Postdoctoral Scholars Manual

Compiled by the Graduate School and the Division of Research
University of Maryland, College Park
Welcome

Postdoctoral scholars play an integral role in our intellectual and social environment. We look forward to your contributions to our community, and we invite you to take part in the facilities and activities that make the University of Maryland such a great place to work, study, and play. Whether it be advancing the frontiers of science, or moving the ball down the field in an intramural flag football match, we encourage you to take part in all that the University of Maryland and College Park has to offer.

If you are new to the campus, you will find the following information to be very helpful in getting settled in. The manual includes everything from a checklist for essentials such as Photo IDs and email addresses to guides to on and off campus housing, dining, and recreation. Even if you have been on campus for years, you should find this manual to be a handy resource for on and off campus living.

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Vice President  
Office of Research

Charles Caramello  
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POSTDOC CONTACTS

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Your Fellow Appointment

For the purposes of classification institutionally, the University of Maryland embraces a definition of postdoctoral scholar utilizing the same general characteristics of the definition published jointly by the National Science Foundation and the National Institutes of Health in January 2007, as follows: “A [postdoctoral scholar] is an individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.”

Postdoctoral researchers and scholars are a critical part of the University of Maryland academic community, bringing valuable expertise, national prestige, and additional research funding into the University. A postdoctoral appointment is a temporary one designed to give individuals an opportunity to conduct research under the guidance of a faculty mentor. The time spent as a postdoctoral appointee is in preparation for a career progression in academe, industry, government, or the nonprofit sector. For many, especially those in the physical and life sciences, postdoctoral work is a critical step in securing future employment. The University of Maryland welcomes qualified researchers with postdoctoral fellowships in all disciplines to College Park, and hopes that the relationships formed and research done during their tenure here will be most helpful in their professional development.

An individual with a postdoctoral appointment:

- Has been awarded a doctoral degree (or equivalent) within the past five years
- Will pursue a full-time program of advanced training and research under the direction of a faculty member with an appointment in an academic department or organized research unit
- Will be supported by campus research grants or contracts, by fellowships administered by the campus, or by other external sources
- May not have had more than five years of postdoctoral experience, including at other institutions
- Cannot have held or hold a tenure-track professorial appointment (assistant professor, associate professor, or professor)

The University of Maryland recognizes two types of postdoctoral appointments. The appointment process and the benefits vary by the type of appointment held.

Postdoctoral Research Associates are employee-trainees who receive salaries funded by research grants and are employed as academic or staff personnel who work under a principal investigator whose research proposal is funded by the government or other external entity. This usually occurs when the individual’s training is accomplished through the performance of obligations on a sponsored contract. The appointments of such individuals will show an appropriate percentage of employment in the PHR System and a salary payment.
Postdoctoral Fellows receive stipends, rather than a salary, funded by either institutional or individual research fellowships for independent research and training. With few exceptions, such funding is not permitted to pay compensation for services, nor can the postdoctoral scholar be required to perform services to receive the grant. Therefore, they cannot be classified as employees. Such stipends may be charged to training grants, fellowships or various University funds. The appointments of such individuals will show as a “0%” Full-Time Employee in the PHR System, with a “special purpose funding indicator” indicating a stipend to be paid through the Financial Aid System. Because of the nature of these appointments, postdoctoral appointees should note that changing the type of appointment held (e.g. changing from employee-trainee to postdoctoral fellow), or changing from one type of funding to another may result in a change or loss of certain benefits.

All postdoctoral fellows should register with the Graduate School as soon as possible after taking up residence at the University; this will ensure that all paperwork for salary and campus privileges can be completed in a timely fashion.

To register with the Graduate School, please contact: Ms. Barbara Ferguson
Email: BAF@UMD.EDU
Phone: 301 405-0371
Checklist

Employee Related Items:
- ID Card (After employee has been entered into PHR.)
- Parking Permit or Green Commuting Options (including Metrocheck)
- Campus Map
- Set up Directory ID/Password (After employee has been entered into PHR.)
- E-Mail Account (After employee has been entered into PHR.)
- Corporate Time (Calendar Management)
- Building/Room Access - Keys (Contact your Department Key Representative)
- Building/Room Access - ID Card (Contact your Department Key Representative)
- Telephone Ext/Name Display (Contact your Department Telecommunications Representative)

Human Resources:
- Select retirement plan by first day of employment. (If plan is not selected, employee will default to State Employees'/Teachers' Alternate Pension System.)
- Employee Data Collection Form (Useful when entering employee information into PHR.)
- Employee Health Benefits & Retirement Information & Forms
- New Employee's Orientation (Please visit Training at Maryland to register.)
- PRD Training (Performance Review & Development - Please visit Training at Maryland to register.)
- Holiday Schedule
- Academic Calendar
- Faculty Leave Reporting
- Employee Designee Information

Payroll:
- W-4 (Employee Withholding Allowance Certificate)
- I-9 (Employment Eligibility Verification)
- Online Earnings Statement
- Application for Social Security Card
- Citizen Status Form
- Affidavit of Compliance (Temporary I.D. Number Assigned)
- W-8 (Non-Resident Fellows)
- W-9 (Resident Aliens or PR)
- Direct Deposit
- Tax Treaty/Representative Letter (Contact Joan Hoffman in Payroll Services)

Policies:
- USMO & UMCP Policies
- Sexual Harassment Policy
- Conflict of Interest/ Conflict of Commitment
- Collection, Use & Protection of ID Numbers

Other Helpful Links:
- On-Line Directory Search
- Campus Facts
- University of Maryland Strategic Plan
- Data Verification Form
Faculty Affairs
Guide for New Faculty: Sponsored Research at UM

Job Related Items:
- ELF - Electronic Forms
- WOW - Warehouse on the Web
- DW - Data Warehouse

Budget/Financial:
- BPM (Send email to Melissa Diehl in the Budget Office)
- ELF-Budget Amendment
- FRS Web (Financial Resource System)
- ELF-J V & Payroll Transfer

Human Resources/Payroll:
- DW/WOW (ARS, PHR & FWS)
- PHR System Home Page
- PHR Security (Set up through the employee's PHR appointment)
- IRPA Profiles

Academic/Student Information:
- ARS (Academic Resource System)
- MEGS (MD Electronic Graduate System)
- SIS (Student Information System)
- DW-SIS
- ADVISE
- UMEG (University of Maryland Electronic Grading)
- WebCT (Web-based course management tool)
- SAR (Students Accounts Receivable - Send email to John Trangsrud.)

Procurement/Purchasing:
- Accounts Payable Signature Card (Requires a paper form.)
- General Stores Authorization Form
- Pro Web Access
- Misc. Procurement Forms
- ELF-Small Procurement Order & Master Contract
- Purchasing Card

Research:
- ORAA-Coeus System Access (Send email to coeus-help@umd.edu)
- DW/WOW-ORAA

Miscellaneous:
- Business Services/Forms
- Travel Services/Forms
- Copier System
- Metered Postage Management System
- NTS Billing Mgmt System
- Facilities Management Request for Services
Benefits Information

Benefits for postdoctoral scholars vary depending on the postdoc’s employment classification. To determine your classification, contact your department administrator.

Postdocs who are University employees and postdocs whose stipends are issued on University paychecks qualify for certain benefits as long as they work more than half time. Postdocs who do not receive their income through payroll or their stipend through the Financial Aid System are largely ineligible for benefits.

All benefits-eligible individuals must sign up for benefits within the first sixty days of employment. It is the responsibility of the individual to ensure that he/she is enrolled in any benefit plans before the 60-day enrollment period ends.

