

University Services

University Services

Carnegie Mellon University provides many services to students to help them thrive on or off campus, and in the classroom or out of the classroom. Each service-oriented department or office focuses on executing critical administrative functions to provide daily services to students, families, the campus community, and visitors. In this section of the catalog, explore many of the services offered by the university.

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

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 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.

Academic Development

Linda Hooper, *Director of Academic Development*

Office: Cyert Hall, Suite B5

Phone: 412-268-6878

Email: acad-dev@andrew.cmu.edu

Website: www.cmu.edu/acadev (<https://www.cmu.edu/acadev>)

Academic Development is the place to go for help with academic work. We offer peer tutoring, academic coaching in study skills, supplemental instruction and EXCEL collaborative learning groups for traditionally difficult courses. Our programs are available to all Carnegie Mellon University students and are designed to help both students who are having academic difficulties and those who just want to improve their academic performance. The peer tutoring, study skills, supplemental instruction and EXCEL

components of Academic Development utilize group and individualized instruction to accommodate the diverse learning styles and skill levels of the student population.

Our services include:

Academic Coaching

Academic Coaching is an assistance program that helps students acquire more effective and efficient study skills. The program is designed to help both students who are having academic difficulty and students who just want to improve their study skills. Student Academic Coaches (ACs) conduct group workshops throughout the semester and weekly individualized sessions that focus on like time managements, taking notes and exam preparation.

EXCEL GROUPS

EXCEL groups are offered for a select number of traditionally difficult courses. Groups meet weekly throughout the term and are facilitated by trained student leaders who have already completed the course and earned an A. The groups are comprised of up to nine students and are formed on an as-needed basis, with multiple groups per course. Sessions are interactive and geared specifically to the group members.

Peer Tutoring

Peer tutoring is a program designed to assist students with their coursework and it is available in two formats: weekly tutoring appointments or walk-in tutoring.

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. SI sessions are held twice weekly for one hour; additional sessions are held prior to exams. Attendance is voluntary and registration is not necessary.

Disability Resources & Equal Opportunity

Catherine Getchell, *Director of Disability Resources*

Office: Margaret Morrison Plaza, A30, 5136 Margaret Morrison St., Pittsburgh, PA 15213

Phone: 412-268-6121

Email: access@andrew.cmu.edu

Website: www.cmu.edu/disability-resources

Disability Resources provides responsive and reasonable accommodations to students who self-identify as having a disability, including physical, sensory, cognitive and emotional disabilities. Through our office, the university can provide counsel, support services and accommodations to ensure that all students, regardless of ability, have equal access to the world-class education, campus programs and activities offered by CMU. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students are also welcome to discuss concerns about support for disabilities with members of the admission staff, housing office and/or health/psychological services. Upon enrollment, students with disabilities should contact the Office of Disability Resources to discuss their needs and to develop a Student Individual Accommodation Plan. Accommodations are made with the intent to maintain the academic integrity of each course and the academic program as a whole, while also meeting assessed needs.

Equal Opportunity / Affirmative Action Policy

Carnegie Mellon is committed to equal employment opportunity for all and to affirmative action. Diversity is a source of strength for Carnegie Mellon and affirmative action is one of the tools that we use to achieve and sustain diversity. All personnel actions are administered in accordance with the university's commitment to non-discrimination and in compliance with applicable federal, state and local laws, statutes, orders and regulations. View the University Policy on Equal Employment Opportunity / Affirmative Action (<https://www.cmu.edu/policies/administrative-and-governance/equal-opportunity-affirmative-action-ada.html>).

Computing Services

David Baisley, *Interim Chief Information Officer*

Office: Cyert Hall 285

Phone: 412-268-4357

Email: it-help@cmu.edu

Website: www.cmu.edu/computing

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, public printing, computer labs, email, and software catalog.

Visit the Computing Services (<http://www.cmu.edu/computing>) website to explore the services available to you, including how to:

- get started with computing at Carnegie Mellon
- practice safe computing
- set up file storage and collaboration
- connect your computer or mobile/gaming devices to the network
- access software
- manage your email
- use public printers and computer labs.

For help, contact the Computing Services Help Center at 412-268-4357 (HELP) or it-help@cmu.edu.

