

**AN INFORMATION GUIDE
TO THE
SOCIOLOGY OFFICE AT UMCP
2007-2008**

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The Sociology Department

The Sociology Department is physically located in **Bldg. 146, The Art-Sociology Building**. If you are using the passenger elevator in the building, you will need to press the **2F** button in the elevator.

Sociology is known as **SOCY** in the online Catalog/ Schedule of Classes is called **Testudo** and in many aspects of university life. Sociology is located in the College of Behavioral and Social Sciences (i.e., BSOS) and the college is the home for many important functions including email and computer support. You may reach **Testudo** at: www.testudo.umd.edu

The Sociology Department website is: www.bsos.umd.edu/socy/. You will find a department calendar, faculty, staff & graduate student directories, syllabi, faculty web pages with CVs, etc., located there.

The Main Office address is:

**Department of Sociology
University of Maryland
2112 Art-Sociology Bldg.
College Park, MD 20742-1315**

Please note – this is considered our street address.

Main Office phone number for information is: **(301) 405-6392**.

Main Office fax number is: (301) 314-6892

If you are on campus you only need to dial the 5 digit extension of a campus number – **Example: X56393**. If you are off campus you will need to dial one of two phone number prefixes and include the area code.

Examples: (301) 405 or (301) 314. You will need to dial a number 9 to get off campus.

Campus Information is (301) 405-1000. If you are dialing from on campus – **just dial a 0**.

Snow Days and other inclement weather: before you drive to campus – please call:

(301) 405-SNOW. A decision is made at **6:00 AM** as to whether or not the university will be closed for the day.

MEET THE STAFF

PATTY BERNALES

Director, Administrative Services

Patty directs the administrative and financial activities for the department. She oversees the department's research and development activities, audits and prepares reports as necessary. She oversees reviews, and/or prepares the department budget, allocates resources, and implements commitments made by the department to students, faculty members, and to other departments or colleges. She assists the chairman and associate chairman in facilities, space and budget planning. She assists faculty and students in proposal preparation. She directly oversees the business office operations. General questions regarding payroll, fringe benefits, tuition remission may be directed to her. Patty is located in **Room 2112C in the Main Sociology Office, X54840,** pbernales@socy.umd.edu

NICOLE DELOATCH

Coordinator, Undergraduate Advisor

In addition to providing academic advising for Sociology undergraduate majors, Nicole maintains undergraduate records (graduation clearances, degree audits); supervises and trains undergraduate student workers; oversees makeup exam administration; and serves as the departmental liaison with the Career Center. During the spring semester, Nicole also teaches a one credit course on making the transition from being an undergraduate to the job market. Nicole is located in **Room 2108 ASY, X56389,** ndeloatch@socy.umd.edu.

MINI RAJAN

Business Services Specialist

Assists Patty Bernales on issues regarding payroll, procurement, benefits, tuition remission, travel, UM Foundation. Coordinates procurement using UM facilities, i.e., Work Control, OIT, Dining Services, Copier Services and Parking, handles telephone problems and new phone requests. First point of contact for business related matters like payroll, tuition remission, student office worker schedules and job assignments. Mini is located in **Room 2112D, Art-Sociology Bldg., X48251,** mrajan@socy.umd.edu

SILVIU ROMANIUC

Grad Assistant/IT Coordinator Assistant

Silviu does word processing for faculty, assists the Accounting Associate on Xerox account setup and maintenance problems. Silviu oversees the copying of instructional material. He distributes payroll checks. Silviu assists Gerry with checking out computer/video equipment and keys (sub-masters). Silviu is also the main person for mail distribution with the assistance of student office workers. Silviu assists Gerry with computer moves and new installations. He is available, when time permits, to assist department members with computer problems and questions.

Checks: **You must inform** Silviu in writing or email if your checks will be picked up by another person on your behalf (if someone else is going to pick up your check then they must have a written authorization). You must also let Silviu know if your check is to be mailed. If paychecks are not picked up they are mailed out the following Monday afternoon, please make sure your check address is correct.

