

DIVISION OF STUDENT AFFAIRS

Carnegie Mellon is a great place to explore and experience the different aspects of college life and offers many resources available to help you make the most of your college experience.

The members of the Division of Student Affairs are here to help you make your transition to college and independent living as easy as possible. 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.

STUDENT AFFAIRS OFFICES

<http://www.studentaffairs.cmu.edu>

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

OFFICE OF THE DEAN

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 part-time school-year positions, summer jobs, internships, professional and experienced opportunities are made available to students through TartanTRAK, our on-line job listing resource. 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. Students can access and register on-line with TartanTRAK through the Career Center's homepage.

STUDENT EMPLOYMENT

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:

1. Problems with family, friends, or school
2. Concerns about the future
3. 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.

HOURS

Standard Hours

Monday — Wednesday: 8:30am -8pm

Thursday & Friday: 8:30am-5pm

Summer Hours

Monday — Friday: 8:30am-5pm

For after-hours emergencies, a staff member can be reached by calling 412-268-2922, or you can call Campus Security at 412-268-2323

CONTACT US

412-268-2922 :: Appointments can be made over the phone or in person.

CAPS is located on the 2nd floor of Morewood Gardens, E-Tower. *Enter through the blue entranceway at the back of E-Tower. Take the elevator to the 2nd floor.*

HEALTH SERVICES

Morewood Gardens E-Tower, 412-268-2157 :: <http://www.cmu.edu/HealthServices/>

Anita Barkin, Director

Standard Hours: Mon, Tues, Thur, 8am–7pm; Wed, 10am–7pm; Fri, 8am–5pm; Sat, 11am–3pm

Non-Class Schedule: Mon, Tues, Thurs, Fri, 8:30am–5pm; Wed, 10am-5pm

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. 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.

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, 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.

OFFICE OF INTERNATIONAL EDUCATION

Warner Hall 301, 412-268-5231 :: <http://www.cmu.edu/oie/> :: ois@andrew.cmu.edu

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. Please drop by anytime and inquire about our services or browse through our research library.

FOREIGN STUDENTS AND SCHOLARS

Linda Gentile, Assistant Director

Jennifer McNabb, Foreign Student & Scholar Advisor

Neslihan Ozdoganlar, Foreign Student & Scholar Advisor

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

Christine Menand, Coordinator for Study Abroad and Exchange Programs :: cmenand@andrew.cmu.edu

Emily Half, Coordinator for Study Abroad and International Programming :: ehalf@andrew.cmu.edu

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.

Those interested in study abroad should call 412-268-5231 for an appointment or attend one of the regular information sessions.

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.

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 services. 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://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.

STUDENT AFFAIRS RESOURCES

EMERGENCY STUDENT LOAN PROGRAM

Warner Hall 301, 412-268-2075

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

The Emergency Student Loan is an interest-free emergency-based loan, repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other unforeseeable circumstances. Cash disbursement is subject to the availability of funds.

GAY, LESBIAN, BISEXUAL, AND TRANSGENDER RESOURCES

Morewood Gardens, 412-268-2142

Rowshan Palmer, Coordinator of Student Development :: rowshan@andrew.cmu.edu

Carnegie Mellon continuously strives to promote a campus environment that is inclusive and supportive of student diversity in the areas of sexual orientation and gender identity. The Division of Student Affairs is committed to providing and promoting opportunities that increase awareness of GLBT issues and concerns, and ensuring that university programs and services are inclusive and supportive of GLBT issues. Campus resources include SoHo, Carnegie Mellon's resource center for GLBT concerns (UC 325, 412-268-8794) which coordinates a lending library, movies, and other information; ALLIES, a student organization; and SafeZone, a campus network designed to improve the visibility and support for GLBT community members, family and allies.

GENDER IDENTITY

Morewood Gardens, 412-268-2142

Rowshan Palmer, Coordinator of Student Development :: rowshan@andrew.cmu.edu

The Division of Student Affairs is committed to providing programs, experiences, and resources that support the growth and development of women as scholars, leaders and community members. In order to achieve this goal, the Division of Student Affairs sponsors a variety of initiatives in which the campus community can participate including MOSAIC: Annual Conference on Gender Issues, the Women's Leadership Program and Women's History Month events. Though there is a significant focus on women, there is growing emphasis on programming for all genders.

HOUSEFELLOWS

Housefellows are staff members with responsibility for a specific residential population known as a house.

Each staff member works with a team of student staff members consisting of a community advisor and resident assistants to enhance the lives of their residents. Housefellows are able to assist you if you run into personal, academic, or professional difficulty and can serve as a resource for promoting your personal and academic success.

Boss/McGill	Emily Half	412-268-2075
Cathedral Mansions	Lenny Chan	412-268-2142
Doherty House	Jamie Rossi	412-268-2142
Donner House	Helen Wang	412-268-9510
Fairfax	Lenny Chan	412-268-2142
Fraternities	Monica Bebie	412-268-2142
Hammerschlag House	Thomas Witholt	412-268-9510
London Terrace	Gina Casalegno	412-268-8704
Morewood Gardens	M. Shernell Smith	412-268-2075
Morewood E-Tower	Lucas Christain	412-268-9510
Mudge House	David Chickering	412-268-9510
Resnik/West Wing	Renee Camerlengo	412-268-2075
Scobell	John Hannon	412-268-9510
Shady Oak	Lenny Chan	412-268-2142
Shirley	Gina Casalegno	412-268-8704
Sororities	Monica Bebie	412-268-2142
Stever House	Angela Lusk	412-268-9510
Veronica	Lenny Chan	412-268-2142
Webster	Kaycee Palko	412-268-8704
Welch/Henderson	Anne Witchner	412-268-4887
Woodlawn/Roselawn/Margaret Morrison	Rowshan Palmer	412-268-2142

MULTICULTURAL INITIATIVES

Warner Hall 301, 412-268-2075

M. Shernell Smith, Coordinator of Student Development :: mssmith@andrew.cmu.edu

Distribution List: multi-cultural@lists.andrew.cmu.edu

Carnegie Mellon acknowledges, celebrates and promotes the diverse experiences that each member of the campus brings to our community. In partnership with student organizations that promote multicultural awareness and understanding, the Division of Student Affairs seeks to serve as a resource to train, educate and celebrate multicultural engagement and enrichment.

The programmatic initiatives include, but are not limited to the following activities: Hispanic Heritage Month, Gandhi's Birthday, Dr. Martin Luther King, Jr. Day, Black History Month, Native American Heritage and Asian Heritage Month. We also offer a variety of programs and resources that aim to facilitate an engaged campus environment that actively and collectively address the many areas of diversity. These programs and resources include: Speak Your Mind: Diversity Discussion and Dinner series, Common Ground interactive program series, Diversity Town Meetings, International Festival, Multicultural Organization Fairs, the Multicultural Presidents' Council, and the Multicultural Resource Lending Library.

SEXUAL ASSAULT ADVISORS

Morewood Gardens, 412-268-2142 :: <http://studentaffairs.cmu.edu/student-life/saa>

Rowshan Palmer, Coordinator of Student Development :: rowshan@andrew.cmu.edu

Carnegie Mellon's Sexual Assault Advisors have been serving the campus since 1991 and are dedicated to helping survivors of sexual assault by providing support, information, and resources. They also provide a variety of educational outreach programs on topics pertaining to sexual assault, personal safety, and relationship violence and plan a series of programs during Sexual Violence Awareness Month. Please visit the website for a current list of the Sexual Assault Advisors. For more information, the Sexual Assault Policy is included in this handbook.