**HEALTH BENEFITS**

<table>
<thead>
<tr>
<th></th>
<th>Employee Post Docs UMCP Appointment Status Faculty Non-tenured, Continuing (15)</th>
<th>Employee Post Docs UMCP Appointment Status Faculty Contractual (25) (Benefits written into contract)</th>
<th>Stipendee Post Docs No Paid Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Insurance</strong></td>
<td>2 PPO options</td>
<td>Additional salary provided to purchase State or other medical insurance.</td>
<td>Stipend supplement provided by University to enroll in BlueChoice HMO plan (or other plan). Ability to select copay amount and monthly plan cost.</td>
</tr>
<tr>
<td></td>
<td>3 POS options</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 EPO options</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prescription Drug Insurance</strong></td>
<td>Administered by Catalyst Rx. Covers cost of approved prescription drugs, subject to nominal copayments.</td>
<td>Additional salary provided to purchase State or other prescription drug insurance.</td>
<td>Included in medical insurance. Ability to choose copay and deductible amounts.</td>
</tr>
<tr>
<td><strong>Dental Insurance</strong></td>
<td>United Concordia DHMO and DPPO</td>
<td>Additional salary provided to purchase State or other dental insurance.</td>
<td>Add to medical insurance for $10 - $30 per month and choose a participating dentist from extensive Provider Directory.</td>
</tr>
<tr>
<td><strong>Vision Plan</strong></td>
<td>Included in medical insurance.</td>
<td>Included in State medical insurance.</td>
<td>Participants in BlueChoice HMO plan receive annual routine eye exams for $10 from providers of Davis Vision</td>
</tr>
<tr>
<td><strong>Mental Health/Substance Abuse Plan</strong></td>
<td>Included in medical insurance.</td>
<td>Included in State medical insurance.</td>
<td>Not included in medical insurance.</td>
</tr>
<tr>
<td><strong>Medical Flexible Spending Account</strong></td>
<td>Eligible to set aside up to $3,000 of salary per year on a pre-tax basis to pay for medical expenses.</td>
<td>Not eligible.</td>
<td>Not eligible.</td>
</tr>
<tr>
<td><strong>Dependent Care Flexible Spending Account</strong></td>
<td>Eligible to set aside up to $5,000 of salary per year on a pre-tax basis to pay for eligible expenses associated with the care of dependent child or adult.</td>
<td>Not eligible.</td>
<td>Not eligible.</td>
</tr>
</tbody>
</table>

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## INSURANCE AND COMPENSATION BENEFITS

<table>
<thead>
<tr>
<th>Employee Post Docs UMCP</th>
<th>Employee Post Docs UMCP</th>
<th>Stipendee Post Docs No Paid Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Life Insurance</strong></td>
<td>State sponsored coverage with MetLife and/or University sponsored coverage with UNUM. Coverage available for dependents.</td>
<td>Additional salary provided to purchase State or other life insurance.</td>
</tr>
<tr>
<td><strong>Personal Accidental Death/ Dismemberment Insurance (PA&amp;D)</strong></td>
<td>State sponsored coverage with MetLife. Provides benefits in the event of accidental death or dismemberment.</td>
<td>Additional salary provided to purchase State or other PA&amp;D.</td>
</tr>
<tr>
<td><strong>Long Term Care</strong></td>
<td>Eligible to purchase for self and family members at employee's expense.</td>
<td>Not eligible.</td>
</tr>
<tr>
<td><strong>Long Term Disability Insurance</strong></td>
<td>State sponsored coverage with MetLife and/or University sponsored coverage with UNUM. Coverage available for dependents.</td>
<td>Additional salary provided to purchase State or other life insurance.</td>
</tr>
<tr>
<td><strong>Paid Time Off</strong></td>
<td>Granted annual, sick and personal leave as well as holidays.</td>
<td>Granted annual, sick and personal leave as well as holidays.</td>
</tr>
<tr>
<td><strong>Worker's Compensation</strong></td>
<td>Accident leave granted for up to 30 days for work-related incidents causing injury.</td>
<td>Accident leave granted for up to 30 days for work-related incidents causing injury.</td>
</tr>
</tbody>
</table>

**RETIEMENT AND OTHER BENEFITS**

<p>| <strong>Employee Post Docs UMCP Appointment Status Faculty</strong> Non-tenured, Continuing (15) | <strong>Employee Post Docs UMCP Appointment Status Faculty Contractual (25) (Benefits written into contract)</strong> | <strong>Stipendee Post Docs No Paid Appointment</strong> |
| <strong>Retirement Plan</strong> | Eligible to participate in the Maryland State Teachers’ Alternate Contributory Pension System or Optional Retirement Program. | Additional salary provided to invest in Supplemental Retirement Annuity Plan. | Not eligible. |
| <strong>Supplemental Retirement Annuity Plan</strong> | Eligible to make tax-deferred contributions to choice of three vendors. | Eligible to make tax-deferred contributions to choice of three vendors. | Eligible to make tax-deferred contributions to choice of three vendors. |
| <strong>Faculty Staff Assistance Program</strong> | Assessments, referrals and short-term counseling for issues such as job difficulty, family problems, emotional distress. | Assessments, referrals and short-term counseling for issues such as job difficulty, family problems, emotional distress. | Assessments, referrals and short-term counseling for issues such as job difficulty, family problems, emotional distress. |
| <strong>Tuition Remission</strong> | Eligible to take courses at any USM institution. | Eligible to take courses at any USM institution. | Not eligible. |</p>
<table>
<thead>
<tr>
<th>Training and Development Opportunities</th>
<th>Eligible to take courses through UM Classroom Training or E-learning: SkillSoft Web-based Training. There are departmental fees for some of these courses.</th>
<th>Eligible to take courses through UM Classroom Training or E-learning: SkillSoft Web-based Training. There are departmental fees for some of these courses.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Metrocheck, Shuttle UM and carpooling options.</td>
<td>Metrocheck, Shuttle UM and carpooling options.</td>
<td>Metrocheck, Shuttle UM and carpooling options.</td>
</tr>
<tr>
<td>Credit Union</td>
<td>Access to Credit Union. See <a href="http://www.secumd.org/">www.secumd.org/</a></td>
<td>Access to Credit Union. See <a href="http://www.secumd.org/">www.secumd.org/</a></td>
<td>Access to Credit Union. See <a href="http://www.secumd.org/">www.secumd.org/</a></td>
</tr>
<tr>
<td>Health and Fitness Facilities</td>
<td>Free access to Fitness Center located in School of Public Health North Gym.</td>
<td>Free access to Fitness Center located in School of Public Health North Gym.</td>
<td>Free access to Fitness Center located in School of Public Health North Gym.</td>
</tr>
<tr>
<td>FICA</td>
<td>FICA taxes will be paid by the individual and the University and amounts paid will be reflected on pay stubs.</td>
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</tr>
</tbody>
</table>
Information for International Fellows

What documents do I need for my J-1 immigration status?
- Passport
- Visa
- I-94 Card
- Form DS-2019

How long may I stay in the U.S.?
J-1 and J-2 visitors may remain in the U.S. until:
The DS-2019 program completion date (box 3)
OR
The last day of program, if this day occurs 30+ days before the DS-2019 program completion date
PLUS
30 days (to travel in the US, change immigration status, or transfer to another school)

How do I maintain legal J-1 status?
- Have valid immigration documents at all times!
- The passport should be valid for at least 6 months in advance
- The visa can be expired but must be renewed before attempting to re-enter the U.S.
- The I-94 card should note J-1 and D/S
- The DS-2019 information should always be correct. The form should not expire before completing your program. Box 6 on the form should have the same immigration stamp as the I-94 card and passport

How do I set up my directory ID?
Go to http://www.oit.umd.edu/new/
Click on incoming Faculty/Staff
You will see this: To begin this process start here and you will automatically be taken through the entire process
If you do not have a SSN, use your Faculty ID (FID). You can get this from the business office in your department. The FID is not the same as your UID
If you have problems, please call 301-405-1500 (OIT Help Desk)
Please wait 24 to 48 hours after first signing in, then visit:
http://www.international.umd.edu/ies/267 to complete your SEVIS verification

How do I keep information updated in SEVIS?
All J-1s must verify their SEVIS information
Within the first 30 days of their program
Within 10 days following a change of address
Once per semester, even if there are no changes

How do I verify my information in SEVIS?
First, establish a university directory ID
Go to: http://www.international.umd.edu/ies/
Click on the word “SEVIS” in the banner
Click the box for “Verify Scholars”
Testudo will open
Log into Testudo with your directory ID and password
Review your data, confirm your U.S. address
Click Submit

**What are my health insurance options?**
You may have insurance from your home country
You may buy insurance through the university payroll if you are employed by the university at least 50% time
You may buy the student health insurance through the University Health Center

**How do I go about choosing the student health coverage?**
http://www.international.umd.edu/ies/267
Click on “Forms” in the website banner
Click on “Request for letter” form
Complete the form
Select “Health Insurance Letter”
Purchase the insurance at the University Health Center
In all cases, provide proof of your health insurance to the IES office

**How about health insurance for myself and my J-2 dependents?**
This policy must have at least these minimum levels of coverage:
- Medical benefits: $50,000 per accident/illness
- Deductible not to exceed $500 per accident/illness
- Repatriation: $7,500
- Emergency Evacuation: $10,000
The policy must be underwritten by an insurance corporation or government
Information can be found on the IES web site: http://www.international.umd.edu/ies/2750