Exam copying – Exams do not go in the main Xerox request box. Please hand them directly to Silviu. Emailing exams is preferred. Silviu will confirm copying exams. Silviu is located in the Main Sociology Office, **Room 2112, X56393, sromaniuc@socy.umd.edu**

HEDY J. ROSS

Faculty Research Assistant to Director of Graduate Studies

Hedy handles all graduate student affairs. In addition to maintaining graduate student files, this person provides electronic stamps for registration; processes all graduate forms (the forms can be found on the web at <http://www.vprgs.umd.edu/gems/forms/>); manages **Institutional Review Board (IRB)** applications; maintains copies of Specialty Area reading lists and specialty exams; administers Specialty Exams each Fall and Spring; and distributes copies of the ASA Employment Bulletin to all students who request them. If you have a question related to any aspect of the graduate program, please see this person or Dr. Joan Kahn, Director of Graduate Studies first. **Hedy will be located in Room 2103, X56390 and her office hours will be from 9:00-1:30 pm. Email: Gradsoc@socy.umd.edu**

GERRY TODD

IT Coordinator

Gerry is the person to see for office keys and Novell network/email accounts. You should report computer equipment problems and needs to her. Be specific about complaints and problems. She maintains the computer lab in the department. Gerry provides service to solve complaints regarding computer and printing problems. She oversees computer set up, inventory data base and discarding old computer equipment and other surplus items. Gerry provides recommendations to Joe Lengermann and Patty Bernales as to the status of computers that need to be replaced. She helps Joe Lengermann in proposal preparation for technology funding. Gerry and Silviu configure the computers that we purchase. She is our direct link to the Office of Academic Computer Services (OACS) which oversees our network.

Gerry takes care of faculty relocation, room assignments and moves. She issues office keys and request card reader access to several offices that use that system. She and Silviu maintain and schedule the use of the media equipment and carts for departmental use.. **Gerry works Monday thru Friday, but only half days (8 am to 12:30).** Gerry works in the Sociology Main Office, **Room 2112, Art-Sociology Bldg., X56392, gerry@socy.umd.edu**.

WANDA TOWLES

Administrative Assistant to Chair, Lecture Hall Manager, Notary Public

Wanda handles all appointments for the chair, correspondence and department files, faculty promotion and tenure packages, faculty searches, faculty personnel records, faculty time sheets and department mailboxes, orders all textbooks and desk copies for classes.

Book orders – Notify Wanda in writing/email regarding books you need. The information required is the **(class number and sections, book title, the publisher, the ISBN Number)**. At the same time please indicate if you require desk copies and if so, how many. Orders are placed online with **the University Book Store (located in the Stamp Union)** and by fax to the **Book Exchange** located on Route 1 in College Park.

Department Calendar – Wanda prepares the Sociology Department Calendar for the website – please email her all of the information for any seminars, meetings, etc., that you would like to have published on the website – if you send her this information at least a week prior to the event we will be sure to have it added.

Wearing the hat of **Lecture Hall Manager** for this building, she also schedules the three high tech lecture halls. If you are teaching or serving as a TA or RA it is necessary to have your **campus I.D. card information input into the computer system**. Please send Wanda an **email** with your **classroom information and:**

1. **The course**
2. **The classroom assigned**
3. **The number off of the front of your University I.D. card**

Wanda will then process the information with the campus police who now do building security and they will make sure your I.D. card can be swiped at the card key locks in the lecture halls. Wanda also maintains master keys for these halls if you need to sign out for one, **these keys must be returned at the end of your class.**

As **Notary Public**, she is available to provide that service for you free of charge (there will be a \$2 per signature charge for those outside of the department). Please remember that a Notary can only notarize documents for the person who is in front of her with photo identification – **do not sign a document ahead of time**; just call her at **X56394** or email: wtowles@socy.umd.edu to request a time. She is located in the **Main Sociology Office, Room 2112**.

Wanda publishes the **Department of Sociology Directory** each fall and keeps the database for all address changes; please notify her if you change your address, phone number, or name during the year. **Please be sure to leave us a forwarding address when you leave the university.**

STUDENT OFFICE WORKERS

We employ undergrad students part time in the Main Sociology Office to assist the day to day function of the office; they are assigned to the main office and the Undergrad office accordingly. Should faculty

wish to use their services for major projects, please request through Wanda and she will assign a student to the project. You may not ask students to run personal errands, or errands that would involve leaving the campus or operating heavy machinery.