HOUSING & DINING SERVICES

Morewood Gardens E-Tower, 412-268-2139

<http://www.cmu.edu/housing> :: <http://www.cmu.edu/dining>

Kim Abel, Director :: kimabel@cmu.edu

HOUSING SERVICES

Housing and Dining Services is responsible for administrative and facility services for university community residents. The primary areas of focus for this office include general maintenance, facilities repair, supply distribution, lock-out assistance, room assignment of first year students, room selection for upperclass students, room changes, off-campus housing, billing and facilities renovation planning.

CLEANERS/LAUNDRY

Margaret Morrison Plaza (Margaret Morrison Street) 412-268-8878

Dry Cleaning: Mon–Fri, 8:30am–5pm :: **Laundromat:** 24/7

The Cleaners/Laundry in the Margaret Morrison Plaza combines in one facility a standard 24-hour, self-operated laundromat plus an on-campus dry cleaning location. An off-campus commercial dry cleaning company services the dry cleaning operation. The Cleaner/Laundry accepts cash and personal checks (with proper identification). A valid Carnegie Mellon ID+ Card will permit students 24-hour access to the washers and dryers.

Housing and Dining Services contracts for the provision of washers and dryers in all residence areas with Caldwell and Gregory, Inc. Students are not permitted to install their own equipment. Please report all service problems by emailing service@caldwellandgregory.com, use the form at http://caldwellandgregory.com/report_service_form.htm, or call Housing & Dining Services at 412-268-2139.

CAMPUS DINING SERVICES

Carnegie Mellon Housing and Dining Services offers students a variety of campus dining choices. Multiple options are available to provide the highest quality of food, service and convenience to our students. Hours are established to meet the needs and requirements of the students and are available at the Dining Services website, <http://www.cmu.edu/dining>.

Asiana | Newell Simon Atrium

Asiana offers Chinese and Pacific Rim entrees and soups, from fresh hot foods to fresh ready to go items, serving you whether you're on the move or ready to relax and enjoy a meal in the Newell Simon Atrium dining area.

Bento Bowl | University Center, Second Floor

Bento Bowl provides you the chance to see your favorite Asian cuisine prepared right before your eyes! Specialties include made-to-order stir fry, egg rolls, salads, different selections of rice, fresh vegetables and tofu. Gourmet Premium Entrees are changed weekly and are an excellent option for lunch or dinner!

Carnegie Mellon Café | Resnik House

Thirsty? We have a wide variety of beverages, including delicious fruit smoothies and fresh-brewed Starbucks coffee, espresso, and flavored drinks. Hungry? Stop by for a bowl of soup, a hot sub, fresh Panini, daily On-the-Go offerings, or a tasty snack baked at the on-campus Carnegie Mellon Bakery. If you're looking for more than just food, check out the fitness mezzanine or the interactive video games developed at the Entertainment Technology Center (ETC). Come enjoy one of the campus's truly unique facilities!

East Street Deli | University Center, Second Floor

At the East Street Deli, everyone will be able to choose from a selection of their favorite, freshly-sliced deli meats, fresh vegetables and cheeses. We pride ourselves in serving delicious deli sandwiches, wraps and subs on fresh-baked breads and rolls. Every item prepared at the East Street Deli will always be stuffed full with fresh, high-quality ingredients of your choice.

Evgefstos | University Center, Second Floor

Evgefstos (Greek for delicious) will feature daily and weekly features from a menu of Mediterranean cuisine and other parts of the globe as one of our Hemisflavors areas. Hot dishes, made to order wraps, and fresh Pit-zas serve as entrées on our all-vegan/vegetarian menu, and a large selection of side dishes give you the flexibility to build a meal. Evgefstos offers a variety of healthy, tasty dishes for everyone to enjoy at lunch and dinner, Monday through Friday.

Ginger's Deli | Baker Hall, Posner Hall and Purnell Center

Ginger's offers custom deli sandwiches and salads, soups and hot entrees. They use only the best and freshest select deli meats and cheeses.

Kosher Korner | University Center, Second Floor

Carnegie Mellon teams up with Hillel and the Jewish Association of Aging to provide kosher meals certified by the Vaad Horabanim of Greater Pittsburgh. A variety of entrees, snacks and a complete kosher salad bar are available each day.

La Prima Espresso | Wean Hall

Espresso, cappuccino, Italian pastries, focaccia bread, soups and sandwiches are some of the many options you will find at La Prima. Look for this eatery in the Wean Hall lobby, adjacent to The Mall.

Maggie Murph Café | Hunt Library

Need to refuel during a study session in the library? Stop by one of our newest facilities for one of our soups, salads, sandwiches, or other delicious and healthy snacks. Make sure to grab a coffee or cold drink to keep you going while you're hitting the books!

Mitchell's Mainstreet Marketplace | Newell Simon Atrium

Coffees, soups, salads, sandwiches, pizza and hot entrees.

On-the-Go | University Center, Second Floor

In the main dining gallery coolers you will find fresh salads, kosher meals, vegetarian meals, sandwiches, bottled beverages, convenience items and nutritious snacks all ready to purchase and take with you.

Pepperazzi | University Center, Second Floor

Made-to-order fresh-dough pizzas, pasta, breadsticks, meatballs, and panini sandwiches, hot subs, and Italian favorites. Pepperazzi bakes their pizza fresh daily in their oven, served up hot just for you.

Schatz Dining Room | University Center, 2nd floor

Schatz Dining Room offers a full service all-you-care-to-eat breakfast buffet for the campus community Monday through Friday, and all-you-care-to-each brunch on Saturday and Sunday. Schatz offers gourmet meals in block and ala carte form, a salad bar, daily grill features, and many special theme dinners throughout the academic year. They also offer a reservation service for lunch.

Sequoia Grill | University Center, Second Floor

High quality meats and poultry are prepared to order hot off the grill. Cheesesteaks, fresh burgers, and hand-made gyros are just a few of the options on this extensive menu. Weekly Premium Entrée specials provide even more options, as well as smaller sides to go such as fresh-cut French fries and chili.

Showcase Salads | University Center, Second Floor

We feature a wide selection of made-to-go entree salads such as grilled chicken Caesar, chef salads, garden vegetable, fruit and yogurt, and thai noodle salad or side salads. Showcase Salads is kosher.

Si Señor | University Center

Made-to-order Mexican cuisine, wraps, tacos and quesadillas are the trademark offerings of this eatery on the University Center's first floor. Si Señor is a healthy choice for any meal, offering worldwide flair with all of its delicious meals.

Skibo Café | University Center, Second Floor

Come check out the coolest hangout on campus! House specialties include a variety of coffee, espresso, sundaes, gourmet sandwiches, and a large selection of vegan products. Skibo Coffeehouse offers weekly entertainment including band nights and open-mic nights.

Sushi Two | University Center, Second Floor

Fresh sushi is created daily by our expert sushi chef. Sushi to go is also offered in the cooler at the On-the-Go.

Tartans Pavilion | Resnik House

The Tartans Pavilion features Italian specialties hot from its wood-fired brick oven, including daily pizza specials, stromboli, and roasted vegetables. Add hot wings, varieties of pasta, and fresh salads to the menu, and this place has something for everyone! Located between Gesling Stadium and Resnik House, it's open 11am-midnight, Monday-Friday, and 5pm-midnight on the weekends, and features the best seat around for sporting events at Gesling stadium or on our four flat-screen televisions. You can also stop in for a whole pie to go or one of our Friday Premium Entrées. It's a great place to hang out, and it's connected to the Carnegie Mellon Café and Taste of India for your convenience. Look for the Pavilion to really open up when the weather is warm - our seven glass garage doors can open to let you enjoy seasonal weather while you hang out with your friends over a meal!