**Can I get authorization for any incidental employment?**
- Professors, Researchers, and Short-Term Scholars:
  - Requires prior authorization from IES
  - The work must be incidental to your primary program objective
- Trainees and Interns:
  - Not eligible for employment

**Can I get authorization & a travel signature before traveling outside the U.S.?**
Before you leave:
- Check your passport validity
- Check your visa entries and expiration date
- Check your DS-2019 end date
- Receive a travel signature from IES
Special exception for travel to Canada, Mexico and the Caribbean
You may return to the US in J-1/J-2 status from these areas without a valid U.S. visa if:
- Your travel was for 30 days or less
- Your passport, DS-2019, and I-94 are valid
- You did not apply for a new U.S. visa while there
- You have maintained and intend to maintain the J-1 status
- You did not travel during the 30 day grace period
- You are not a citizen of a country designated by the US as a state sponsor of terrorism
**What is the 212(e)?**
The intent of this requirement is to have the home country benefit from the J-1’s experience in the US. You become subject to the requirement if any of the following apply:
- You are funded by the US government or your home country’s government
- You have or are acquiring a skill that is in short supply in your home country
- You are a J-2 dependent or a J-1 who is subject to the requirement
- You have been subject to the previous J-1 program and have not fulfilled the requirement nor obtained a waiver
If you are subject to the 212(e), you must reside and be physically present for a total of two years in your citizenship country or country of legal permanent residence before you are eligible for:
- An H, L, or immigrant visa to the US
- A change of status from J to any other nonimmigrant classification, except A or G

**When can I be a J-1 again?**
Research scholars, Professors and Trainees are eligible for a new J-1 research scholar or professor program 24 months after completing the first one
Interns do not have a waiting period for further J-1 programs

**How do I apply for a Social Security Number (SSN)?**
You may apply at a Social Security office at least 10 business days after you enter the US
You need the following documents:
- A valid passport, issued more than one year ago
- I-94 card with J-1 D/S notation
- Current DS-2019
- Letter from IES verifying your J-1 status

**How do I get the SSN letter from IES?**
Request the letter from the IES web site
Go to: [http://www.international.umd.edu/ies/](http://www.international.umd.edu/ies/)
Choose “Forms” on the top menu bar
Scroll through the forms to Request for Letter Form in “Forms for All Visa Statuses”
Complete the top part of the form
Scroll to the green section and mark the Social Security Letter
Click the submit button
Come to IES 2-3 days later to pick up the letter

**How can I get announcements from the IES office?**
Subscribe to IES News via your email account
Send an email to: [listserv@umd.edu](mailto:listserv@umd.edu)
You must enroll from a UMCP account
The message should say “Subscribe IESNEWS first name last name
Example: Subscribe IESNEWS Sue Smith
The University Postdoc Ombuds Office

The University is a large and complex institution; misunderstandings and conflicts can occur. The Ombuds Offices provide confidential and informal assistance in resolving these conflicts and promotes fair and equitable treatment within the University. The University of Maryland College Park maintains separate Ombuds offices for staff, faculty and graduate students. Each Ombudsperson is an impartial, independent and confidential resource. The Ombudsperson can also help to affect positive change by providing upward feedback on patterns of problems and complaints to appropriate senior officers.

There is no one ombudsperson assigned to help postdoctoral scholars. Rather, the offices of all three ombudspersons are available. The postdoc seeking such assistance is advised to determine which of the three offices is most likely to deal with the issues needing resolution. For example, a postdoc seeking help in resolving a conflict with an academic advisor/sponsor over issues of authorship or some other academic matter might best be served with the Graduate School’s ombudsperson. Conflicts regarding work load or working conditions might be best brought to the staff ombudsperson. Issues related to financial compensation, job-related benefits or other fiscal concerns might be best discussed with the faculty ombudsperson.

Contact Info:

Roberta Coates, Staff Ombuds Officer
Phone: 301.405.0805
Email: jess2008@umd.edu

Hours & Location
8:30am - 5:00pm
1112 Cole Student Activities Building

Joanne De Siatto, Graduate Ombuds Officer
Phone: 301.405.3132
Email: jdesiatto@gradschool.umd.edu

Hours & Location
By appointment
2103 Lee Building

Dr. Lee Preston, Faculty Ombuds Officer
Phone: 301.405.1901
Email: lpreston@umd.edu

Hours & Location
By appointment
1116 Cole Student Activities Building
Emergency and Health Services

SAFETY

The University wants to ensure that every member of the campus community feels safe and has access to up-to-date information and alerts. Please refer to the following list of emergency and non-emergency contacts:

**Important Phone Numbers**

**Emergency - 911**
Crimes in progress or just occurred, life threatening injuries, fire/HAZMAT situations

**University of Maryland Police Service (UMDPS) Emergency - (301) 405-3333**
Contact for crimes in progress or that just occurred as well as life threatening injuries, fire/HAZMAT situations. For more information about the UMPD and the services they provide, please visit their website at: [http://www.umpd.umd.edu/index.cfm](http://www.umpd.umd.edu/index.cfm)

**UMDSP Non-Emergency - (301) 405-3555**

**Prince Georges Police Department (PGPD) Non-Emergency - (301) 333-4000**

**UMPD Police Escort - (301) 405-3555**
UMDSP will provide a walking escort for anyone traveling between two points located within the jurisdiction of UMDSP. The jurisdiction is any area owned by the University or that Old Town area bordered by Guilford Road to the south, Bowdoin Avenue to the east, and Paint Branch Parkway to the north. You may also use a PERT phone to contact the police department for an escort.

**UM Shuttle Bus NITE Ride - (301) 314-NITE**
This curb-to-curb service operates seven nights a week from 5:30 p.m. to 7:30 a.m., and services the immediate campus community. NITE Ride is designed to serve the areas of campus that are not included on the evening service routes. See a listing of those places here: [http://www.transportation.umd.edu/routes/niteride.html](http://www.transportation.umd.edu/routes/niteride.html). You may also request a ride when the evening service routes are no longer in service.

**Text Alerts**

In the event of an emergency, such as a terrorist attack or severe weather incident, your organization's emergency management personnel will send important alerts, updates and instructions right to your cell phone or mobile device using your device's text message (SMS) feature, and/or to your e-mail account(s). Please sign up for alerts here: [https://alert.umd.edu/](https://alert.umd.edu/)
PERT Phones

“Blue light” or Public Emergency Response Telephones (PERT) provide a toll-free, direct connection to the University of Maryland Police Department. These phones are located throughout the College Park campus either inside or outside of residence halls, administrative and academic buildings. You can find a map of PERT phones here: [http://www.oit.umd.edu/units/nts/voicesys/pertmapfull.html](http://www.oit.umd.edu/units/nts/voicesys/pertmapfull.html). They are either yellow or encased within a blue cylindrical column and are marked “Emergency.” All exterior phones are illuminated with a blue light, which makes them easier to find. Callers may contact the University Police Department directly by activating these phones. An emergency dispatcher will be notified of the caller's exact location via a computer in the University Police Headquarters. For more information visit: [http://www.oit.umd.edu/units/nts/voicesys/emergency2.html](http://www.oit.umd.edu/units/nts/voicesys/emergency2.html)

HEALTH

The University Health Center (UHC) is located on Campus Drive across from the Stamp Student Union. It offers a wide variety of services, including urgent care, a walk-in clinic, x-ray and laboratory services, a pharmacy, an allergy clinic, HIV testing, international travel clinic, physical therapy, women’s health services, orthopedics, immunizations, health education, massage therapy, acupuncture, substance abuse programs and counseling, and mental health services. Over-the-counter medication can be purchased at the Health Center.

The UHC is staffed by physicians, physician assistants, and registered nurse practitioners. Hours are: Monday - Friday: 8AM to 7PM, Saturday 11AM to 3PM, and Sunday 12NOON to 4PM.

Please note that hours may vary during semester breaks and holidays and that all of the above hours of operation are subject to change. Call (301) 314.8180 for hours of operation.

Please visit: [http://www.health.umd.edu](http://www.health.umd.edu) for more information.

The closest emergency rooms to the University of Maryland are:

**Prince George's Hospital Center** (2.2 miles from campus)
3001 Hospital Drive, Cheverly, Maryland 20785
(301) 618-2000
Prince George’s Hospital Center is located 2.2 miles from campus. Follow U.S. Highway 193 East (University Boulevard) towards Greenbelt. Take the Baltimore-Washington Parkway towards Washington, D.C. Follow the signs to the hospital.