Fellowships & Scholarships Office

Stephanie Wallach, *Director*

Office: Cyert Hall A64, 5000 Forbes Ave., Pittsburgh, PA 15213

Phone: 412-268-9987

Fax: 412-268-6159

Email: fso-general@andrew.cmu.edu

Website: www.cmu.edu/fso

The Fellowships and Scholarships Office (FSO) works with current Carnegie Mellon undergraduate students in fulfilling their intellectual and professional goals by pursuing nationally competitive scholarships and fellowships. We promote awareness of external scholarship and fellowship opportunities, advising, writing support, overall management of the process, and interview preparation.

Fellowships and scholarships are competitive, merit-based monetary awards that support a wide range of purposeful activities. These include research, internships, projects and study abroad. Eligibility depends on the particular award.

FSO works primarily with current enrolled undergraduates and also with alumni. For current graduate students, there are some specific awards the FSO will help facilitate: Knight Hennessey, Fulbright, Soros, Luce, Hertz and Schwarzman.

Within the parameters of each scholarship, we advise students on each award and help them navigate the range of choices. We work with students on various iterations of their applications and oversee the process, including letters of recommendation. Where appropriate, we will manage a campus selection process. If students are selected for an interview as part of the scholarship competition, we will help prepare them and organize campus committees for mock interviews.

Visit the FSO website (<https://www.cmu.edu/fso>) for information about fellowships and scholarships, and if interested, make an appointment with an FSO representative.

Honor Societies

Phi Beta Kappa Society

Carnegie Mellon shelters a chapter of the Phi Beta Kappa Society, sponsored by the three colleges (Dietrich 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 Kratoito 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.

Housing & Dining

Housing & Residential Education

The residential experience at Carnegie Mellon embraces all aspects of a student's life. Together, Housing Services and the Office of Residential Education create a lived experience that supports, engages, and inspires students throughout their university experience. It's the place they call home, the place where they will learn more about themselves, their community, and the world around them. Within a 24/7 community of support, staff and residents build meaningful relationships that inspire exploration, growth, and learning.

Housing 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 Students must approve first-year students who wish to be exempt from this requirement and would like to commute from home. Transfer student housing is subject to availability.

Room Rates

Room rates include utilities, maintenance, a cable TV jack and Ethernet/broadband connection in each room, apartment, or house. Students pay separately for room and public area damages. Long distance phone access can be obtained by use of personal cell phones or calling cards purchased by the student and used at the courtesy phones. View more information about housing rates (<https://www.cmu.edu/housing/our-communities/rates-and-fees>).

RESIDENCE HALLS & APARTMENTS

Carnegie Mellon offers a wide variety of housing options (<https://www.cmu.edu/housing/our-communities/residences>), including traditional residence halls, apartments, suite-style living, and full houses. Some residences are designated for first-year students, some are primarily upper-class, and others are a mix of first-year and upper-class students.

Located on campus near classes, dining, fitness centers, events, libraries, and more, residence halls offer wireless networking, housekeeping for common areas (shared bathrooms, kitchens, lounges and hallways), nearby parking (additional fees apply), and block housing. Halls offer singles, doubles, triples, and quads, but no in-room cooking facilities.

Mostly provided through leasing agreements, apartments offer efficiency, one-bedroom, two-bedroom and three-bedroom options and in-room

cooking facilities. They are a good choice for students who wish to live in the surrounding community but also want the benefits of campus housing. (Additional policies may apply to buildings not owned by Carnegie Mellon.)

APPLYING FOR HOUSING

The timing and way in which you apply for on-campus housing depends on your class standing at Carnegie Mellon - first year, transfer, upperclass, or graduate student. You can always email Housing Services (housing@andrew.cmu.edu) or call 412-268-3437 with any questions.

First-Year Students

The housing application and assignments process is the same for all domestic and international incoming first-year students and College of Fine Arts (CFA) transfer students.

The housing application for Fall 2018 will become available in spring and is due by May 31. Applications will be processed beginning June 1 in the order that the admissions office receives and processes your admissions deposit. Housing assignments for first-year students are based on the date that your admissions deposit is received.

Upperclass Students

Upper-class students new to campus housing or returning to campus housing must apply through the Upper-class Housing Waitlist application. Assignments are made in order of application date. Students who should complete this application are:

- Returning from studying abroad, a leave of absence, or an academic/financial suspension
- New international exchange students or new incoming upperclass transfer students (excluding CFA transfers)
- Current on-campus residents who missed Room Selection

Graduate Students

Many Carnegie Mellon graduate students, including international graduate students, live off-campus in neighborhoods surrounding the university. Check out the Off-Campus Housing (<https://www.cmu.edu/housing/our-communities/find-housing/off-campus-housing>) resources page to explore off-campus housing options in the Pittsburgh community, learn more about the neighborhoods surrounding Carnegie Mellon, and find valuable information about off-campus living.