Taste of India | Resnik House

Taste of India offers delicious Indian cuisine, including chicken tikka masala and other traditional favorites. Our Resnik House location currently features an all you care to eat buffet, allowing our customers the opportunity to sample all that we have to offer. Stop by and enjoy a Taste of India!

The Underground | Morewood Gardens

The Underground is a restaurant and student activity center, located under the Cyert Center for Early Education in the Morewood Gardens complex. The food service is provided by Gullifty's Restaurant, known throughout the Pittsburgh area for their great soups, sandwiches and desserts. We feature a standard menu with a great deal of variety, as well as daily specials for lunch and dinner.

The Zebra Lounge | College of Fine Arts

The coffeehouse shares space with an art gallery, with shows changing regularly. The Zebra Lounge is an excellent space to show off your artistic talents, vocally, musically or theatrically. This unique coffeehouse is great for a quick snack or to settle in and study for the afternoon. The Zebra Lounge features fair trade and organic coffees and teas.

SPECIAL DIETARY NEEDS

While we have attempted to design meal programs and plans to meet everyone's needs, occasionally adjustments or changes are necessary. If you need to maintain a specific diet, Dining Services and a registered dietician from Student Health Services will meet with you to accommodate your needs on campus.

CASUAL DINING PROGRAM

The university has an exclusive agreement with AVI Food Systems, Inc. for the provision of campus vending services. AVI provides customer service for maintenance and repair of equipment, all requests for adding or removing machines, and requests for different products in the vending machines for the entire campus. Service issues can be given to the vending machine company directly via the service request telephone number posted on the vending machines or by sending a note to vending@andrew.cmu.edu. Vending machines occupy a number of locations on 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 on-line 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.

MEAL PLANS

Participation in the Carnegie Mellon Dining Plan offers students convenience and value through a variety of meal plan options. Meal plans are required for first-year students and are encoded on the campus ID card. Upperclass and graduate students can enroll in the Plaid Flex programs which operate as declining balance accounts with value-add for your initial deposits. For more information, please call Housing and Dining Services at 412-268-2139, email plaid@andrew.cmu.edu, or visit the meal plan information section at <http://www.cmu.edu/dining>.

ALUMNI RELATIONS

412-268-2060 :: <http://www.cmu.edu/alumni>

Judy Cole, Director and Associate Vice President for University Advancement

Alumni Relations is about identifying the intersection of the university's interests and the interests of its students and graduates, then expanding that common ground through meaningful engagement over time. The goal of Alumni Relations is to provide alumni with a wide range of ways to engage with the university and each other that reflects their own experiences and interests; to provide multiple channels of communication; and to provide meaningful volunteer roles for alumni. We work with alumni volunteers locally, regionally and internationally to offer programs and events that foster a continued connection to the university, which includes opportunities for alumni to interact with students both on campus and in their home cities. Alumni are an integral part of any university community, and it is our hope that you will choose to have a lifelong relationship with the university and the people you meet here. Take the time to learn more about your Alumni Association and the ways that you can get involved as a student and after you move on.

ALUMNI ASSOCIATION

The Alumni Association community encompasses over 75,000 alumni around the world, many of whom maintain a close connection to the university and student community.

STUDENT PROGRAMS

As a student, you have the opportunity to interact with alumni through events such as Homecoming and Spring Carnival, a variety of program series such as "Slice of Life" and "Dinner with Twelve Strangers" or at one time events such as receptions and panel discussions. First year students are welcomed into the Alumni Association at a celebration each January. Seniors are invited to attend a number of activities that count down to and celebrate graduation. In addition to the Alumni Association, in partnership with the Division of Student Affairs, the Alumni Relations Student Advisory Council (ARSAC) serves to guide our work with current students and is comprised of students, faculty, staff and alumni.

HOMECOMING & SPRING CARNIVAL

Homecoming and Spring Carnival are important student/alumni weekends as hundreds of returning alumni, parents, family and friends converge on campus. Class reunions, Alumni Interest Group gatherings and a variety of other events bring back those who want to renew ties with their classmates and current students, as well as see the new and exciting changes at the university. Seniors have the opportunity to join their 1st reunion planning committee in April before they graduate.

Notable Alumni

Rene Auberjonois (A'62), Tony Award-winning actor, played Odo on TV's "Star Trek: Deep Space 9."

George Cowan (S'50), nuclear scientist who helped make history through his efforts in "The Manhattan Project," the U.S. atomic initiative during World War II.

James Cromwell (A'64), Oscar-nominated actor ("Babe," "Star Trek: First Contact," "LA Confidential")

Jules Fisher (A'60), Tony-winning lighting designer ("Bring in da Noise, Bring in da Funk"; "Angels in America")

Charles M. Geschke (S '73), co-founder, Adobe Systems Incorporated.

Jim Gosling (S'83), co-creator of the Java programming language.

John Hall (S'56), Nobel Prize-winner in physics

Holly Hunter (A'80), Oscar Award-winning actress ("The Piano," "Thirteen," "The Incredibles").

Stephanie Kwolek (MM'46), chemist, invented technology used to create Kevlar; recipient of National Medal of Technology and member, National Inventors Hall of Fame.

Keith Lockhart (A'83), conductor of the Boston Pops.

Rob Marshall (A'82), Tony-nominated director and choreographer. Directed "Memoirs of a Geisha" and "Chicago."

Michael Mauldin (CS'83), founder, Lycos, Inc.

John Nash (S'48), Nobel Prize-winning economist; subject of the book and movie, "A Beautiful Mind."

Drew D. Perkins (E'86), author of Point-to-Point Protocol (PPP), which continues to be the communication standard that is used to link the Internet together

Judith Resnik (E'70), the nation's 2nd woman astronaut. Died aboard the space shuttle Challenger in January 1986.

Stephen Schwartz (A'68), Grammy Award and Academy Award-winning lyricist/composer of Broadway shows ("Pippin," "Godspell") and film ("Pocahontas" (2 Academy Awards)); "The Hunchback of Notre Dame," "Prince of Egypt" (Academy Award)

Andy Warhol (A'49), founder of the '60s Pop art movement, author, filmmaker, and publisher of Interview Magazine. Died in 1987.

John Wells (A'79), Emmy Award-winning producer and writer, ("China Beach," "ER," "The West Wing.")

REGIONAL PROGRAMS

Regional Programs keep alumni in touch with Carnegie Mellon and each other, creating and strengthening friendships with geographical and Alumni Interest activities, newsletters and events. Whether it's a clam-bake in Boston, a Networking Event in San Francisco, or a faculty guided tour of the Whitney Biennial in New York, there is something available for alumni throughout the United States and across the world. Parents and students also are encouraged to attend these events and activities to meet and interact with the Carnegie Mellon alumni in their area.

CARNEGIE MELLON TODAY

Carnegie Mellon Today is the primary university news magazine that keeps alumni, students and parents updated on what is happening at Carnegie Mellon. Published four times each year, it contains class news, articles, features and alumni news.

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

Resources for Individuals with Disabilities: Equal Opportunity Services
Whitfield Hall, 143 North Craig Street :: <http://hr.web.cmu.edu/dsrg/index.htm>

Everett Tademy

Assistant Vice President for Diversity and Equal Opportunity Services, 412-268-2012
eos@andrew.cmu.edu

Larry Powell

Equal Opportunity Services Manager, Disability Resources, 412-268-2013
lpowell@andrew.cmu.edu

Courtney Bryant

Equal Opportunity Services Administrative Coordinator, 412-268-2012
eos@andrew.cmu.edu

Qualified individuals are entitled to reasonable accommodations under the guidelines of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA). Equal Opportunity Services serve as links between individuals with disabilities and the campus community.