**Washington Adventist Hospital** (4.3 miles from campus)
7600 Carroll Avenue, Takoma Park, Maryland 20912
(301) 891-7600
Washington Adventist Hospital is located 4.3 miles from campus. Follow U.S. Highway 193 west (University Boulevard) past New Hampshire Avenue. Turn left onto Merimac Street. Turn left onto Carroll Avenue.
The UM Test Alert System notifies the campus in the event of inclement weather. Please sign up for alerts here: https://alert.umd.edu/

To see if campus is closed due to inclement weather, you can visit: http://www.umd.edu/emergencypreparedness/weather_emer/ or call 301.405.SNOW. This information is also reported to local radio and television stations.
Getting Settled

FINDING HOUSING

The University provides on-campus housing for graduate students and postdoctoral scholars in the Graduate Hills and Graduate Gardens apartment complexes; however, these cost more than apartments off campus. The below information for on-campus housing can be found at: http://www.gsg.umd.edu/resources/housing. This site also provides information on a graduate housing co-op and a graduate housing needs assessment. The apartment-finding sites http://washingtondc.craigslist.org/, http://www.campusrent.com/ or http://www.apartmentfinder.com/default.aspx can also be helpful.

Nearby Apartment Complexes

Avondale Overlook 2400 Queens Chapel Rd. Hyattsville, MD 20782 (301) 559-3800

Berwyn House 4800 Berwyn House Rd College Park, MD 20740 (301) 345-3388

The Chateau* 9727 Mount Pisgah Road Silver Spring, MD 20903 (888) 612-7869

Chestnut Ridge 6872 Riverdale Road Lanham, MD 20706 (301) 577-4949

Follin Guest Home 6801 Baltimore Avenue College Park, MD 20740 (301) 345-7778

Glen Oaks Apartments* 7509 Mandan Road Greenbelt, MD 20770 (301) 345-1402

Graduate Gardens 4317 Rowalt Drive, College Park, MD 20740 (301) 927-0109

Graduate Hills* 3424 Tulane Drive, Hyattsville, MD 20783 (301) 422-0147

Heritage Park Apartments* 1818 Metzerott Rd Adelphi, MD 20783 (301) 439-4464

Lake Side North 430 Ridge Road, Greenbelt, MD 20770 (888) 642-6106

The Lighthouse at Twin Lakes 11800 Twin Lakes Drive Beltsville, MD 20705 (866) 764-6891

Nob Hill Apartments* 9120 Piney Branch Road Silver Spring, MD 20903 (301) 434-5951

Parkview Gardens 6400 Riverdale Rd. Riverdale, MD 20737 (301) 864-5050

Powder Mill Village* 3625 Powder Mill Road Beltsville, MD 20705 (888) 586-8349

Presidential Towers Condos* 1836 Metzerott Rd, Adelphi, MD 20783 (301) 439-6200

Spring Hill Lake 6220 Springhill Drive, Greenbelt, MD 20770 (301) 513-0551
Seven Springs Apartments* 9348 Cherry Hill Road, College Park, MD 20740 (301) 345-8500

The Towers of Westchester Park* 6200 Westchester Park Drive, College Park, MD 20740 (301) 345-3880

Townley Apartments 11457 Cherry Hill Rd. Beltsville, MD 20705 (301) 937-5885

University Square Apartments* 157 Westway, Greenbelt, MD 20770 (301) 345-7778

Wynfield Park Apartments 10209 Baltimore Avenue College Park, MD 20740 (866) 526-2449

Wildercroft Terrace 6815 Riverdale Road Riverdale, MD 20737 (888) 648-5738

*The University of Maryland Department of Transportation Services (DOTS) operates shuttle buses that stop at these locations. A listing of the shuttle buses, routes and stops for each of these apartment buildings can be found on the last page of the Campus Connections Booklet located on the DOTS website at: http://www.transportation.umd.edu/routes/commuter.html

U.S. POST OFFICES

On Campus

Mail Boxes Etc.
0211 Stamp Student Union (Ground Floor)
College Park, MD 20742
301-314-9982
Hours: Monday to Friday, 9am - 7pm
Saturday & Sunday, CLOSED

Fed Ex Drop Boxes:
Main Administration Bldg. (Outside)
Building 77
College Park, MD 20742
Hours: Monday to Friday, 6pm pickup
Saturday & Sunday, NO PICKUP

AV Williams (Inside)
Building 115 - Branch Drive
College Park, MD 20742
Hours: Monday to Friday, 6pm pickup
Saturday & Sunday, NO PICKUP

Comcast Center (Outside)
Terapin Trail
College Park, MD 20742
Hours: Monday to Friday, 6pm pickup
Saturday & Sunday, NO PICKUP
Lefrak Hall (Inside)
Building 83
College Park, MD 20742
Hours: Monday to Friday, 5:30pm pickup
Saturday & Sunday, NO PICKUP

**UPS Drop Boxes:**

Van Munching
Building 39
College Park, MD 20742
Hours: Monday to Friday, 7pm pickup
Saturday & Sunday, NO PICKUP

Benjamin Building
Building 143
College Park, MD 20742
Hours: Monday to Friday, 6pm pickup
Saturday & Sunday, NO PICKUP

Main Administration Bldg. (Outside)
Building 77
College Park, MD 20742
Hours: Monday to Friday, 6pm pickup
Saturday & Sunday, NO PICKUP

Lefrak Hall (Inside)
Building 83
College Park, MD 20742
Hours: Monday to Friday, 6:00pm pickup
Saturday & Sunday, NO PICKUP

**Off Campus**

The U.S. Post Offices closest to the University of Maryland include:

**North College Park Post Office**
9591 Baltimore Boulevard (U.S. Route 1)
College Park, MD 20740
Telephone: 301-345-8923
Hours: Monday to Friday, 8:00am - 5pm
Saturday, 8:00am - 12pm
Sunday, CLOSED

**College Park Post Office**
4815 Calvert Road
College Park, MD 20740
Telephone: 301-699-0258
Hours: Monday to Friday, 11:00am - 4:30pm
Saturday, 10:00am - 12:00pm
Sunday, CLOSED
**Other Mailing Facilities:**

**FedEx Kinko’s**
4417 Hartwick Road
College Park, MD 20740
301-277-7543
Hours: Monday to Sunday, Open 24 Hours

**The UPS Store**
4423 Lehigh Road
College Park, MD 20740
301-699-0191
Hours: Monday to Friday, 9:00am - 7pm
Saturday, 10:00am - 4:00pm
Sunday, CLOSED

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**LOCAL BANKS**

Banks within walking distance to the campus:

**Bank of America**
[https://www.bankofamerica.com/index.jsp](https://www.bankofamerica.com/index.jsp)

College Park, MD
7370 Baltimore Ave
(301) 454-8412

**Chevy Chase Bank**
[https://www.chevychasebank.com/home.html](https://www.chevychasebank.com/home.html)

University of Maryland, College Park
Stamp Student Union
(301) 864-8722

College Park, MD
7406 Baltimore Ave
(301) 927-4363

**M&T Bank**
[https://www.mtb.com/personal/Pages/Index.aspx](https://www.mtb.com/personal/Pages/Index.aspx)

College Park, MD
4511 Knox Rd,
(301) 277-2132

**SECU (State Employees Credit Union)**

University of Maryland, College Park – ATM
Stamp Student Union
The University of Maryland maintains eight libraries. To search the catalog, use the research port, or for other general information, please visit: http://www.lib.umd.edu/

The McKeldin Library is the main university library and houses the General Collection, the East Asia Collection and U.S. Government Information, Maps, & GIS Services. For information about McKeldin, please visit: http://www.lib.umd.edu/MCK/

The Architecture Library holds 65,000 titles in the areas of architectural history, design, and theory; historic preservation; landscape architectural design; real estate development; and urban studies and planning. The collections are particularly strong in the works of individual architects and architectural firms. The Architecture Library is located in the Architecture Building. For further information, please visit: http://www.lib.umd.edu/artarch/

Art Library houses collections in the areas of art history, archaeology, decorative arts and studio arts, including photography and graphic design. The Art Library is located in the Art and Sociology Building. For further information, please visit: http://www.lib.umd.edu/artarch/

The Engineering and Physical Sciences Library (EPSL) contains materials in physics, engineering, mathematics, and geology. The library also maintains other significant collections in computer science, environmental sciences, water resources, and aerospace science. EPSL is located in the Math Building. For further information, please visit: http://www.lib.umd.edu/ENGIN/