Public transportation and university shuttle buses (<http://www.cmu.edu/police/shuttleandescort>) make nearby communities extremely accessible to the campus.

HOUSING CANCELLATIONS & REFUNDS

Housing cancellations are granted only in cases where the resident is leaving the university due to a leave of absence (medical, personal, or academic), withdrawing or transferring from the university, studying abroad, co-op, graduating, academic or financial suspension, exchange students returning home after one semester, or in some instances, to move into approved vacancies in Greek housing. Cancellations to move off-campus are not granted outside of the Open Cancellation period, which occurs immediately following Room Selection in the spring semester. For more information about the Open Cancellation period associated with Room Selection, please visit the Room Selection cancellations webpage (<https://www.cmu.edu/housing/roomselection/policies-and-forms.html>).

Residents who need to cancel their campus housing are responsible for notifying Housing Services as soon as possible. Failure to notify housing could result in a smaller refund amount.

Housing cancellations that occur due to a change in enrollment status (such as withdrawal, leaving of absence, etc.) are subject to a room rate refund only after the room has been completely vacated and key access has been turned into Housing Services. Approved cancellations will receive a prorated refund based on the date that keys are returned and the room is vacated and left in good condition.

A cancellation fee will apply to any approved cancellations after April 6, 2018. Students will be charged a \$400 cancellation fee for cancelling the full academic year contract, or \$200 cancellation fee for students cancelling the Spring portion of their contract only. This fee applies to all residents, regardless of reason, including students who are graduating.

off-campus housing

Carnegie Mellon University encourages students to live on campus for their entire collegiate journey, as we know that the residential experience significantly contributes to academic success, personal development, and graduating on time. At the same time, we recognize that some upperclass students choose to move off-campus. Please visit www.cmu.edu/housing/our-communities/find-housing/off-campus-housing for more information.

More detailed housing or residential education information, visit www.cmu.edu/housing.

Dining Services

Carnegie Mellon Dining Services offers a diverse portfolio of dining destinations, enriches and nourishes lives, and enhances the CMU transformative experience for students.

Dining Plans

Meal plans give students access to diverse, delicious, and healthy options at over 35 dining locations (<https://apps.studentaffairs.cmu.edu/dining/conceptinfo/?page=listConcepts>) on campus. Our dining plans are designed so that students can choose when, where, and what they want to eat in a way that best fits their schedule and dining needs. Dining plans and DineXtra dollars, our declining balance program, are encoded onto the student's Carnegie Mellon ID Card, so they have easy access to their account wherever they go.

All first-year students are required to select a Traditional Dining Plan (<https://www.cmu.edu/dining/choose-your-dining-plan/dining-plan-options.html#traditionaldiningplans>). Our Traditional Dining Plans give students the flexibility to eat a different number of meals each day depending on their preferences.

Dining plans (<https://www.cmu.edu/dining/choose-your-dining-plan/dining-plan-options.html>) vary in meals/blocks and flexible spending dollars. Students should select the dining plan that best reflects their lifestyle and dining habits.

By providing dining venues right where our students live, study, work, and socialize - with flexible hours for both the early birds and the night owls - dining at CMU fosters a community-oriented experience for the entire campus.

DINEXTRA

DineXtra is a declining balance program that is available to students throughout the academic year or summer months and to faculty and staff year-round. DineXtra dollars can be used at any campus dining location or off-campus dining partner, our campus convenience store, or vending machines.

Visit www.cmu.edu/dining to check accounts, select plans, view the dining portal, and view dining location hours and maps.

Intercultural Communication Center

Office: Posner Hall, 1st floor, 5000 Forbes Ave., Pittsburgh, PA 15213

Phone: 412-268-4979

Email: eslhelp@andrew.cmu.edu

Website: www.cmu.edu/icc

The Intercultural Communication Center (ICC) is a support service offering both credit and 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: individual appointments to help students with their academic writing assignments
- Credit class for undergraduates: Building Fluency for Presentations (7 week mini, 99-451); register through ICC, interview required
- Non-credit seminars and workshops: such as Citing Sources, Writing Academic Summaries and Revising for Clarity
- 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 non-native speaker of English (graduate or undergraduate) who plans to work as a teaching assistant.