Accommodations are determined on a case-by-case basis. In order to receive services/accommodations verification of a disability is required as recommended in writing by a doctor, licensed psychologist or psycho-educational specialist. 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.). The university makes available memorandums of introduction for students to give to professors, which document disability and describe the accommodations. Accommodations prescribed only apply to Carnegie Mellon and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance. For more information or to initiate a request for accommodations, please contact Larry Powell.

CAMPUS SERVICES

Ryan Wolfe, Director of Campus Services, rwolfe@andrew.cmu.edu

CONFERENCE & EVENT SERVICES

Beth Yazemboski, Director, eay@andrew.cmu.edu
University Center LL-85, 412-268-1125, confserv@andrew.cmu.edu
<http://www.cmu.edu/conferences/>

Conference and Event Services (CES) would like to assist you with your planning process, in order to deliver a professional and organized function for your participants. We are your one-stop-shop for catering, room reservations, on-campus housing (June – early August) or off-campus accommodations, media technology, parking, and other components associated with planning and facilitating your event. The CES staff will work closely with you or your student organization to ensure your next conference, business meeting, or event is specially tailored to accommodate your needs.

COPY CENTERS

Patricia Herbster, Manager, ph0d@andrew.cmu.edu
412-268-5772
<http://www.cmu.edu/copycenters/>

University Copy Centers are strategically located throughout campus to meet the needs of the campus community. The team is dedicated to providing our customers with the most cost-efficient copying, finishing and network services available on campus. We have two locations with dedicated personnel and machines to provide services for you. The locations include:

- Software Engineering Institute A-420: 8am-4pm
- Tepper School 18: 7am-7pm

If you have documents that need to be output from hard copy of electronic files please come see us. Our copy centers can take your job in over the network. Whether your need is a single paper or larger quantities of multi-page documents, color, black and white, tabs, transparencies or binding the University Copy Centers can do your job. We can help your presentations come to life.

FEDEX KINKO'S

University Center LL, 412-268-3737, kinkos@andrew.cmu.edu
<http://www.cmu.edu/kinkos/>

FedEx Kinko's Office and Print Services is located at the University Center on the lower level. Orders may be placed by visiting the store, scheduling a pick-up or by submitting an on-line order. FedEx mailing services are also available.

PARKING SERVICES

Michelle Porter, Manager, mporter@andrew.cmu.edu
University Center LL-88, 412-268-2052
<http://www.cmu.edu/parking/>

Reservations: parking-reservations@andrew.cmu.edu
Hours: Mon-Fri, 8am-5pm

The official policy can be found at <http://www.cmu.edu/parking>. Below is a summary of the parking policy.

Parking on campus is limited and demand is higher than supply. The university provides a limited number of parking lots for the vehicles of students, staff and faculty members in various locations on the campus.

The University Parking Advisory Board has established a system of priorities to be used in allocating permits every year. The procedure is to allocate permits first to tenured faculty and senior administrators, then to non-tenured faculty and staff and then to students. In the student phase of the allocation, permits are issued first to graduate students, then to commuting seniors, juniors, sophomores and first year students, followed by resident student seniors, juniors, and sophomores if received by the deadline. Historically, very few students receive parking permits and for this reason first year students are not permitted to have vehicles on campus.

Applications for permit process are available in the Parking & Transportation Office and on the Parking & Transportation Services homepage. Once the annual allocation procedure is completed, any remaining permits are sold to applicants who are on waiting lists for parking. Permits are issued upon payment of the fee for the assigned parking lot and presentation of the vehicle registration.

Parking permits must be purchased and displayed at all times in any vehicles parked in these lots. Vehicles that do not display a valid permit and vehicles parked in violation of university regulations will be ticketed and/or towed at the owner's expense. Repeated violations will result in the immobilization of a vehicle or removal from campus by towing at the owner's expense. Unpaid fines will be charged to the student's account in The HUB with the addition of a service charge. Parking permits may be withdrawn and disciplinary action may be invoked in accordance with regulations approved by the Parking Advisory Board in cases where violations are serious or habitual. Destruction or removal of an immobilizer is a serious offense. Copies of the parking policies and traffic regulations are available on the Parking & Transportation Services website at <http://www.cmu.edu/parking>.

PHOTOGRAPHY & GRAPHICS SERVICES

Gary Thomas, Manager, gt23@andrew.cmu.edu
Mellon Institute 225, 412-268-3217, photo-graphics@andrew.cmu.edu
<http://www.cmu.edu/upgs/pgs/>
Monday-Friday 8:30am-12pm and 1-5pm

Photography and Graphic Services (PGS), located in Mellon Institute, provides a wide variety of photographic, graphic and digital imaging services to the university community at competitive rates. Specifically, PGS employs photographic, design and digital imaging skills to photograph, scan, develop, design and produce high quality images and communications in print, presentation, display/exhibit and on-line formats. We also offer a range of large format printing and finishing services for such things as banners, signage, posters and exhibits. Network file transfer, free on-campus pick-up and delivery, and phone and on-line help are available. For more information please contact us at 412-268-3216, 412-268-3217 or photo-graphic@andrew.cmu.edu.

POSTAL SERVICES

Jennifer Cox, Manager, jcox@andrew.cmu.edu
University Center Lower Level, 412-268-2927, post-office@andrew.cmu.edu
<http://www.cmu.edu/postoffice/>
Window Hours: Mon–Fri, 8am–5pm, 412-268-2927

The University Post Office is a sub-contracted station of the United States Postal Services (USPS) and provides all U.S. postal services to the campus community. The Post Office sells stamps, money orders, envelopes, tape, and boxes for mailing packages. Additionally, the Post Office offers Priority, Express, Registered, Certified, Insured, and International mailing services. Fax service and copies are also available. Finally, Post Office (PO) boxes are available for rent to graduate students, faculty, and staff. Postal Services accepts cash, check (with a valid driver's license), Visa or MasterCard, or Plaid Ca\$h.

All campus residents will be assigned a student mail code (SMC) which will match a mailbox in the campus Post Office located on the lower level of the University Center (UC). To speed mail processing and improve campus delivery for residents, the post office routes student mail through this SMC mail code. This mailbox will be used for all campus, U.S. mail and packages. Consistent with USPS regulations, all mail not picked up within ten days will be returned to sender. You will retain your assigned SMC as long as you are an undergraduate student in good standing at Carnegie Mellon University.

If you are leaving campus for the summer, studying abroad, taking a leave of absence, or leaving campus for an extended period of time for any reason but plan on returning, please forward your mail with the Post Office. We will forward all first class mail, magazines, and packages. Mail forwarding forms can be filled out on-line at <http://www.cmu.edu/postoffice/forms.html>. Summer forwards are effective until two weeks before classes begin the following fall. All other forwards are effective until you inform the Post Office of your return to campus.

Once you graduate, your mailbox will be released and again, unless you provide us with a forwarding address, your mail will be returned to sender. Forwards for students who graduate are effective for 30 days and it is your responsibility to change your address with family, friends, cell phone companies, credit card companies, banks, etc.

Graduate students at Carnegie Mellon University do not receive SMC's. Thus, if you graduate and plan on returning to campus the following fall for graduate school, your mailbox will be released. Postal Services has box rental available to graduate students for \$25/semester or \$50/year. Graduate students may also have their mail delivered directly to the department in which they are studying.