Hornbake Library houses Archives and Manuscripts, the Maryland Room, the Katherine Anne Porter Room, the Library of American Broadcasting, National Public Broadcasting Archives, National Trust for Historic Preservation Library Collection, Nonprint Media Services, and the Gordon W. Prange Collection. For further information, please visit: http://www.lib.umd.edu/HBK/

The Michelle Smith Performing Arts Library (MSPAL) houses the International Piano Archives at Maryland and Special Collections in Performing Arts. MSPAL is the central location on the College Park campus for music, theatre, and dance materials. MSPAL is located in the Clarice Smith Performing Arts Center. For further information, please visit: http://www.lib.umd.edu/PAL/music.html

Shady Grove Library is located off campus and primarily supports the Universities at Shady Grove (USG) students, faculty and staff and their academic work related research. For further information, please visit: http://www.lib.umd.edu/shadygrove/

The Charles E. White Memorial Chemistry Library is a collection of 80,000 volumes covering chemistry, biochemistry, cell biology, enzymology, immunology, microbiology, and molecular
genetics. The White Memorial Chemistry library is located in the Chemistry Building. For further information, please visit:  
http://www.lib.umd.edu/CHEM/

To see the map of all library locations, please visit:  
http://www.lib.umd.edu/PUB/campus_map.html

To see a list of library hours, please visit:  
http://www.lib.umd.edu/PUBSERV/hours_all.html

Other biology/science/animal science related libraries in the area include the following:
1. National Agricultural Library -  
http://www.nal.usda.gov/
2. Patuxent Wildlife Research Center -  
http://www.pwrc.usgs.gov/library/
3. Public Libraries -  
http://www.sailor.lib.md.us/
4. Johns Hopkins Library -  
http://webapps.jhu.edu/jhuniverse/libraries/
5. Library of Congress -  
http://www.loc.gov/index.html
6. National Library of Medicine -  
http://www.nlm.nih.gov/
7. National Oceanic and Atmospheric Administration Central Library -  
http://www.lib.noaa.gov/
8. College and university libraries -  
http://www.sailor.lib.md.us/

LOCAL CHILD CARE RESOURCES

Prince George’s County

http://www.childresource.org/programs_locate.php

Through LOCATE: Child Care, parents can access free, one-on-one telephone counseling support for parents and guardians seeking licensed child care in Prince George’s County. Experienced counselors are available Monday through Friday, 9:30 a.m. to 3:30 p.m. and can be reached at 301-772-8400.

The LOCATE database contains over 1500 family child care providers and nearly 400 child care centers, and is continually updated through a close relationship with the Office of Child Care, Maryland’s child care licensing agency. Counselors will discuss your options with you, help you locate helpful community resources, and provide information about choosing quality child care. Before you hang up, you will have a list of referrals that meet your needs.

Montgomery County

http://www.montgomerycountymd.gov/hstmpl.asp?url=/content/hhs/cyf/CCRC/JodyNew08/AboutUs.asp

The Montgomery County Child Care Resource and Referral Center is a service of the Department of Health and Human Services and a member agency of the Maryland Child Care
Resource Network with funding provided by the Maryland Department of Human Resources. Their mission is to work with parents, child care providers, businesses, and community members to help promote the availability of quality child care services in the county and state. They provide parents with child care referrals and information on evaluating quality child care. They also offer child care providers training and support services to establish and improve their programs.

**District of Columbia**

http://daycareindc.org/

The Washington Child Development Council (WCDC) operates the District of Columbia’s Child Care Information, Resource and Referral Service. The service, providing computerized data on all licensed child care facilities located in DC, is provided free of charge to any person seeking placement of their child or children in child care centers, family child care homes, or before and after school programs. WCDC also has information on services for handicapped children as well. All counseling is done over the phone, providing immediate help to the parent or guardian, and additional information is fax and/or mail to callers. Assistance is offered to parent groups, and various organizations and individuals across the city in developing early childcare and education programs. Call 202-387-0002.

See also:

http://app.doh.dc.gov/services/administration_offices/hra/crcfd/reports.shtm

**Arlington VA**

http://www.arlingtonva.us/Departments/HumanServices/services/family/HumanServices/services/Familydaycare.aspx

**Child Care Information** - 703-228-1685

The goals of Child Day Care Services are to ensure the health, safety, and welfare of children in child care facilities and to assist parents to become self-sufficient by subsidizing the cost of child care services for eligible persons who are employed or in training which leads to employment. The Child Care Office licenses day care facilities; monitors their compliance with local child care ordinances, state standards, and regulations; and provides education and training for providers of child care. The Child Care Office has a directory of child day care facilities (184K PDF Format) and a list of family day care providers (127K PDF Format). You can also order these directories by calling 703-228-1685.

**SUPERMARKETS AND OTHER SHOPPING**

**IN COLLEGE PARK:**

Maryland Food Collective (The Co-op), B0203 Stamp Student Union, 301-314-8089

My Organic Market, 9827 Rhode Island Ave, 301-220-1100
Shoppers Food Warehouse, 4720 Cherry Hill Rd, 301-577-2242
World Grocery, 5000 Edgewood Ave, 301-441-4565

NEARBY:
Giant, 3521 East-West Highway, Hyattsville Station, Hyattsville, 301-853-3700
Giant, 6000 Greenbelt Rd., Beltway Plaza, Greenbelt, 301-982-5482
Safeway, 3511 Hamilton St., Hyattsville, 301-864-6026
Safeway, 1101 University Blvd, Langley Park, 301-434-2777
Shoppers Food Warehouse, 2400 University Blvd E, Hyattsville, 301-422-9025

INTERNATIONAL FOOD MARKETS
Asian Village Supermarket, 2101 University Blvd., Hyattsville, 301-422-2511.
Casa Viega Supermarket, Flower Avenue, Silver Spring, 301-587-7747.
Korean Korner, 12207 Viers Mill Road, Wheaton, 301-933-2000.
Jin Mi (Korean, Japanese), 10800 Rhode Island Avenue, Beltsville, 301-937-7171.
Middle East Market, 7006 Carroll Avenue, Takoma Park, 301-270-5154.
Thomas Market (Greek, Armenian, Arabic), 2650 University Blvd., Wheaton, 301-942-0839.
Thai Market, 902 Thayer Avenue, Silver Spring, 301-495-2779.
Silver Spring Market (Hispanic foods), 1525 University Blvd., Wheaton, 301-439-8033.
Transportation

STATE OF MARYLAND - MOTOR VEHICLE ADMINISTRATION

The Motor Vehicle Administration (MVA) website is: www.mva.state.md.us

The MVA has a full-service station in Beltsville. It is located at 11760 Baltimore Ave (Route 1). It is always busy and has a poor response time. The best advice is to get there before it opens and plan to be there a while. Their hours are Monday-Friday from 8:30 a.m. to 4:30 p.m. for all services and Saturday from 8:30 a.m. to noon for Driver’s License Services only.

New MD residents must obtain a MD Driver’s License within 60 days of moving to the state. You can find the information on getting a MD license here: http://www.mva.maryland.gov/DriverServ/Apply/newtoMD.htm

Vehicles must also be registered within 60 days and you can find information on car registration here: http://www.mva.maryland.gov/VehicleServ/REG/NewtoMd.htm

PARKING

All campus parking information can be found on the Department of Transportation Services (DOTS) website: http://www.transportation.umd.edu/

Parking permit eligibility for postdoctoral scholars vary depending on the postdoc’s employment classification. To determine your classification, contact your department administrator. You can find more information on faculty/staff parking on the DOTS website: http://www.transportation.umd.edu/parking/facultyparking.html

Undergraduate and graduate students are eligible to park in numbered lots while faculty and staff are eligible for lettered lots. Please pay close attention to the signs for each lot, as the hours and enforcement may vary. Permits for motorcycles are free, but each motorcycle must have a university decal which can be obtained through DOTS.