COMPUTERS: ACCESS, PROBLEMS, AND SUPPLIES

NOTE: PLEASE DO NOT EAT NEAR OR OVER THE COMPUTERS.

WIRELESS ACCESS

The entire building was wired this summer so you can use your laptops anywhere in the building and connect to the Internet now.

COMPUTER AVAILABILITY IN THE DEPARTMENT:

Room 1120A is the Sociology Data Lab and has 8 Pentium 4 1.7GH or higher computers; all of which have CD or DVD WRITERS and one has a zip drive. On top of each computer you will see the station number that shows what is available on that particular machine. The University is pushing for the use of Microsoft Word throughout the campus, thus you are urged to use Word rather than Word Perfect. Each machine using the XP operating system requires a site license for Word Perfect which costs the department \$50. Therefore, we have not installed WP on any of the eight computers in the data lab. There is an HP 4250 LaserJet departmental printer in this room which is on the network. To access the lab use your MD ID card in the card reader. If your card doesn't work, please contact Gerry Todd, gerry@socy.umd.edu.

Room 3134 has three Pentium 4 1.7GH machines with similar identification on top of each computer. All three computers have DVD writers. All three computers should have Word Perfect on them. There is also a departmental HP LaserJet 4100 printer in this room. Paper is supplied and paid for by grad students from their Forum dues for all publicly located printers. A SUN UNIX computer is located in this room as well. To get an account on the UNIX machine, go through Bandy, the systems administrator, whose office is in Room 1111 Art-Soc Building. Bandy's email address is bandy@popcenter.umd.edu. A key is required for this room (3134); it is recommended that you first consider using room 1120A which does not require a key.

Room 4118 is not a workstation. **Room 4118** is primarily set up to do short tasks such as a quick print job or to check your email, but it does have a read only drive and a CD-RW drive for burning CDs. **The department does not provide free CDs.** It is recommended that you get your own supply to have available when needed. There is also an HP LaserJet 1320 in this room, which is on the network.

Room 2112 (main office) has a networked media center workstation. This computer has a CD-R and a CD-DVD-RW drive and connects to a scanner, and an HP inkjet color printer.

You do, however, need to sign up for a time to use this one since it is frequently used by the staff. The color printer is for department work only and is not on the network.

IT IS NOT RECOMMENDED THAT YOU KEEP ANY IMPORTANT FILES ON THE HARD DRIVES OF THESE PUBLIC MACHINES. THEY ARE NOT SAFE PLACES TO LEAVE FILES AS THEY COULD EASILY BE DAMAGED OR DELETED SINCE THESE COMPUTERS MAY BE USED BY ANYONE IN THE DEPARTMENT.

Individual Grad Student offices will have at least one PC to be shared by all assigned to that room.

THE PUBLIC AREAS ARE FOR USE BY ALL GRAD STUDENTS. PLEASE DO NOT BRING FOOD OR DRINKS INTO THE LAB OR EAT NEAR OR OVER THE COMPUTERS. Try to keep the work areas clean by throwing trash away and putting books back on the shelves. If you are using a computer that has a particular software or feature that is not available on another computer in the room, be willing to move to another one if you can easily do so should you be asked to. Any problems related to these areas should be reported immediately to Gerry so they can be addressed.

Facilities are intended for school related activities. Personal use such as downloading of personal photographs, printing of massive personal emails and internet information should be avoided.

COMPUTER NEEDS AND PROBLEMS

Report all computer problems promptly so they can be taken care of quickly. If you have a problem to report, email Gerry at gerry@socy.umd.edu giving as much information that you can about what is not functioning properly; if it is a computer in a public area, identify which one by number or letter. She will check out the problem prior to turning it over to OACS for assistance by a computer technician.

Should you need specific software, email Gerry to find out if a site license can be obtained from OACS or OIT. OIT sells many software licenses for office and home use at a very reasonable price. Also check with Gerry if you have computer hardware needs.