For level of English fluency needed for non-native English speakers, please see Academic Regulations (<http://coursecatalog.web.cmu.edu/servicesandoptions/undergraduateacademicregulations/#levelofenglishfluencyneededfornon-nativeenglishspeakers>).

Division of Student Affairs

Gina Casalegno, *Vice President for Student Affairs & Dean of Students*
Office: Posner Hall, 5000 Forbes Ave., Pittsburgh, PA 15213
Phone: 412-268-2075
Website: www.cmu.edu/student-affairs

The Division of Student Affairs is available to support and foster student intellectual and personal growth and help students 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.

Central to our success is a commitment to cultivating deep and meaningful one-to-one relationships with students. We build and sustain collaborative relationships throughout the university to best serve the needs of our student body. Programs, services, and efforts are dedicated to the development of an engaged community among students, faculty, staff and alumni where meaningful and authentic exchanges are valued. Division of Student Affairs staff help students navigate and reflect upon challenges and transitions, and we empower them to become architects of their own learning and development.

The Division of Student Affairs is comprised of the following offices and departments, which offer services aimed at enhancing the student experience at CMU:

Office of the Dean of Students

Gina Casalegno, *Vice President for Student Affairs & Dean of Students*
Office: Posner Hall, 5000 Forbes Ave., Pittsburgh, PA 15213
Phone: 412-268-2075
Website: www.cmu.edu/student-affairs/dean

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon, including divisional strategic planning, coordination of student support and crisis intervention, and facilitation of divisional assessment.

Career and Professional Development Center

Kevin Monahan, *Director & Associate Dean of Student Affairs*
Office: West Wing, 2nd Floor, 5000 Forbes Ave., Pittsburgh, PA 15213
Phone: 412-268-2064
Email: career@andrew.cmu.edu
Website: www.cmu.edu/career

The Career and Professional Development Center (CPDC) is Carnegie Mellon University's centralized career services center providing a comprehensive range of services, programs and materials focusing on career exploration and decision making, professional development, experiential learning and employment assistance to meet today's evolving workplace and student goals of finding satisfying work.

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 how they relate to 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. In addition to the workshops presented by the staff, consultants coordinate an annual professional development series presented by prominent alumni and recruiters in various industries and fields.

Handshake

Several thousand summer internships and professional full-time job opportunities are made available to Carnegie Mellon students through Handshake, an online job listing resource. Students can access Handshake through the center's homepage and can also use the service to search for student employment and on-campus jobs. Handshake also provides information on the hundreds of 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 that are open to the entire campus.

Center for Student Diversity and Inclusion

Angela Campbell, *Executive Director*
Office: Cohon University Center, 5000 Forbes Ave., Pittsburgh, PA 15213
Phone: 412-268-2150
Email: [C\(ocsi@andrew.cmu.edu\)SDI@andrew.cmu.edu](mailto:C(ocsi@andrew.cmu.edu)SDI@andrew.cmu.edu)
 (CSDI@andrew.cmu.edu)
Website: www.cmu.edu/student-diversity

The Center for Student Diversity and Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center, in its inaugural year, offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced.

Counseling and Psychological Services

Kurt Kumler, *Executive Director*
Office: Morewood Gardens E-Tower, Pittsburgh, PA 15213
Phone: 412-268-2922
Website: www.cmu.edu/counseling (<https://www.cmu.edu/counseling>)

Counseling and Psychological Services (CaPS) addresses the mental health needs of the university community by providing treatment to students and collaborating with staff, faculty and family members. CaPS helps students improve their psychological health by facilitating insight and fostering deeper understanding of their personal struggles needed to make better choices for themselves. Services at CaPS are developmental in nature, aimed at supporting students in the moment and in their personal growth and maturation over time.

CaPS is attentive to issues of diversity and equality. We respect and value each person as a unique individual. We offer a safe and supportive space for students who identify as LGBTQ+ to navigate the challenges of exploring and integrating their gender and sexual identities.

Confidential services for students include consultation, short-term individual psychotherapy, crisis support and psychiatric referral when appropriate. Our staff provides consultation and education for students, faculty, staff and family members to address concerns regarding the well-being of a student, and questions about our services or psychological treatment.