When having packages shipped to you, use the same address format as above. Upon delivery, Postal Services will scan your package and an email notification will be sent to you. After receiving this notification, please pick up your package as soon as possible at the package pick up window, located around the corner from the front window of the Post Office. Consistent with USPS regulations, all packages not picked up within ten days will be returned to sender. You must have your student ID to pick up your packages.

Address all mail and packages as follows:

Name
Carnegie Mellon University
SMC #####
5032 Forbes Avenue
Pittsburgh, PA 15289-#####

PRINTING & MAILING SERVICES

Dan Tyson, Manager, dt1z@andrew.cmu.edu
412-268-2970 and 412-268-2974, printjob@andrew.cmu.edu
<http://www.cmu.edu/printingmailing>

Printing and Mailing Services is Carnegie Mellon University's full-service printing and mailing department. We can take care of all of your printing and mailing needs at the best prices available. Let us quote your next job. Printing & Mailing Services is located at 6555 Penn Avenue.

UNIVERSITY STORES

Rick Zuchelli, Director, zuchelli@andrew.cmu.edu

ART STORE

University Center, 412-268-2968, <http://bookstore.web.cmu.edu>
Mon–Thur, 8am–6pm; Fri, 8am–5pm; Sat, 10am–4pm; Sun, noon–3pm

The Art Store is located in the lower level of the University Center. It has a wide selection of art supplies, photographic materials, architectural supplies, technical equipment, batteries, film project kits and art/engineering reference books. The Art Store can fill special orders for art materials within a few days. Cash, MasterCard, VISA, PlaidCa\$h cards and personal checks (with a valid ID or driver's license) are accepted.

BOOKSTORE

University Center, 412-268-2966, <http://bookstore.web.cmu.edu>
Mon–Thur, 8am–6pm; Fri, 8am–5pm; Sat, 10am–4pm; Sun, Closed

The Bookstore sells required textbooks for all university courses, a variety of technical reference books, hardback or paperback books, technical equipment, batteries, film, two film developing services, stationery, classroom supplies, writing instruments, greeting cards, electronic accessories, calendars and posters. In addition, the store offers a variety of imprinted University clothing (T-shirts, sweatshirts, jackets, caps), gift items and glassware. The store offers a special book order look-up service for any book that is still in print in the United States. If you plan to purchase a new computer, visit the Computer Sales Web site at <http://www.cmu.edu/stores/computer>. The store offers a variety of hardware, software, peripheral, supply, and licensing products. The sales consultants are non-commissioned and have a clear focus on the needs and requirements of the university computing environment. Cash, MasterCard, VISA, PlaidCa\$h, Bookstore gift cards and personal checks with a valid ID or driver's license are accepted.

Store hours are established to meet the needs and requirements of the students; hours are extended for Bookrush in August and January and for campus-wide special events during the academic year.

ENROLLMENT SERVICES

The HUB, Warner Hall, Lower Level, 412-268-8186 or 412-268-8084
thehub@andrew.cmu.edu :: <http://www.cmu.edu/hub>
Mon, Wed, Fri, 8:30am–4:30pm; Tues, Thurs, 10:30am–4:30pm

Assistant directors of enrollment services are available in The HUB to assist students with enrollment matters including registration, financial aid, and student account. Parents and students are encouraged to contact the assistant directors of enrollment services regarding:

- Financial aid application process
- Financial need analysis determination
- Financial aid programs
- Student and parent loans
- Payment plans
- Enrollment/financial aid questions
- Academic and financial aid forms

UNDERGRADUATE ENROLLMENT

Enrollment is the process whereby eligible students notify Enrollment Services that they will be attending the university by registering for courses and settling their financial account. Enrollment must be completed before students begin classes and utilize university facilities. Most students register prior to the fall and spring semesters and receive a Student Account Invoice by mail in July and December. Carnegie Mellon can assess a penalty charge for payments not received by the payment deadline listed on the invoice.

Enrollment Services provides links to our many on-line services through The HUB Website (<http://www.cmu.edu/hub>). Four of the services are Student Information On-Line, Schedule of Classes On-line, On-Line Registration and E-Check On-Line Payment. Student Information On-Line allows students to verify their personal information, make payments on their student account, update address data, view grades, current course schedule and student account balance data. The Schedule of Classes On-line allows students to search an on-line database for course schedule information. On-Line Registration is an interactive, web-based system for course registration. E-Check On-Line Payment permits enrolled students to pay their student account balance on-line.

We strongly encourage you to meet with your academic advisor before you finalize your selection of courses and register for courses using On-Line Registration.

The HUB Website serves as the Carnegie Mellon community's electronic connection with Enrollment Services. Students can view the most current Enrollment Services information on-line by visiting this site. All incoming freshmen will be contacted by their colleges or departments regarding registration. External transfer students will register for classes when they arrive on campus, unless otherwise notified by their departments.

OTHER FUNCTIONS OF ENROLLMENT

ADDRESS CORRECTIONS

If you move, change your phone number, or if your permanent, campus, off-campus or local addresses have been incorrectly entered into the Student Information System, you will need to visit Student Information On-Line to make the appropriate changes or corrections.

The university must have an accurate and current address for every student in order to send registration material and invoices. If you move, be sure to change your address. If you do not want your name and address published in the campus directory, you must notify The HUB in writing. In addition, you must designate an emergency contact address of a relative or family friend to be contacted in case of an emergency.

ENROLLMENT VERIFICATION

An enrollment verification officially confirms specific information about your academic record such as dates of attendance, expected graduation dates or degree. Verifications are commonly requested by student loan agencies, insurance companies, scholarship committees, or potential employers. Verifications are free but if you have a financial hold, we cannot produce a verification for you.

Currently enrolled Carnegie Mellon students may order enrollment verifications through Student Information On-line by clicking on Request Documents, selecting the verification link and entering the requested information. The self-serve option, through the National Student Clearinghouse, may also be selected. Verifications can be faxed, mailed or held for pick-up.

Note: QPA information will not be faxed.

REQUESTING TRANSCRIPTS

Information and instructions are available on The HUB website at <http://www.cmu.edu/hub>.

FINANCIAL ASSISTANCE

Approximately 65% of our undergraduate students receive financial aid. Carnegie Mellon awards financial aid based on both financial need and academic achievement. The assistant directors of enrollment services are available at The HUB to assist students.

APPLYING FOR NEED-BASED AID

To receive need-based financial aid consideration for the 2008-2009 academic year, students are required to submit the following:

- 2008-2009 Carnegie Mellon Returning Student Financial Aid Application (may be completed on-line at <http://www.cmu.edu/hub>)
- 2007 Parent(s)' signed tax return (If your parent(s) are required to file an Income Tax Return in a country other than the United States, you must provide us with a copy of their foreign tax return and provide tax information translated into U.S. dollars on a 2007 U.S. Federal Income Tax Return. This document must be signed by your parents and a tax accountant.)

- 2007 Parent(s)' W-2 Wage and Tax Statement(s)—legible copies
- 2007 Student's (and spouse's, if applicable) signed federal tax return
- 2008-2009 Noncustodial Parent Information Form—if applicable
- 2008-2009 Free Application for Federal Student Aid (FAFSA), or renewal FAFSA to the Federal Processor (may be completed on-line at <http://www.fafsa.ed.gov>)

Additional information about Carnegie Mellon's financial aid programs and application process are available on The HUB Website at <http://www.cmu.edu/hub> and in the Carnegie Mellon Undergraduate Student Financial Assistance Guide.