OACS sends out a monthly newsletter via email. Be sure to read it as it keeps you informed of upcoming changes, availability of software, etc. It also lists a variety of free classes that you can attend to assist you in learning new software.

COMPUTER RELATED SUPPLIES

Paper for the printers in the three public areas can be obtained from the Xerox Room in the Main Sociology Office. There is a clipboard with a form that is used to record the number of packs of paper taken for this use. Please fill it out and be sure to indicate the room for which the paper is being taken. Grad students pay for paper used in the publicly located printers through their annual dues paid to the Graduate Student Forum. If faculty members use these printers, they are supposed to donate a pack of

paper to cover their usage from time to time.

If the **toner low** indicator comes on in one of the three public printers, pull the cartridge out, shake it slightly from left to right, and replace it into the printer. This often shakes loose the toner stuck to the sides of the cartridge and it will continue to print for some time.

When the cartridge does need to be replaced, you can either email Gerry about it or do it yourself by getting a replacement cartridge from a staff member in the main office. Please be sure to tell them which printer the toner is for in order to get the proper cartridge and to record that a new toner is being installed. Should you replace the toner yourself, please **write the date the cartridge** was replaced on the cartridge itself using a black marker. If there is a sheet near the printer where you can record this information, please do so. It gives us an idea of how frequently we are replacing the cartridge and approximately how many copies we are getting from each. We do recycle these cartridges, so the used cartridge must be repackaged in the wrapper and box and returned to Gerry. Indicate where the toner was replaced, i.e., room number.

Media such as floppy disks, CDs and zip disks are not provided by the department. In an emergency we will give or sell you one, but it is better to plan ahead to have your own supply available.

TEXTBOOK ORDERS

The Chair's Assistant, Wanda Towles will place your book order for you and order desk copies for your course. Please remember that publishers are furnishing desk copies free of charge, and have limited desk copies to a total of 2 for large classes.

Please send Wanda the following information at wtowles@socy.umd.edu

Course and Section Number

Text Title

Author

ISBN#

Publisher

When the desk copies come in they will arrive in your name in the main office – Wanda will not know when they arrive.

PHOTOCOPYING AND OFFICE SUPPLIES

PHOTOCOPYING (COPYRIGHT LAW MUST BE OBSERVED AT ALL TIMES)

If you have questions about photocopying or office supplies please see a staff member.*

Two types of photocopying:

1. **Photocopying for yourself** (e.g., articles, course papers, homework)
Every graduate student can make 100 copies per semester.
Your copier code will be assigned to you by the Accounting Associate.
2. **Photocopying for a professor** (e.g., articles, quizzes, tests, data, charts)
If you need to photocopy something for your TA or RA duties, you should use your professors photocopying account.
If you do need to use the professors account, but don't know what their code is, you may ask her/him or one of the office staff or student workers in the main office.

Two ways to photocopy:

1. You can photocopy something yourself. The copier located in 2112B has graduate student accounts on it as well as faculty and staff and you can make copies anytime during the day. Student workers and staff have priority should we have a backlog of copying to do and both machines are required.
2. You can also place a request for documents to be photocopied by office staff. In order to do this, you need to fill out a copy request form, paper clip it to your document, and place it in the Copy Request Basket located on Silviu's counter top. Please do not make requests for documents to be photocopied within a few hours or even the for the next day as these workers need sufficient time to get the job done. All jobs will be done in the order in which received. Personal copies for graduate students, will not be done by the student workers or office staff. GAs are to make their own copies using their assigned copy code. But TAs are to use the copy code of the professor they are working with when making copies for classes. Please note that it is important that you specify on your Copy Request Form, whether the job is for yourself or for a professor, because the correct code needs to be recorded.
3. Copying of Thesis and Dissertation material will be paid for by the student, not by the department. You may make payment arrangements with Patty Bernales or Mini Rajan.