CaPS staff also provide training and education for students and staff in support roles (e.g., advisors, RAs, OCs).

Office of Community Standards and Integrity

Joanna Dickert, *Interim Director*
Office: 1060 Morewood Ave., Pittsburgh, PA 15213
Phone: 412-268-2140
Email: ocsi@andrew.cmu.edu
Website: www.cmu.edu/student-affairs/ocsi (<https://www.cmu.edu/student-affairs/ocsi>)

The Office of Community Standards and Integrity (OCSI) is staffed by an experienced team of professionals dedicated to the growth and development of students both in and outside of the classroom. When faced with a challenging or complicated situation, the OCSI can serve as a resource for students, staff, faculty, and family members looking for guidance. Our staff strives to be approachable, knowledgeable, and current with best practices in the field of student conduct and academic integrity. The heart of our work is rooted in the value and support of our campus community members. We welcome inquiries regarding educational programming, student support, and guidance with the university's student conduct and academic integrity processes.

Office of Student Leadership, Involvement, and Civic Engagement

Elizabeth Vaughan, *Director & Associate Dean of Student Affairs*
Office: Cohon University Center, 5000 Forbes Ave., Pittsburgh, PA 15213
Phone: 412-268-8704
Email: slice@andrew.cmu.edu

Website: www.cmu.edu/student-affairs/ (<https://www.cmu.edu/student-affairs/ocsi/slice>) (<https://www.cmu.edu/student-affairs/slice>)

The Office of Student Leadership, Involvement, and Civic Engagement (SLICE) 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 is home to nearly 250 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.

Orientation and First-Year Programs

Anne R. Witchner, Assistant Dean of Student Affairs
Morewood Gardens 1B8, 412-268-4887
<http://www.cmu.edu/student-affairs/orientation/index.html>

Anne Witchner, *Director & Associate Dean of Student Affairs*
Office: Morewood Gardens, Pittsburgh, PA 15213
Phone: 412-268-4886
Email: [a\(slice@andrew.cmu.edu\)w0w@andrew.cmu.edu](mailto:a(slice@andrew.cmu.edu)w0w@andrew.cmu.edu)
(aw0w@andrew.cmu.edu)
Website: www.cmu.edu/student-affairs/orientation

Orientation & 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, parent's programming such as Family Weekend, freshman programming series, and special event planning.

Parent and Family Engagement

Julie Schultz, *Associate Dean for Parent and Family Engagement and First-Year Orientation*
Office: Posner Hall, 5000 Forbes Ave., Pittsburgh, PA 15213
Phone: 412-268-2075
Email: [parents\(parents@andrew.cmu.edu\)@andrew.cmu.edu](mailto:parents(parents@andrew.cmu.edu)@andrew.cmu.edu)
(career@andrew.cmu.edu)
Website: www.cmu.edu/parents

We encourage our students to develop independence and the life skills necessary to successfully navigate their personal affairs as young adults. We also know that family plays an important role and are key partners in our students' success. We're here to share information about general campus resources, important events and developmental milestones in your student's experience so that you have information to facilitate meaningful interactions with your student about their Carnegie Mellon journey.

University Health Services

Beth Kotarski, *Executive Director*
Office: 1060 Morewood Ave., Pittsburgh, PA 15213
Phone: 412-268-2157
Email: [health\(health@andrew.cmu.edu\)@andrew.cmu.edu](mailto:health(health@andrew.cmu.edu)@andrew.cmu.edu)
(career@andrew.cmu.edu)
Website: www.cmu.edu/career www.cmu.edu/health-services

Student Health Services is staffed by physicians, advanced practice clinicians, registered nurses, and professional staff who provide medical care, health promotion and insurance services. A list of current services and fees may be found on the University Health Services website (<https://www.cmu.edu/health-services/services-and-fees>).

Patients are seen by appointment; however, walk-in urgent care is provided. Appointments may be made by calling the office.

HEALTH INSURANCE

In addition to providing medical care, University Health Services administers the Student Health Insurance Program, which 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 if covered by family/other insurance.

Teacher Certification

Carnegie Mellon offers a teacher certification program in the school of music but does not offer a degree in education or teacher certification program in other academic areas. Students can develop skills and knowledge that will help to prepare them for a career in teaching. Relevant classes are offered through a variety of departments on campus.