There are four pay lots on campus, as well as various metered spaces. Please see the DOTS map for their locations: http://www.transportation.umd.edu/visitor/campusmap.html

CAMPUS SHUTTLE

The University Of Maryland’s Department Of Transportation Services operates a transit commuter service connecting most places on campus and the surrounding area. Their website is www.transportation.umd.edu. This service is free for students, faculty, and staff and to ensure that only students, faculty, and staff ride Shuttle-UM buses, all passengers are required to show a valid University of Maryland, College Park identification (IDs). IDs are required for all routes except evening security routes, College Park Metro, and North and South Intra-Campus Loops. To find information and maps on the transit service please visit:
Commuter:  http://www.transportation.umd.edu/routes/commuter.html

Evening:  http://www.transportation.umd.edu/routes/evening.html

The University also operates NITE Ride, a curb-to-curb service seven nights a week from 5:30 p.m. to 7:30 a.m., and services the immediate campus community. NITE Ride is designed to serve the areas of campus that are not included on the evening service routes. You may also request a ride when the evening service routes are no longer in service. Call (301) 314-NITE (6483) to request a NITE Ride. For more information visit the NITE Ride website: http://www.transportation.umd.edu/routes/niteride.html

METRO

The Washington Metropolitan Area Transit Authority (WMATA) operates the Metrorail subway system and the Metrobus system. The Metrorail system (Metro) consists of 83 stations and 103 miles of track that extend to suburban Maryland and northern Virginia. You can find system maps, trip planners, information about delays, and other Metro information can be found on their website: http://www.wmata.com/

Metrorail operates five lines, denoted by the colors Red, Green, Blue, Yellow, and Orange. The College Park station (http://www.wmata.com/rail/station_detail.cfm?station_id=79) is on the Green Line and located at 4931 Calvert Road College Park, MD. The University of Maryland operates a free shuttle (which does not require a university ID to board) from the stations to the Stamp Student Union. The university also operates a shuttle to the Prince George’s Plaza (also on the Green Line) and Silver Spring (Red Line) metro stations. Information about Metrorail fares can be found at: http://www.wmata.com/fares/metrorail.cfm

Metrobus operates an extensive bus service throughout the DC metro area. The 81-83-86, C8, and J4 lines all stop on campus. Information on all Metrobus routes can be found at: http://www.wmata.com/bus/maps/ Information about Metrobus fares can be found at: http://www.wmata.com/fares/metrobus.cfm

A SmarTrip card (http://www.wmata.com/fares/smartrip/) is required to exit any Metro parking facility. More information about parking can be found at: http://www.wmata.com/rail/parking/. SmarTrip cards can also be used to enter and exit Metrorail and Metrobus. Metrorail also accepts farecards which can be purchased at the station and Metrobus accepts cash in exact change.

A map of the Metrorail system can be found at http://www.gradschool.umd.edu/postdoc/metromap.pdf.

ZIPCARS

The Department of Transportation Services has partnered with Zipcar to offer students, faculty, and staff the benefits of a car-sharing service. If you join, you can have access to cars on campus and nearly 700 cars parked all over the DC metro area. Members can drive Zipcars by the hour or by the day. No need to worry about gas, insurance or maintenance. Just reserve online, let yourself in with your Zipcard, and drive away. For further information about this partnership, please visit: http://www.transportation.umd.edu/alt_trans/zipcar.html
Any member of the faculty or staff can sign up for the standard program, which offers a discounted annual membership of only $25/year. If you are a member of the University of Maryland faculty or staff and you are not eligible for the premiere plan, this is the program for you. Go to www.zipcar.com/umd and click on the appropriate link to direct you to the proper member application.

**MOTOR TRANSPORTATION SERVICES**

The Motor Transportation Services Unit of the Department of Business Services allows students, faculty, and staff to rent university vehicles for university-related travel (not for personal use). Please see their website at: www.dbs.umd.edu/motor/index.php for more information and to request vehicles.

**LOCAL AIRPORTS**

There are three international airports located near the University of Maryland.

**Ronald Reagan Washington National Airport (DCA)** is located in Arlington, VA. The National Metro Station (on the Yellow Line) is located immediately outside of the airport.

**Dulles International (IAD)** is located in Chantilly, VA. From IAD, you can board the Washington Flyer Shuttle (http://www.washfly.com/) to the West Falls Church Metro Station (on the Orange Line). The trip costs $8 one-way.

**Baltimore/Washington International Thurgood Marshall Airport (BWI)** is located in Linthicum, MD. The BWI Express Metro Bus (B30) runs from the airport to the Greenbelt Metro Station (on the Green Line).

**MARC**

The MARC (Maryland Area Regional Commuter) Train Service is a commuter rail system that operates three lines of service to a variety of Maryland, Washington DC, and West Virginia. The Camden Line services College Park. Schedules and system maps for the MARC Train can be found here:

http://www.mtamaryland.com/services/marc/serviceinformation/Schedules_and_System_%20Maps.cfm

For further information about MARC, visit:

http://www.mtamaryland.com/services/marc/
LOCAL RESTAURANTS

In addition to the various food establishments you will find at the Stamp Student Union (Adele’s, the food court, The Co-op, Subway etc.) and in various buildings around campus (http://dining.umd.edu/locations/cafes), below you will find a diverse list of several restaurants in College Park you may also enjoy:

AMERICAN

Adele’s, Stamp Student Union, 301-314-8022, http://www.union.umd.edu/food/

Applebee’s, 7242 Baltimore Ave, 301-864-6118, http://www.applebees.com/

Barnside Diner Inn, 9206 Baltimore Ave, 301-441-8888


Mulligan’s, University of Maryland Golf Course, 301-314-6630, http://mulligans.umd.edu/


RJ Bentley’s Filling Station, 7323 Baltimore Ave, 301-277-8898


ASIAN

China Cafe & Carryout, 4370 Knox Rd, 301-277-3737

Kiyoko Express, 7313-H Baltimore Ave, 240-764-8312


Panda Chinese Restaurant, 4439 Lehigh Rd, 301-209-9080

Seven Seas Restaurant, 8503 Baltimore Ave, 301-345-5808, http://www.sevenseascp.com/

Shang Hai Cafe, 7409 Baltimore Ave, 301-985-6828,

Shen Yang Chinese Restaurant, 9905 Rhode Island Ave, 301-441-2250


Wasabi Bistro, 4505 College Ave, 301-277-4038

Yami Yami Bubble Tea and Rolls, 4511 College Ave, 301-209-2992

Yijo Korean Restaurant, 9137 Baltimore Ave, 301-345-6500

Yum's Express, 4746 Cherry Hill Rd, 301-313-0828

CARIBBEAN


Simply Delicious Jerk Center, 7313 Baltimore Avenue, 240-770-5391

MIDDLE EASTERN

Food Factory, 8145-H Baltimore Ave, 301-345-8888,

Marathon Deli, 4429 Lehigh Rd, 301-927-6717

Mosaic Cafe, 8145N Baltimore Ave, 240-297-9874

SUBS & SANDWICHES

The Bagel Place, 7423 Baltimore Ave, 301-779-3900, http://www.bagelplacecollegepark.com/

Berwyn Cafe, 5010 Berwyn Rd, 301-345-9898, http://www.berwyncafe.net/


New York Deli, 4926 Edgewood Ave, 301-345-0366

PIZZA

Alario's Pizzeria, 9204 Baltimore Avenue, #B, 301-474-3003
Fat Tino's Pizzeria, 7313 Baltimore Ave, 301- 779-8466
Pizza Roma, 9805 Rhode Island Ave, 301-982-2551
Ratsie's Terrapin Eatery, 7400 Baltimore Ave, 301-864-8220

TEX MEX

California Tortilla, 7419 Baltimore Ave, 301-927-8500, http://californiatortilla.com/
Santa Fe Cafe, 4410 Knox Rd, 301-779-1345, http://www.santafecafe.com/Welcome_To_The_Fe.html

LOCAL MALLS

Prince Georges Plaza
3500 East West Highway, (Route 410), Hyattsville, MD 20782
http://www.mallatprincegeorges.com/
PG Plaza is close to campus (just under 3 miles away) and is accessible by taking the University Town Center (113) shuttle bus Monday through Friday which leaves Stamp Student Union starting at 7:00 AM and makes its last pick up from Target at 2:30 AM. The Saturday ONLY University Town Center (1113) shuttle bus leaves from Stamp Student Union beginning at 12:00 PM and makes its last pick up from Target at 1:55 AM.

Anchor Stores:
JCPenney
Macy's
Target

Restaurants:
Olive Garden
Outback Steakhouse

Beltway Plaza Mall
6000 Greenbelt Road, Greenbelt, MD 20770
http://www.beltwayplazamall.com/

Beltway Plaza is also close to campus (just under 3 miles away) and is accessible by taking the Beltway Plaza (101) shuttle bus which has Sunday service ONLY and leaves from Stamp Student Union beginning at 12:00 PM and making its last pick up from Beltway Plaza at 5:02 PM.