***PLEASE NOTE THAT WE CAN NOT AND WILL NOT COPY COPYRIGHTED MATERIAL FOR DISTRIBUTION. VIOLATORS OF COPYRIGHT LAWS ARE PERSONALLY LIABLE FOR THE INFRINGEMENT.**

OFFICE SUPPLIES - (NOT FOR PERSONAL USE)

If you need office supplies for your job as a TA or an RA such as binders or paper clips to hold your students homework or CDs to burn data for your professor, you may obtain them from a staff member in

the main office, they will be signed out to you. You **must not** utilize office supplies for your personal use. **The department does not provide free CDs for faculty or students, but in an emergency, you can purchase one.**

FAXING

(LOG YOUR FAX ON CLIPBOARD ABOVE FAX MACHINE)

If your professor needs to have a fax sent, please obtain a fax cover sheet (located in a box on the student workers desk). Fill the request out completely with the faculty members name (we need to know how to charge it). Place the outgoing fax into the Work Box. One of our student office workers or staff will fax it for you and put the fax back into the faculty member=s mailbox. You are welcome to receive faxes here and rest assured we will put them in your mailbox upon arrival. **The department fax number is:**

(301) 314-6892.

MAIL

You are welcome to come into the Main Sociology Office at any time during regular work hours (8 am to 4:30 pm, Monday thru Friday) to pick up your mail from the inside so that you do not have to use the mailbox combination. All mailboxes should be in good working order. If yours is not working, or if you have forgotten your combination, please contact **Wanda Towles, X56394** or wtowles@socv.umd.edu and she will be able to help you.

Mailboxes are reorganized annually. Currently, they are organized alphabetically according to the following groups:

- a. Faculty & Staff (Permanent Employees)
- b. Adjuncts/Lecturers/Visiting Faculty
- c. Retirees and other temporary mailboxes
- d. Grad Assts (GAs/RGAs) teaching their own class.
- e. All other Grad students

Mail comes into and leaves the department at 10:00 am and 2:00 pm daily. You are welcome to mail personal **pre-stamped** mail from the Main Office. If you should receive a package we will place a notification in your mailbox, your package will then be placed with a corresponding number in the cabinet facing the mailboxes. Please sign for your package before taking it. A clipboard log is provided for this purpose.

The department mailing address is:

**Your Name
Department of Sociology
University of Maryland
2112 Art-Sociology Bldg., #146
College Park, MD 20742-1315**

CHANGE OF ADDRESS OR PHONE NUMBER Please notify **Wanda Towles, X56394,**
wtowles@socy.umd.edu .

FED-EX

(LIMITED FEDERAL EXPRESS USE)

Fed-Ex shipping is available from the Main Office. **YOU ARE ENCOURAGED TO USE REGULAR POST OFFICE MAILING DUE TO THE PROHIBITIVE COST OF FED-EX.** If there is no other way, then please get a Fed-Ex shipping label from Mini Rajan. All Fed-Ex labels must be logged out and the top copy must be returned to Mini Rajan's mailbox immediately after completing it. If you want **No one under any circumstances is to keep blank department- issued Fed-Ex forms. A form must be obtained from Mini Rajan each time you wish to send a package.** See Silviu to arrange for FEDEX pick ups. Kinkos located just off of Route 1 (Baltimore Avenue) also has a 24-hour pickup site. **If you want a Fed-Ex package picked up – you must have it ready and have it called in to Fed-Ex by 1:30 pm in order to have same day pickup.**

LECTURE HALLS

The three lecture halls in the Art-Sociology Building were upgraded a couple of years ago to be high tech classrooms. **These rooms contain all of the equipment you are likely to need. Overhead projectors, VCRs and computer equipment.** All of the equipment in these rooms is controlled from the podium located in the front of each room. The exception is Room 1213, the control panel for that room is located on the wall. In order to make the equipment work, just lay your hand on the faceplate of the podium this activates the control panel the directions are all there. **EMERGENCY SUPPORT IS: X56708.**

CLASSROOM SUPPORT (OTHER THAN THE LECTURE HALLS)

The College has set up an emergency classroom support line if you are in need of equipment or have some other urgent problem. Please call **CLASSROOM SUPPORT AT X-48243.**

If you are teaching in Rooms **3203, 3207, 3211, 3215, 3217, 3219, and 3221,** you can call **Jennifer Patterson in the Art Department on X50830** and register a day and time to use their media equipment cart. The cart will be brought to you to use when you come to teach your class. And, when your class is over, the tech will come and take the cart back. **THIS IS DEFINITELY THE WAY TO GO** – be sure to register for a cart as early as you can to ensure getting one.