CARNEGIE MELLON CARD OFFICE

Warner Hall, Lower Level

Josh Frederick, joshuaf@andrew.cmu.edu

The university issues Carnegie Mellon ID Cards for student identification. It identifies the student as a member of the Carnegie Mellon community for admission to athletic events, and admission to certain events sponsored by the Student Government, Activities Board, etc. A valid Carnegie Mellon Card also grants free admission to the Carnegie Museums, Science Center, Andy Warhol Museum, The Mattress Factory, and Phipps Conservatory. It is not valid for the establishment of credit or other purposes outside of the university and it is non-transferable. Upon the request of any school official or security officer, the student should be willing to produce this card. Refusal to do so may be regarded as a basis for disciplinary action.

Lost Carnegie Mellon Cards will be replaced after a replacement authorization has been issued in The HUB, Warner Hall, Lower Level, and the applicable replacement fee has been paid.

PLAID Ca\$H

The PlaidCa\$H account is a debit account with the university. You simply authorize us to open an account for you in the amount you specify on the PlaidCa\$H Application. To use PlaidCa\$H, present your Carnegie Mellon Card to the cashier at any location where PlaidCa\$H is accepted such as the University Bookstore and University Center shops.

ON-CAMPUS EMERGENCIES

412-268-2323

IF YOU DISCOVER A FIRE

1. If you can, quickly put out the fire using a proper fire extinguisher. Report the incident promptly to University Police at 412-268-2323.
2. If you see that a fire cannot be quickly extinguished, ACTIVATE THE NEAREST FIRE ALARM STATION and evacuate the area.

BASIC EVACUATION INSTRUCTIONS

1. Whenever an alarm sounds, evacuate immediately. If you can safely close all windows in your area before leaving, do so.
 2. Close your door as you leave, making certain that you have your keys with you (heavy concentrations of smoke may make your return necessary). In dormitory buildings at night, TURN THE ROOM LIGHTS ON AS YOU LEAVE to signal your evacuation.
 3. Help retard the spread of smoke and flames by closing fire doors behind you as you pass through the building. FIRE DOORS SHOULD NEVER BE OBSTRUCTED OR BLOCKED OPEN.
 4. Move quickly to the nearest building exit, but refrain from running.
- 5. DO NOT ATTEMPT TO USE ELEVATORS FOR EVACUATION PURPOSES.**

6. If you encounter heavy smoke, change your exit route to the next available exit. Help guide others if you appear to be more familiar with the building.
7. As you exit, move well away from the building exterior to assure your safety and to provide ample room for responding firefighters and emergency equipment.

NO ONE IS TO RE-ENTER AN EVACUATED BUILDING UNTIL IT HAS BEEN DETERMINED SAFE TO DO SO BY THE RANKING FIRE DEPARTMENT OFFICER AT THE SCENE.

AID TO THE PHYSICALLY CHALLENGED

Blind and mobile persons should first be moved out of the rush of traffic, and then promptly assisted to the nearest exit. Deaf and mobile persons may be unaware of the need to evacuate, and should be calmly advised and guided to the nearest available exit.

IMMOBILIZED PERSONS

To reduce the risk of personal injury, attempts to carry immobilized persons are discouraged. Wherever stairs are a part of the evacuation route, the following procedures are to be applied:

1. As soon as a fire alarm sounds, the physically impaired person is to be quickly moved to reasonable safety, preferably to an enclosed room or space that smoke or flames cannot easily enter. This action needs to be accompanied by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken. Again, ELEVATORS CANNOT BE USED safely for evacuation purposes.
2. If a telephone is available, University Police (412-268-2323) should immediately be contacted and advised of the individual's name and location within the building and the phone number from which the call is being made. If left alone, the disabled person may wish to remain on the phone with University Police.
3. If available, a companion, or other responsible person may stand by to remain with and assist the physically challenged individual.
4. Upon clearing the building, a floor marshal or other designated person from the same floor area should alert responding firefighters and/or University Police Officers to the exact location of the person or persons. If it becomes necessary for removal from the building, this can then be carried out by trained, equipped, emergency personnel.

ALERT NOW EMERGENCY NOTIFICATION SERVICES

All students, faculty and staff in the Carnegie Mellon community are encouraged to register for the Alert Now Emergency Notification Service, which sends voice and/or text messages to registered phones in the event of a campus emergency. Students, faculty and staff can register for the service on-line at <https://my.cmu.edu/site/main/page.alert>. When you click on this link, you will need to login with your username and password to access this page.

The privacy of your contact information is guaranteed. Registrants will be contacted by the Alert Now system only if there is a campus emergency or during tests of the system in the spring and fall semesters. Note that the text and voice options may carry a nominal fee for recipients, depending on cell phone carriers and cell phone plans. The recipient is responsible for these fees. Questions regarding the Alert Now service should be sent via email to alernow@andrew.cmu.edu.

TELECOM STUDENT SERVICES

Each student room or suite is equipped with one telephone line with CallerID. Housing does not provide phones in residence hall rooms. You must bring one with you. Telephone service includes free on-campus and local calling. Local calls include those made to the Southside, Northside, East and West Ends. Carnegie Mellon currently uses MobileSphere for student long distance. Please check the Telecom Student Services website: <http://www.cmu.edu/computing/network/phone/students/index.html> for updates on this service. All communications outlets in a given room have the same telephone number activated, which allows for use of multiple phones.

Carnegie Mellon has made it possible for you to reach other long distance carriers. You can now reach the carrier of your choice by simply dialing 9+10+10 XXX+ 0 and placing either a COLLECT or CREDIT CARD call.

Note #1: XXX is the access code of the carrier you choose but not all long distance carriers will offer services provided by an operator.

Note #2: Student phones are restricted from dialing long distance without a code. Some long distance carriers who offer prepaid phone cards and 800 #s for parents charge \$.30-\$.50 per call surcharge because they cannot differentiate between payphones and restricted phones.

Text telephone equipment for the hearing impaired is available in Cyert Hall A Level by the vending machines, in the University Center on the 2nd floor outside Rangos 3 and at University Police at 300 S.Craig Street. Relay service information for communicating with the hearing impaired is available through the Carnegie Mellon campus operators (dial 0).

VoiceMail is an additional feature that carries a semester charge. Students can order VoiceMail for their telephone lines at the cost of \$12.00 per semester per mailbox. VoiceMail includes automatic telephone answering, sending and receiving messages, date and time stamps and has a personal code for security purposes. For students sharing a room all roommates must either sign up for their own VoiceMail or agree to share one mailbox with one student paying for the service. You may sign up for VoiceMail on the Telecom web page listed below.

Students are not permitted to accept collect or third number billed calls. Failure to comply with this rule will result in an investigative fee of \$25.00 in addition to the cost of the call.

Telecom provides the CableTV service in all on-campus and several off-campus residences. All bedrooms have a CableTV outlet, and many common rooms have one as well. The CableTV service has over 80 channels, including the campus-programmed Housing Movie Channel, local news, foreign language programming, and a special event relay service for on-campus events. For a current listing of channels and locations served, as well as hints for connecting your television/VCR or computer TV card to the system, please go to our website: <http://www.cmu.edu/computing/network/phone/students/index.html>.

Like fire alarms and emergency phone lines, a student's telephone line is part of the University's communications network for the security and safety of resident students. No alteration to the wiring or entry into the communications closets is permitted.

Visit Telecom StudentServices Web page for Dialing Instructions, Dialing Feature Guide, CableTV information, VoiceMail sign up, long distance service and more: <http://www.cmu.edu/computing/network/phone/students/index.html>. To reach a Carnegie Mellon, dial "0". The Telecom Info Line is 412-268-8500

UNIVERSITY CENTER

<http://www.cmu.edu/university-center>

Marcia Gerwig, Director, mgerwig@cmu.edu

The University Center is a 240,000 square foot centerpiece of the campus that provides a space for special events, physical fitness facilities, student organizations and various activities, as well as accommodating retail and dining services. As the campus crossroads, the University Center functions as a place for students to interact, get involved and enjoy new experiences.