Anchor Stores:
Burlington Coat Factory
Giant
Marshalls
Target
Value City

Restaurants:
Silver Diner
William’s American Bistro

Downtown Silver Spring Shopping District
800 & 900 Blocks of Ellsworth Drive, Silver Spring, MD, 20910
http://www.silverspringdowntown.com/

The Downtown Silver Spring Shopping District is six miles away from campus and offers a self-contained mall called City Place as well as stand alone restaurants and retail stores, many of which were opened as a part of a newly developed section of downtown.

Anchor Stores:
Burlington Coat Factory
DSW
Marshalls
Whole Foods

Restaurants:
Eggspectation Restaurant
Red Lobster
Romano’s Macaroni Grill

**Westfield Wheaton Shopping Mall**
11160 Veirs Mill Road, Wheaton MD 20902-1094

Wheaton Shopping Mall is ten miles away from campus but easily accessible via the Beltway (exit 31) or the subway by taking the red line to the Wheaton Metro Station.

Anchor Stores
JCPenney
Macy’s
Target

Restaurants
Ruby Tuesday

**White Flint**
11301 Rockville Pike, North Bethesda, MD 20895-1021

White Flint is 14 miles away from campus but easily accessible via the Beltway (exit 34) or the subway by taking the red line to the White Flint Metro station which is just a few blocks away.

Anchor Stores
Bloomingdale’s
Lord & Taylor

Restaurants
Bertucci’s
P.F. Chang’s
The Cheesecake Factory

**LOCAL MOVIE THEATERS**

**Hoff Theater** (1 Screen)
Stamp Student Union, College Park, MD 20742, 301-405-0569, [www.union.umd.edu/hoff/](http://www.union.umd.edu/hoff/)

**Regal Hyattsville Royale 14** (14 Screens)
6505 America Blvd., Hyattsville, MD 20782, 301-864-6980,
[http://www.regmovies.com/theatrelocations/](http://www.regmovies.com/theatrelocations/)

**AMC Academy 6** (6 screens) and **AMC Academy 8** (8 screens)
Beltway Plaza on Greenbelt Road, Center Court, Greenbelt, MD 20770, 703-998-4AMC,
[www.amctheatres.com](http://www.amctheatres.com)
These two theaters are actually both located in the Beltway Plaza shopping center but have separate theater entrances and often have different movie listings.

**P & G Old Greenbelt** (1 screen)
129 Centerway, Greenbelt, MD 20770, 301-474-9744, [www.pgtheatres.com](http://www.pgtheatres.com)
This old theater is an historic landmark and plays mainly independent films.

**Loews Centerpark** (8 screens)
4001 Powder Mill Road, Beltsville, MD 20705, 301-937-0742, [www.amctheatres.com](http://www.amctheatres.com)

**AMC City Place 10** (10 screens)
Colesville Road at Fenton Street, Silver Spring, MD 20910, 703-998-4AMC, [www.amctheatres.com](http://www.amctheatres.com)

**Regal Majestic Cinema 20** (20 Screens)
900 Ellsworth Drive, Silver Spring, MD 20910, 301-565-8884, [http://www.regmovies.com/theatrelocations/](http://www.regmovies.com/theatrelocations/)

**AFI Silver Theatre and Cultural Center** (3 Screens)
8633 Colesville Road, Silver Spring, MD 20910, 301.495.6720, Recorded Program Information: 301.495.6700, [http://www.afi.com/silver/new/](http://www.afi.com/silver/new/)

Some Good Links:
- [www.fandango.com](http://www.fandango.com) (for advanced ticket purchase and movie times)
- [www.movietickets.com](http://www.movietickets.com) (for advanced ticket purchase and movie times)
- [www.thehoya.com/eg/movies/movietheaters.cfm](http://www.thehoya.com/eg/movies/movietheaters.cfm) (describes some local theaters)
- [movies.yahoo.com](http://movies.yahoo.com) (for movie times and listings)

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**THE CLARICE SMITH PERFORMING ARTS CENTER**

Located on the North end of University of Maryland, College Park campus, The Clarice Smith Performing Arts Center is a state of the art facility and community of artists and students where great work happens both on and off stage. The Center presents approximately 1,000 events each year spanning all performing arts disciplines including performances, workshops, lectures and dialogues featuring visiting artists from around the world, as well as students and faculty from the university’s academic departments of music, dance and theatre.

The Clarice Smith Performing Arts Center facilitates learning, exploration and growth with six intimate performance spaces, three academic departments, a performing arts library and many rehearsal and classrooms under one roof. The intimate physical dimensions of its classrooms, studios, and performance spaces enable audiences to experience detail, encouraging engagement that provokes exploration and learning. For tickets and more information about upcoming events and performances please call 301-405-ARTS (2787) or visit the website at [www.claricesmithcenter.umd.edu](http://www.claricesmithcenter.umd.edu).

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**CAMPUS RECREATION SERVICES**

The Department of Campus Recreation Services (CRS) was established to provide varied programs and services that contribute to the health and well being of the University of Maryland community. CRS has everything needed to stay fit, including state-of-the-art facilities and programs. Try a fitness class, learn to swim, get motivated with a personal training session, take a swim at the indoor pool, or grab some friends and try out the climbing wall. Fellows can work out at CRC, Ritchie Coliseum, or the Health and Human Performance (HHP) building. There are weight rooms, fitness centers, gymnasiums, martial arts rooms, pools, saunas, locker rooms, and
much more. Go to www.crs.umd.edu to find hours of operation, facility amenities, schedule of events, and more. The CRS member services number is 301-405-PLAY.

In order to use campus recreation facilities - the Eppley Recreation Center (ERC), the Outdoor Aquatic Center (OAC), or Ritchie Coliseum - you must have a CRS membership. You may purchase a semester membership or annual membership. A photo ID and appropriate membership or ID card must be presented to purchase a membership. Payment is due at the time of purchase, and cash, check, or credit cards (VISA, MasterCard, Discover, AMEX) are accepted. For all staff and faculty members, CRS memberships are also available through payroll deduction. Please visit http://www.crs.umd.edu/members/ms_mbshp.html for more information about membership rates.

Facilities

Eppley Recreation Center (ERC)

Outside: Outdoor Aquatic Center, Outdoor Recreation Center and Adventure Complex


School of Public Health

Inside: Weight Training Facility & Fitness Center

Reckford Armory

Inside: Gymnasium that accommodates indoor intramural activities, informal walking, running, badminton, basketball and volleyball.

Ritchie Coliseum


Cole Fieldhouse

Inside: Artificial Turf Playing Surface which will accommodate recreational activities including indoor soccer and field hockey.
Resources

REGULAR SUPPORT

Regulatory Issues

Animal Care and Use

Campus and federal requirements very clearly stipulate that any research project involving human subjects or animals must be approved by the appropriate campus committee PRIOR to the initiation of the research. The campus committee that governs the use of animals for teaching and research purposes is the Institutional Animal Care and Use Committee (IACUC). Approval by the campus committee is also a stipulation for grant applications to USDA, NIH, NSF, and other granting agencies that require at the time of grant submission or at the time the grant is funded that any projects involving humans or animals be approved by the appropriate campus committee. Further, NO vertebrate animals may be used under campus auspices without prior approval of the IACUC. Examples of animal activities requiring IACUC approval include the following:

1. Animal research conducted on campus or on MAES facilities.
2. Animal research conducted in the field by UM faculty, graduate students, or staff under the auspices of the campus.
3. Animal research conducted by UM graduate students or postdoctoral scholars at other institutions (e.g., USDA, NIH, Patuxent Wildlife Center).
4. Animal research conducted at another institution as part of a joint contract with a UM faculty member.
5. Animal activities used in the teaching of UM undergraduate and graduate courses.

Compliance with IACUC and its regulations is MANDATORY. Therefore, it is imperative that the postdoctoral fellow discusses both department and university requirements and policies/procedures with their research advisor well in advance of proposed animal-related projects or course requirements for animal use in order to obtain the appropriate approvals.

All postdoctoral fellows who plan to conduct research with animals are required to attend the program prior to planning their animal research. The program is a one-day lecture offered in the fall and spring semesters (or when needed) by the Director of Laboratory Animal Care. Prior to submitting an Animal Use Protocol Form for review by the campus IACUC, the fellow should visit with the Director of Laboratory Animal Care to make sure all forms are filled out correctly and that all information is up-to-date.

For more information concerning the Animal Care and Use Program, call 301-405-4921 or visit the website at www.unresearch.umd.edu/iacuc/index.html. The necessary forms, guidelines and regulations, and dates when the IACUC meets to review proposals are given here. Note the
submission deadlines for each month’s review of proposals and make sure to submit the proposal before this date.