If the Art Department carts are not available and your classroom does not have what you need, Sociology media center equipment is available in Room 2112 (Main Office), i.e., portable overhead projectors, laptops, projector cart with DVD-VCR player, and a TV-VCR cart. If you plan to use any of this equipment, you must sign up for them in advance. There is a **blue three ring binder kept on the student desk in Room 2112 for the reservations of this equipment.** First come, first to use the equipment. The equipment must be returned immediately upon completion of use for the use of others, or you must make other arrangements, you may not just leave the equipment in the classroom.

EMAIL AND NETWORKS

GETTING A SOCIOLOGY EMAIL ADDRESS AND NETWORK ACCOUNT

To get a Novell/sociology email address and account for the department, you can use any computer that is configured to access the internet. Type in: www.oacs.umd.edu/email/register.asp and fill in the requested information. When you are notified by email that the account has been created you will also be given a password. After you access your account **for the first time**, change the password to one of your choosing. **YOU WILL ONLY BE ALLOWED FIVE LOGINS WITH THE ORIGINAL PASSWORD AND THEN YOUR ACCOUNT WILL BECOME LOCKED UNTIL YOU CONTACT GERRY.** The request will go through OACS and then back to Gerry for approval of the account. It usually only takes one day or two to get the account setup, but it could take a couple of days at the beginning of a semester. To get an account on the Pop Center Server you need to go through Bandy, bandy@popcenter.umd.edu.

Your email address is usually the first initial of your first name and your entire last name followed by @socy.umd.edu (all typed in lower case). The exception to this is if your name is too long or if someone already on the system has a similar address; then we will use something else but one that will clearly identify you as the person in the address.

It is possible to login remotely in order to access your email or to put an automatic forwarding address in your sociology account to have your email in two different places.

To access your email remotely go to www.webmail.bsos.umd.edu

To access the H and I drives on the BSOS Network remotely go to <http://netstorage.umd.edu>

You will then need to install an FTP program on your computer in order to download these files in order to edit them. Then they can be uploaded to the H or I drive again when completed.

[Should you have trouble using netstorage, you can also use an FTP client program to connect to ftp.bsos.umd.edu and login with your network ID and password](http://ftp.bsos.umd.edu)

NETWORK ACCESS TO DRIVES AND SOFTWARE

Once you have registered for an email account, you will automatically get access to the network drives and software that is available on the network.

There are two primary drives: **H** and **I**.

The H drive is a public drive that can be accessed by anyone who can log on to the network. This means that it is **not secure and anything you put here should be backed up in case it gets deleted or damaged. Remember these files could also be edited without your knowledge. You can make your own subdirectories on this H drive, but you should create them under H:\grad and not under the root H drive.** The H drive is part of the network located on the server; therefore, it does get backed up by OACS.

The **I drive** is a private and secure drive, which is backed up by OACS and cannot be accessed by

anyone unless they have your password.

INDIVIDUAL RESPONSIBILITY

While space on the H and I drives is not limited for each user, the **department is limited** in how much space we are given on the servers. Hence, it is **important that you only keep data and files that you are currently working on in either one of these drives**. Any work that can be stored on **another media** is recommended in order to share the network space **fairly** with all other users in the department. We recommend a limited use of 200MB of space on each drive.

This responsibility towards fair usage of space applies to your **email folders** also. Please **delete** all email that is **not essential** for you to keep. If you keep **copies** of email you send out, periodically go through them to see what can be deleted (this is your “sent folder”). You can also move these files to another media form if you feel you need to keep them. You can archive your email. This will reduce the amount of space taken in Groupwise mail, **but** it will increase the amount of space taken on your I drive. **Reminder Bemail attachments take up a lot of space. You may think the message is small, but the attachment could be quite lengthy, consuming considerable space. Your space on the email server is limited to 200MB; once your account reaches this amount you will receive mail, but will not be able to send out mail.**

