a regular basis; knowing the requirements of their individual degree programs; and taking final responsibility for making their own decisions based on the best information and advice available. The Carnegie Mellon Advising Resource Center (CMARC) is an additional place for students to obtain information and general advice.

The Advisor's Role

To achieve the goals of academic advising at Carnegie Mellon, advisors, along with their advising programs, are responsible for: being knowledgeable of, and communicating, the requirements of the academic programs in which they advise; monitoring students' progress towards degree completion; being available to meet with students on a regular basis; assisting students in finding the appropriate institutional and community resources; involving students in the academic and career planning process and the exploration of options and resources; and engaging in developmental activities to stay informed of issues that impact student success.

University Police

Director: Lieutenant John Race, acting chief
Office: 300 South Craig Street, Room 199
Public entrance on Filmore Place
www.cmu.edu/police

The University Police Department consists of 24 sworn Police Officers, 37 Security Guards, and five Communications Dispatchers. University Police provides campus buildings and grounds patrol, emergency medical transport, personal escorts, and other services to increase the safety and well being of persons and property in the university community. Officers patrol the campus continuously 24 hours a day, seven days a week on foot, on bicycle and in vehicles and remain in constant radio contact so that they can respond rapidly in the event of an emergency. Direct line emergency telephones to the University Police communications center are located both inside and outside of buildings at 53 locations around the campus.

All crimes that occur on campus should be reported immediately to University Police to ensure that appropriate action is taken. Crime occurring on campus can be reported in person, or by calling the University Police emergency number, (412) 268-2323 or x8-2323, any time of the day or night. All other non-emergency inquiries should be made by calling the non-emergency number (412) 268-6232 or x86232.

University Police operates an Operation Campus Watch program to increase the awareness of the entire community at Carnegie Mellon. The concept of Operation Campus Watch includes two simple aims:

1. The sharing of crime information by University Police.
2. The involvement of the entire community in reporting suspicious activity or actual crime.

Additional information on Operation Campus Watch is available at the University Police Office located in Room 199, 300 South Craig Street or by calling the non-emergency number, (412) 268-6232.

All emergencies on campus, including fire and medical, should be reported immediately to University Police.

Students are responsible for their personal property as well as the property of groups to which they belong. Insurance against loss, theft, or damage to such property occurring in the residence hall or elsewhere on campus must be arranged for by students or their parents through an insurance agent.

University Police makes available on the world wide web a wide range of information about the university's security practices. Descriptions of crime prevention programs, alcohol and drug, sexual assault policies, and statistics about the number and type of crimes committed on campus during the preceding three years can be found at www.cmu.edu/police, click on "Campus Security Reports."

University Libraries

Dean: Gloriana St. Clair
Office: Hunt Library / 412-268-2447 / gstclair@andrew.cmu.edu
www.library.cmu.edu

Facilities and Services

The University Libraries' collections support teaching and research at Carnegie Mellon. The collections for various disciplines are housed in three libraries: the Engineering and Science Library (engineering, mathematics, physics, computer science and robotics), Hunt Library (humanities, fine arts, social sciences and business) and the Mellon Institute Library (chemistry and biology). An off-site storage facility holds low-circulating materials, which are available at your request via the library catalog. Interactive access to library resources is supported by the University Libraries' home page at www.library.cmu.edu/.

Reference service helps you to select resources and find the information you need. If you need materials that we do not own, interlibrary loan service will help you to obtain them. Circulation service helps you to borrow and renew materials, and to use course reserves (items that faculty have set aside in the library for their classes to use).

The University Libraries also house several unique collections, including the Architecture Archives (regional architects and architecture), the H. John Heinz III Archives, the Allen Newell Collection, the Clifford Shull Collection, the Herbert Simon Collection, the Joseph Traub Collection, and the University Archives (history of the university). The Fine and Rare Books collection includes exceptional materials in literature, the arts, the history of science and other subjects. The Posner Center, located between the College of Fine Arts and Tepper School of Business, houses the Posner Family Collection of rare books and artifacts.

Library Catalog and Other Online Access

The library catalog (Cameo) provides access to all of the Carnegie Mellon library collections. Use Cameo to find out where materials are located in libraries on campus, and whether they are checked out, on reserve, or available to be borrowed. Cameo's self service features are also handy. For example, click "User Self Service" and "Library Account Information" to see a list of the items that you have checked out. Click "User Self Service" and "Renew Items" to extend your loans and avoid overdue fines.

You can access many resources and services from the University Libraries' home page. For instance:

- "Databases" index and describe specific information located in various sources. Some databases include full-text.
- "Ask A Librarian" (chat, email or phone) is an interactive reference service staffed by Carnegie Mellon librarians.
- "Research Help" pages direct you to key resources in your subject area, including the Carnegie Mellon librarian who is a subject specialist for your field.

From our home page, you can also use the online catalogs for the University of Pittsburgh Library System, The Carnegie Library of

Pittsburgh, and other local libraries. We are partners with Pitt and The Carnegie; you can get library cards and borrow directly from these nearby libraries.

Instruction and Help

Get acquainted with the collections and services that support your school and subject area. Take advantage of library orientations and other library instruction classes that will help you become adept at using information resources. Being able to select good sources, access information efficiently, and evaluate results are skills that you will use throughout your academic and professional career.

Reference desks at the Engineering and Science Library, Hunt Library, Mellon Institute Library, and in Arts and Special Collections (at Hunt Library) are staffed weekdays, evenings, and on weekends. Besides helping you when you are in the library, reference staff also can show you how to use online resources effectively from outside the library.

If you need specialized reference help, contact the librarian for your subject area. Librarians work directly with the faculty and students in each school, department and institute at Carnegie Mellon to build useful collections and assist research.

Undergraduate Jobs

The University Libraries hire many undergraduate students each year, primarily through state and federal work/study programs. Working part-time in the library gives you the unique opportunity to learn and practice skills that will contribute to academic success while you earn some spending money. If this sounds interesting to you, check out the library job opportunities for student assistants at www.library.cmu.edu and apply.