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 learn more, contact Judith Hallinen, Assistant Vice Provost for Educational Outreach, at jh4p@andrew.cmu.edu.

Undergraduate Research Office

Stephanie Wallach, *Assistant Vice Provost for Education*
Office: Cyert Hall A64, 5000 Forbes Ave., Pittsburgh, PA 15213
Phone: 412-268-5702
Website: www.cmu.edu/uro

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 at Carnegie Mellon 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 and Assistant Director of the Undergraduate Research Office are available to discuss project ideas; suggest possible faculty mentors (required); read and comment on proposal drafts; and generally facilitate the research process. In addition, the URO typically runs two proposal writing workshops each semester to assist students in preparing their proposals. Support from the URO is a competitive process and requires the students to submit strong proposals.

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. Budgets are required as part of the SURG proposals. Deadlines are October for the Spring grant period and in March for the Summer and Fall grant periods.

Summer Undergraduate Research Fellowship (SURF)

These fellowships are designed to allow students a 8-10 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. All students funded through the URO are required to attend, but it is also open to other students, including senior thesis presenters. Approximately 450 students participate each year. Meeting of the Minds takes place during early May at the University Center.

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.

SRC-URO Poster Competition

Open only to SRC-URO students. Students who have participated in the SRC-URO (Semi-Conductor Research Corporation - Undergraduate Research Opportunities) program through Spring 2018 are eligible to enter into the SRC-URO Poster Competition. This competition seeks to recognize significant and creative work supported by the SRC programs and to encourage students to develop and practice visual and oral presentation skills suitable for academic conferences and industrial research venues.

University Libraries

Keith Webster, *Dean of University Libraries*

Office: Hunt Library, 4909 Frew St., Pittsburgh, PA 15213

Phone: 412-268-2444

Website: www.library.cmu.edu

The University Libraries is an essential academic partner, whose services, expertise, and collections are at the heart of the work of CMU. More than just books and archives, the Libraries strengthens the work of the CMU academic community to ensure its transformative impact on our campus and beyond. Offering digital resources, research support, enhanced learning spaces – and so much more – The Hunt, Sorrells, Mellon and CMU-Q libraries enrich the CMU student experience and benefit all members of the our community.

Build and expand digital resources

The libraries create digital resources by scanning archival & rare collections; license specialized resources to support campus research; and purchase perpetual access to online journals, electronic books and specialized web resources.

Showcase research excellence

The library provides digital infrastructure exposing faculty publications & research to the world. The library contributes to author publication charges thus enabling current faculty research to appear in open access journals and monographs.

Enhance learning spaces

Learning in the library requires both individual and group focused learning environments as well as technology to maximize the learning experience. Technology enhancements range from flat screen displays to tools for using visualization software.

Online Access

From the Libraries' home page (www.library.cmu.edu), students and eligible campus community members can access:

- CAMEO library catalog – Use CAMEO to find out where materials are located in libraries on campus. See whether items are checked out, on reserve, or available to be borrowed.
- My Library Account – Renew books, put books on hold, see a list of what you have checked out, see fines
- Course Reserves – Find required materials that your professors have reserved for classes to use
- Research Help – Learn about key resources in your subject area, including the CMU librarian who is a subject specialist for your school or college
- Ask Andy – Interactive reference service staffed by CMU librarians (chat, IM, email, phone, or in-person)
- AND MUCH MORE – Library collections, articles and databases, E-Journals A-Z, library catalogs

"Library Catalogs" link to 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.

University Police

Thomas Ogden, *Chief*

Office: 300 South Craig Street, Room 199, Pittsburgh, PA 15213

Email: campuspd@andrew.cmu.edu

Website: www.cmu.edu/police

The Carnegie Mellon University Police Department provides police services 24 hours a day, seven days a week, 365 days a year. Police officers are responsible for patrolling all university owned or leased property. In addition to patrol, officers will respond and investigate crimes and other emergencies that are in progress or have already occurred.

The success of the Patrol Unit is largely dependent on the eyes and ears of the community it serves. Immediate notification facilitates a rapid response. All emergencies on campus, including fire and medical, should be reported immediately to University Police. If you see suspicious activity or a crime in progress, call the University Police immediately by calling 412-268-2323.

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 its website a wide range of information about the university's security practices. View more information about the shuttle and escort service, community outreach, current investigations, crime prevention and safety education, and other programs and services by visiting www.cmu.edu/police.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.