Lastly, as a reminder **when using the H drive:**

- 1) make your subdirectory under **H:\grad (not just H:)** using **your name** so it is easily recognizable, and
- 2) **Please do not put files on the H drive that are not in a subdirectory IF IT IS NECESSARY TO DO THIS BECAUSE YOU ARE WORKING ON A PARTICULAR DOCUMENT WITH ANOTHER PERSON, PLEASE REMEMBER TO MOVE IT BACK INTO YOUR SUBDIRECTORY WHEN FINISHED.**

UNIVERSITY DIRECTORY ID AND PASSWORD – MAINTAINED BY OIT

This is **not** maintained by OACS **and is not the Novell network** account or email
This Directory ID and Directory Password for UM users allows users to access campus resources. New passwords are required every 180 days and certain; specific requirements apply to the passwords (see <http://www.oit.umd.edu/password>).
For OIT assistance, call x51500 from campus, 301-405-5100 off campus.

OFFICE KEYS

STUDENTS ASSIGNED TO THE POP CENTER OFFICES ON THE FIRST FLOOR WILL GET THEIR KEYS FROM Dawn Burks in ROOM 1103, X56403.

A key to your particular office **may not** be available for the first couple of days (even though you have been assigned office space) due to the fact that previous occupants may not have had time to move their materials out and turn in their keys. So you may check with Gerry to see if a key is available for your

room, but chances are you may need to wait a day or two to get it.

Each key requires a \$5.00 **cash** deposit which is refunded when you return your key to Gerry. However, if you change office space, the deposit will transfer to the new office key when you turn in your previous key.

A key is no longer required to use the 1120A data lab, 4118, the grad lounge/library, or the exit door of the building (either door on the sides of the building). You can now scan your MD ID card in the card readers. The building is open almost all weekends. There is a schedule posted on the bulletin board outside the main office (Room 2112) which lists the times that the Art/Soc'y building is open weekends and holidays. Just be careful not to get locked out if you leave the building while it is open and come back after it has been locked. **CONTACT GERRY SHOULD YOU HAVE TROUBLE USING YOUR ID CARD TO ENTER THESE ROOMS.** Please do not request a key for Room 3134 until you have considered both rooms 3134 and 1120A to decide which room will work best for you.

All keys must be officially transferred, and you must contact Gerry to make sure that all key transfers are reported to Building Security. **DO NOT ACCEPT A KEY FROM A PREVIOUS OCCUPANT AND DO NOT PASS YOUR KEY ON TO THE NEW OCCUPANT FOR YOUR OFFICE.**

Before you leave the department or the University, be sure to turn your keys in to Gerry to get your refund.

WHEN YOU LEAVE THE UNIVERSITY, PLEASE LEAVE YOUR NEW ADDRESS, PHONE NUMBER AND EMAIL ADDRESS WITH THE MAIN OFFICE so that we may forward mail, etc., to you.

PAYROLL AND HEALTH INSURANCE

If you have questions about payroll and/or health insurance, you should first contact Patty Bernales or her assistant, Mini Rajan. Patty's email address is pbernales@socy.umd.edu, X54840. **Please be sure to contact Patty or her assistant immediately should you change your residence. New payroll and benefits forms must be filled out to avoid headaches at a later date.**

TO ACCESS YOUR ONLINE BI-WEEKLY EARNINGS STATEMENT

Access Procedure for ~ Regular Employees (Faculty, Grad Assts with Stipends, Staff)

<http://www.ares.umd.edu>

Travel reimbursement will come to you in your regular paycheck a special check is not

sent.

On ARES home page do the following

1. Click “View/Print Bi-Weekly Earnings Statement
2. Select the appropriate Pay Period
3. Click “View/Print Bi-Weekly Earnings Statement”
4. Use the print icon on your web browser to print the document
5. Click the “Back” button on your web browser to select an additional pay period, return to the “ARES main menu”, and/or LOG OUT.

DEPARTMENT OF SOCIOLOGY TUITION REMISSION GUIDELINES

Graduate students who were offered assistantships are entitled to tuition remission.

COMPLETE YOUR TUITION REMISSION before the deadline. You will be responsible for late fees and no waiver will be granted if you fail to meet the deadline.