The University Center grew from the University's continuing commitment to the enhancement of student life and campus spirit. At the University Center, you will encounter social, cultural and recreational opportunities that will expand and enrich your Carnegie Mellon experience.

INFORMATION DESK

University Center 103, 412-268-2107

Hours: 8am-midnight, Sunday-Thursday; 8am-2am, Friday & Saturday; (hours vary during breaks)

If you want to know about upcoming campus events or have questions about Carnegie Mellon in general, call the Information Desk. The Information Desk not only provides information about campus events, but also sells bus tickets for the city buses, sells postage stamps, makes copies, sends faxes, distributes campus maps, operates a lost & found, recycles batteries, has information brochures about Pittsburgh, and takes orders for tickets to cultural-district events.

CAMPUS EATERIES

The University Center contains many food-court style eateries giving students a variety of dining options. On the first floor you will find Entropy, a small convenience store, and Si Señor which serves a variety of Mexican cuisine. The second floor has eateries serving deli-style sandwiches, sushi, pizza, salads, and more. Skibo Café and Schatz Dining Room, which features an all-you-care-to-eat buffet, are also located on the second floor.

SHOPPING AT THE UNIVERSITY CENTER

Carnegie Mellon's retail stores are in the University Center. These include the Art Store, the Bookstore, a multi-level retail facility for art/engineering supplies and tools, books, clothing and memorabilia, the Computer Store, and Entropy+, a convenience store.

SCHEDULING OFFICE

412-268-1853

Responsible for reserving all University Center spaces (except racquetball and squash courts), the scheduling office can help you plan an event, no matter what the size. The University Center has a wide range of facilities: a 450-seat auditorium, a large ballroom, a large meeting room which seats 140 auditorium style, another large meeting room that can be divided into three smaller sections, three smaller conference rooms which seat 12-16 people, and a small meeting room which can seat 30 auditorium style.

To reserve rooms or find information on-line, visit: <http://www.cmu.edu/university-center> and click on SPACEQUEST on the left menu.

RECYCLING

The University Center, in keeping with Carnegie Mellon's Green Practices goal to "Reduce, Reuse, and Recycle," has a recycling room located on the first floor next to Wright-Rogal Chapel. Plastics, Styrofoam, glass, aluminum cans, cardboard, compact discs, newspapers, office paper, and overhead transparencies can all be recycled here. Batteries, both single-use and rechargeable, can be dropped off at the University Center Information Desk.

OTHER FACILITIES & AMENITIES

ATMs: PNC Bank and Citizen's Bank ATMs are present in the building.

PNC Bank Branch, 412-683-7200: A PNC Bank branch is as close as the lower level of the University Center. Open an account, deposit checks and money, use their electronic service center, or talk to their financial advisor, all in the UC.

A Prayer Room: A prayer room for individual or group prayer.

Student Organization Offices: Student organizations such as the Tartan, SoHo, Scotch 'n' Soda, East End Tutors, Activities Board, and other groups share office space on the 3rd floor of the University Center.

Wright-Rogal Chapel: An inter-denominational chapel for all faiths.

RECREATIONAL FACILITIES & EQUIPMENT DESK

412-268-1236

The first floor of the University Center features a gymnasium for basketball, volleyball, and badminton, as well as two racquetball courts, two convertible racquetball/squash courts, an eight-lane 25 yard swimming pool, and a diving pool. The second floor features the fitness and exercise rooms with a Cybex weight training circuit, stationary bikes, rowers, steppers, elliptical machines, ski machines and treadmills, as well as one squash court and an activity room for aerobics classes. For information call the Athletic Department info line at 412-268-2211 or access their website at <http://www.cmu.edu/athletic>.

THE UNIVERSITY CENTER ART GALLERY

The University Center Art Gallery, located on the first floor near the Information Desk, is Carnegie Mellon's exhibition space for Carnegie Mellon and local artists who wish to host a small exhibit of their work for a week. It not only showcases the talents of those within and around the Carnegie Mellon community, but also raises campus awareness of global, national, and local issues and special University celebrations through periodic, specially themed exhibits. For further information or to submit a proposal for an exhibit, please contact the Office of Student Activities at 412-268-8704.

UNIVERSITY POLICE

412-268-2323 (emergency only), 412-268-6232 (non-emergency)
300 South Craig Street, Room 199

Every day of the year, the men and women of the Carnegie Mellon University Police Department are working to provide for the safety and security of the members of the Carnegie Mellon community and visitors to the campus.

The University Police perform a variety of professional police and emergency services which include motor vehicle patrol activities, uniformed bicycle patrols, crime investigations, criminal apprehension, accident and fire response and general information. University Police are also responsible for conducting crime prevention programs, issuing crime and safety alerts, fingerprinting, and Rape Aggression Defense training (RAD).

EMERGENCY MEDICAL TRANSPORTATION

Contact University Police if you have a medical emergency when Health Services is closed. The University Police and Carnegie Mellon Emergency Medical Services will respond to your needs to assure prompt medical attention.

EMERGENCY TELEPHONES

There are 56 emergency telephones located around campus. In an emergency, if using a yellow emergency phone box, open the door and push the button; if using the pedestal style "blue light" emergency phone, push the button on the faceplate. You will be automatically connected to the University Police dispatcher who will know where you are. Help will arrive as soon as possible. Look for yellow boxes marked "EMERGENCY PHONE" or green metal posts with a blue light on top marked "EMERGENCY" in the following locations:

300 SCRG: On the southeast corner of building, near Quiznos entrance

Baker Hall: At the entrance gate to parking area #2

Boss House: Outside, near the steps at rear of building

College of Fine Arts: Fourth floor adjacent to Room 405; Third floor across from Room 312; Mezzanine floor at the north end of the building (parking lot side); Ground level entrance off of parking area #1

CIC: At top of steps between CIC and Newell-Simon Hall

Delta Gamma: On Forbes Avenue next to driveway alongside sorority house

Doherty Apartments: Outside, mounted on the wall, west corner, exterior of "A" tower; and on driveway entrance to parking lot

Doherty Hall: Outside the main entrance near the bicycle racks, Cut side of the building; Second basement level near Room B303

Donner Hall: Mounted at the rear of the building outside of the Field House, at parking area #2; Outside, mounted on the large fire department alarm control panel

Field Robotics: In the tunnel, at Smith Hall elevators; at Field Robotics near vending machines

Fraternity Quadrangle/Mall: Outside, mounted on the wall, at the exterior of the Kappa Delta Rho Fraternity

Gesling Stadium: East end of the football field under the scoreboard, near IM field

Hamburg Hall: Mounted on south wall, facing Smith Hall; Outside, on the southwest corner of the building by Physical Plant steps; Outside, on the northwest corner of the building, at the driveway entrance from Forbes Avenue

Hamerschlag Hall: Outside, on the east rear corner, mounted off of the "C" level exit facing Scaife Hall

Hill Dormitory Area: Mounted on the rear of Boss Hall, facing Hamerschlag House

Margaret Morrison Apartments: Outside, on the Sorority balcony wall area near the elevator between Delta Delta Delta and MM102

Margaret Morrison (MMCH) Building: Main entrance off Tech Street, first floor hallway near the elevator; Outside Children's School exit facing the tennis courts

Mellon Institute: Mounted on the exterior wall, third floor loading dock entrance; Inside the third floor loading dock entrance on the counter; Inside the Library, fourth floor