**Radiation Safety and Chemical Hygiene in the Laboratory**

Postdoctoral fellows, upon arriving in their departments, may need to take part in either seminars or online training courses offered by the Department of Environmental Safety (DES) for work in the laboratory. Not all the training courses are required, so consult with your advisor or laboratory technician to find out what types of laboratory hazards will be encountered and how to work safely in the lab environment. Prior to working in the lab, the technician should have new fellows read and sign the Laboratory Safety Checklist sheet, which affirms that they have been made aware of and fully recognize the lab hazards, where to get help, how to dispose of various materials appropriately, and who to contact in the case of an emergency. Further information can be obtained by going online to the DES website at [www.inform.umd.edu/des](http://www.inform.umd.edu/des). You can find dates when seminars are held, online training courses, and forms. It is recommended that you first read the information for Laboratory Workers on the DES website prior to undertaking any procedures in the lab. The site also contains information and training videos documenting handling and disposal procedures for radioactive materials and biological wastes (bacteria, viruses, etc.). If students are in doubt about any hazardous procedure or material, it is best to consult with the lab technician, the department’s Compliance Officer, or the website prior to proceeding further. Always be **SAFE and SURE!**

**CAREER DEVELOPMENT RESOURCES**

**GUIDELINES & PRACTICES/INDIVIDUAL DEVELOPMENT PLAN**

An Individual Development Plan (IDP) is a formal or informal collaborative effort between a postdoctoral scholar and the postdoc’s mentor or principle investigator to define goals and evaluate progress cyclically during the postdoc’s tenure.

While institutionally the University of Maryland does not require the development of a formal plan, postdocs and faculty are encouraged to consider designing a mutually beneficial course of action that will enhance the postdoc’s training. Postdocs and faculty strongly encouraged to set up individual development plans (IDPs) to ensure postdocs receive the best from their University of Maryland experience. A model definition, explanation, and approach to developing an IDP is given below:

**Individual Development Plans (IDPs)** provide a planning process that identifies both professional development needs and career objectives. Furthermore, IDPs serve as a communication tool between individuals and their mentors. An IDP can be considered one component of a broader mentoring program that needs to be instituted by all types of research institutions.

**Goals**

Help individuals identify:

- Long-term career options they wish to pursue and the necessary tools to meet these; and
- Short-term needs for improving current performance.
Benefits
Postdoctoral scholars will have a process that assists in developing long-term goals. Identifying short-term goals will give them a clearer sense of expectations and help identify milestones along the way to achieving specific objectives. The IDP also provides a tool for communication between the postdoc and a faculty mentor.

Outline of IDP Process
The development, implementation and revision of the IDP requires a series of steps to be conducted by the postdoctoral scholar and their mentor. These steps are an interactive effort, and so both the postdoctoral scholar and the mentor must participate fully in the process. The basic steps are here.

BASIC STEPS OF IDP PROCESS

...for Postdoctoral Scholars ...for Mentors

Step 1: Conduct a self assessment Become familiar with opportunities
Step 2: Survey opportunities with mentor Discuss opportunities with postdoc
Step 3: Write an IDP, share with mentor and revise Review IDP and help revise
Step 4: Implement the plan, revise as needed Regular review of progress

EXECUTION OF THE IDP PROCESS

...FOR POSTDOCTORAL SCHOLARS

Step 1. Conduct a Self Assessment

- Assess your skills, strengths and areas which need development. Formal assessment tools can be helpful.
- Take a realistic look at your current abilities. This is a critical part of career planning. Ask your peers, mentors, family and friends what they see as your strengths and your development needs.
- Outline your long-term career objectives. Ask yourself:
  - What type of work would I like to be doing?
  - Where would I like to be in an organization?
  - What is important to me in a career?

Step 2. Survey Opportunities with Mentor

- Identify career opportunities and select from those that interest you.
- Identify developmental needs by comparing current skills and strengths with those needed for your career choice.
- Prioritize your developmental areas and discuss with your mentor how these should be addressed.
Step 3. Write an IDP
The IDP maps out the general path you want to take and helps match skills and strengths to your career choices. It is a changing document, since needs and goals will almost certainly evolve over time as a postdoctoral scholar. The aim is to build upon current strengths and skills by identifying areas for development and providing a way to address these. The specific objectives of a typical IDP are to:

- Establish effective dates for the duration of your postdoctoral appointment
- Identify specific skills and strengths that you need to develop (based on discussions with your mentor)
- Define the approaches to obtain the specific skills and strengths (e.g., courses, technical skills, teaching, supervision) together with anticipated time frames.
- Discuss your draft IDP with your mentor
- Revise the IDP as appropriate

Step 4. Implement Your Plan
The plan is just the beginning of the career development process and serves as the road map. Now it’s time to take action!

- Put your plan into action
- Revise and modify the plan as necessary. The plan is not cast in concrete; it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change
- Review the plan with your mentor regularly. Revise the plan on the basis of these discussions

...FOR MENTORS

Step 1. Become familiar with available opportunities
By virtue of your experience you should already have knowledge of some career opportunities, but you may want to familiarize yourself with other career opportunities and trends in job opportunities (refer to sources such as National Research Council reports and Science career reviews; see also Resources: Career Opportunities at the end of this document).

Step 2. Discuss opportunities with postdoc
This needs to be a private, scheduled meeting distinct from regular research-specific meetings. There should be adequate time set aside for an open and honest discussion.

Step 3. Review IDP and help revise
Provide honest feedback - both positive and negative - to help postdoctoral scholars set realistic goals. Agree on a development plan that will allow postdoctoral scholars to be productive in the laboratory and adequately prepare them for their chosen career.

Step 4. Establish regular review of progress
The mentor should meet at regular intervals with the postdoctoral scholar to assess progress, expectations and changing goals. On at least an annual basis, the mentor should conduct a performance review designed to analyze what has been accomplished and what needs to be done. A written review is most helpful in objectively documenting accomplishments.
NATIONAL REPORTS ON POSTDOCTORAL SCHOLARSHIP

- Association of American Medical Colleges: Compact Between Postdoctoral Appointees and their Mentors
- Association of American Universities: Postdoctoral Education Survey Summary of Results
- National Academy of Science: Bridges to Independence: Fostering the Independence of New Investigators in Biomedical Research
- National Academy of Science: Enhancing the Postdoctoral Experience for Scientists and Engineers: A Guide for Postdoctoral Scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies
- National Science Foundation: Graduate Students and Postdoctorates in Science and Engineering: Fall 2004
- Sigma Xi, The Scientific Research Society: Doctors without Orders: highlights of the Sigma Xi Postdoc Survey

WEB SITES OF SPECIAL INTEREST TO POSTDOCTORAL SCHOLARS

- American Association for the Advancement of Science
- The Chronicle of Higher Education: On the Tenure Track
- MentorNet, the E-Mentoring Network for Diversity in Engineering and Science
- National Postdoctoral Association (NPA)
Glossary of Acronyms

1. ARS – Academic Resource System
2. BPM – Budget Preparation and Maintenance System
3. CRC – Campus Recreation Services
4. DES – Department of Environmental Safety
5. DOTS – Department of Transportation Services
6. DW – Data Warehouse
7. ELF – Electronic Forms
8. FICA – Federal Insurance Contributions Act
9. FRS – Financial Resource System
10. FWS – Federal Work Study
11. IACUC – Institutional Animal Care and Use Committee
12. IDP – Individual Development Plan
13. IES – International Education Services
14. IRPA – Institutional Research Planning and Assessment
15. MEGS – MD Electronic Graduate System
16. NPA – National Postdoctoral Association
17. NTS – Networking and Telecommunication Services
18. OIT – Office of Information Technology
19. ORAA – Office Research Administration and Advancement
20. PERT – Public Emergency Response Telephones
21. PHR – Payroll and Human Resources System
22. PRD – Performance Review and Development
23. SAR – Student Accounts Receivable
24. SIS – Student Information System
25. SSN – Social Security Number
26. UHC – University Health Center
27. UMCP – University of Maryland, College Park
28. UMDPS – University of Maryland Police Service
29. UMEG – University of Maryland Electronic Grading
30. USMO – University of System Maryland Office
31. WOW – Warehouse on the Web
Campus Map

A campus map can be found at http://www.gradschool.umd.edu/postdoc/campusmap.pdf.
Suggestions, Comments & Questions

If you have questions or need more information please contact:

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