Morewood Gardens: Outside of “E” tower, at the rear of the building; Outside by the steps outside the entrance to A tower, on Morewood Avenue

Morewood Parking Lot: North end, at the entrance to the sidewalk pathway to Devonshire Road (blue light phone)

Mudge House: “A” tower basement level; Outside the building attached to the fire department control panel

Newell-Simon: At the north entrance, facing Smith Hall; Outside, on east entrance; Inside the tunnel leading to Smith Hall

Peace Garden: Outside Hunt Library on east side

Pittsburgh Technology Center: Outside, at parking lot

Porter Hall: On sidewalk outside the Frew Street entrance, close to the driveway to Scaife

Purnell Center: Mounted on the exterior wall, loading dock entrance; Mounted on the exterior wall, main entrance (south end); Outside, on north end of building facing Warner Hall, on column

Skibo Gymnasium: First floor just inside the main lobby entrance; First floor in the women’s locker room; In the basement, near Crew Room

Scobell Hall: On Margaret Morrison Street, by driveway

Smith Hall (formerly Building “B”): Mounted on exterior wall of building, facing the Field Robotics Building (formerly Building “C”)

Stever House: On Morewood Avenue, in front of building

Tepper School of Business: Outside the front entrance of TSB, at the intersections of Tech and Frew streets

University Center: Lower Level near the elevator and the Post Office; Near the pool, outside the women’s locker room; Outside, on east entrance; Outside, on north entrance facing Forbes Avenue; Outside, on west entrance; Outside, on south entrance

Wean Hall: Mounted on the wall, fifth floor, at the main elevators (the floor you enter from the Mall)

Woodlawn Apartments: On northeast corner of building facing Margaret Morrison Street

ESCORT

412-268-RIDE (7433)

The Escort Service operates as a safe way to get home within a mile and a half radius of campus or between university buildings, including official, off campus housing. Escort runs from 6:30pm–6:30am every day, EXCEPT from 10:30-11pm and 4:30-5am when NO ESCORT will be available (drivers on breaks). Between the hours of 6:30pm and 2:30am, the Escort vehicle leaves Morewood Gardens on the hour and half-hour. Call 412-268-7433 to be connected to a voice messaging system that will allow you to talk either directly to the Escort van driver or the police dispatcher. After 2:30am, Escort operates as an on-call basis.

DESIGNATED PICKUP LOCATION

There are seven designated pick-up locations, each equipped with a campus phone and marked by official university signage bearing the word “ESCORT.”

- Morewood Gardens (E-tower parking lot)
- Margaret Morrison Plaza (MM Storefronts)
- Tepper School of Business (at the corner of Tech & Frew Streets)
- Porter Hall, lower Frew Street exit
- Hamburg Hall
- University Center (in the rear circle facing Forbes Avenue)
- INI, 4616 Henry St. (upon request)

Upon request, pick-up service may be accessed at:

- 300 South Craig Street
- Mellon Institute /SEI (at the corner of North Dithridge & Winthrop Streets by MI loading dock/rear entrance)

To be picked up, riders must wait at these locations. Upon returning to campus, the vans will stop by each of these locations momentarily to pick up riders. All vehicles are equipped with roof-mounted amber strobe lights, similar to those used on highway construction vehicles. These strobes are activated when the bus or van is in service. Watch for the “flashing yellow” light as a signal of an approaching Escort bus. The drivers will sound the horn to alert riders to come outside.

SHUTTLE

The Shuttle Service operates two routes – the Oakland route and the Pittsburgh Technology Center (PTC) route to 700 Technology Drive, off Second Avenue.

THE OAKLAND ROUTE

The Oakland shuttle buses operate on a pre-established route that is determined by the locations of official university off-campus housing, and is subject to change from year to year. During the 2008-2009 academic year, the Oakland shuttle will likely service Cathedral Mansions, Fairfax Apartments, London & Terrace Apartments, Veronica Apartments, Neville Apartments, Shady Oak Apartments and Webster Hall. The Oakland shuttle also stops at Mellon Institute/SEI (rear loading dock entrance on North Dithridge Street). Hours of operation are daily from 6:45am-10:45pm (last run ends), both during the academic year and the summer months. The Oakland shuttle leaves from in front of Morewood Gardens on Morewood Avenue on the quarter hour and three-quarter hour: 7:15am, 7:45am, 8:15am, etc. Routes take approximately 30 minutes to return to Morewood Gardens. During the summer months, the Oakland shuttle will operate on the AB route only.

THE PTC ROUTE

Hours of Operation: During the academic year (the first day of classes for the fall semester through the Wednesday prior to Commencement in May), Monday through Friday, 9am- midnight; Saturday & Sunday, 11am-6pm. On weekdays, last run leaves PTC for campus at approximately 11:30pm; on weekends, 5:30pm. No service from noon-1pm or 8-9pm (driver on break). During the summer months (the Thursday prior to Commencement through the Friday immediately preceding the first day of classes for the fall semester), the PTC shuttle operates on a reduced 9am-5pm schedule. No service from noon-1pm (driver on break). Last run leaves PTC for campus at 4:30pm.

The PTC shuttle leaves from in front of Morewood Gardens on Morewood Avenue on the hour (9am, 10am, etc.) and makes one stop on campus, in front of Scaife Hall on Frew Street. The shuttle does not make any other stops/pick-ups either enroute to the PTC or back to campus.

Extended Service to LTV Steel, Hazelwood: The PTC shuttle extends service on an as-needed, request-only basis at what is now known as “Robot City,” the former LTV Steel location at 4170 Second Avenue in Hazelwood, where the Planetary Robotics Red Team is now housed. The shuttle will pick up/drop off hourly at the LTV site on the quarter and three-quarter hour. Passengers should board at the old Locomotive Shop. To request to be picked up by the PTC shuttle, LTV passengers must call the police dispatcher on the non-emergency number at 412-268-6232.

Extended Service to BIRC: The PTC shuttle extends service to the Brain Imaging Research Center building (BIRC), 3025 Carson Street, on a limited intermittent, on-request basis. To request to be picked up by the PTC shuttle, BIRC staff and employees must call the police dispatcher on the non-emergency number at 412-268-6232.

If you are interested in using the Carnegie Mellon transportation services, it is highly recommended that you read the schedule and policy brochure available at the University Center information desk and the University Police office at 300 South Craig Street.

Delays and Interrupted Service: Driver call-offs, vehicle malfunctions, and adverse weather and traffic conditions may cause temporary delays or interruptions to normal schedules and routes. Information regarding these conditions is available by calling 412-268-6232, or checking the Shuttle/Escort electronic bulletin board at *official.shuttle-escort*.

SAFEWALK

412-268-SAFE (7233)

<http://www.studentaffairs.cmu.edu/safewalk>

SafeWalk enhances the safety of Carnegie Mellon students, faculty and staff by providing escorts to those walking across campus during late-night hours. SafeWalk is a student volunteer organization that provides campus escorts for all members of the Carnegie Mellon community. SafeWalk operates nightly during the regular academic year (except certain holidays) from 10pm until 2am. Students, faculty and staff may request an escort by calling 412-268-SAFE, by approaching an escort team, or by stopping by the SafeWalk dispatch area in the University Center, Lower Level near the Post Office Package Pick-Up window between 10pm-2am.

BICYCLE REGISTRATION

University Police will register your bike for free. Also available is bike registration through the National Bike Registry, the only bike registration that works across state lines. For more information and cost, log on to www.nationalbikeregistry.com, or contact the University Police station at 412-268-6232 for further information.

OPERATION ID

University Police sponsors a free program for registering valuable property. The articles are engraved with a special identification number registered with the police department.