The following are the guidelines:

Full assistantship (GA, TA or RGA) receives 10 credits per semester of employment. Your employment is full time but you must enter (.50 which is your FTE equivalent) when you are completing your tuition remission.

Half assistantship (GA, TA or RGA) receives 5 credits per semester of employment. Your employment is half time but you must enter (.25 which is your FTE equivalent) when you are completing your tuition remission.

C.W. Mills Fellows with half assistantship are entitled to departmental tuition remission up to 5 credits. Graduate school provides the other 7. You will receive a total of 12 credits per semester. Follow direction in tuition remission form as a half GA.

Hewlett Fellows **DO NOT** complete tuition remission forms. Your fellowship is entered with instructions for graduate school to match the tuition of up to 10 credits per semester.

HOW TO ACCESS THE SYSTEM FOR TUITION REMISSION?

For the returning students, the system has not changed.

Once you have been admitted to the University, your personal identification will be entered into the system. Your name, social security number and birth date are key information you will need in completing your tuition remission request.

Step 1. Go to the Univ. of Maryland ARES main page: <http://ares.umd.edu>

Step 2. Select **Access My Form**

Step 3. Select **New Form (you just created your personal ELF Box)**

Step 4. Select **Tuition Remission Request**

Step 5. Navigate and complete information requested as you go along.

Use the guidelines provided above. There are drop down boxes provided. Use them.

Step 6. Complete **Attestation (you must check this)**.

Step 7. **Send to: Mini Rajan and Hypathia Bernales**

(You **must add to your address list** the names above if they are **not** appearing in your **send to names** in order for you to route your request.)

Check your electronic submission if it went through. You can, from time to time check your ELF box to see the status of your request.

TELEPHONES

The telephones in the grad student offices do not have long distance capabilities. You will have to use a calling card if you wish to place a long distance call. **To dial off campus, you must first dial a 9.** All on-campus phones use just the last 5 digits, (e.g., 56393 or 46853). If your professor needs to make a conference call or you need to use a speaker phone, please see Wanda Towles, X56394 to arrange it.

TEACHING

The Chair's secretary will place your book order (or you can place it on-line) and order desk copies for your course. For library reserve there is an on-line system. Video reservations and media are housed under the library. The catalog can be viewed by looking at _____ . The equipment you need for showing a movie depends on the classroom in which you are teaching. Some are "high tech" classrooms and have audiovisual facilities. Some need a "media cart" which you have to sign up to use. Gerry Todd helps with that task.

There is a centralized unit called UMEG which has rosters, photographs of all of the students in your course, emails, phone numbers, and other information. To get to it go to umeg.umd.edu. This area also has a waitlist. If you view a different course you need to press the "change" button at the top right hand corner of the screen. There is also a way to email all of the students in your class.

If the course is oversubscribed there is a waitlist at UMD. Most students are admitted from the waitlist. The college policy is not to admit students beyond the waitlist. Encourage students to get on the waitlist and stay on it. You can view the waitlist by the University rosters at UMEG.

In the department, the Associate Chair, Joe Lengermann, plays a pivotal role in working on the teaching schedule, deciding what classes will be offered, scheduling classes, and the like. He works closely with the Graduate and Undergraduate Chairs. The department traditionally has had around 300 to 400 majors. The undergraduate chair handles the advising of these students. There is some information which is mandated to appear on the syllabus. UMD has an honor code, for example. The information is provided in the Faculty Affairs Handbook (<http://www.faculty.umd.edu/programs/>).

The librarians are helpful here. They will come to meet with you and to look over an assignment you have for your students that involves the library. The library also has an “assignment calculator” that helps students plan their time for an assignment.

Graduate students have mailboxes next to the faculty mailboxes and also back in the supply room. The standard email is firstname.lastname@socy.umd.edu but at the same time you will also have a firstname.lastname@umd.edu which will be automatically be forwarded to your socy account.

Faculty Meetings

Faculty meetings are usually the **second Wednesday of the month from 12-1:00 p.m.** There are a number of subgroups by intellectual area that have a colloquium series including the Theory group, Gender, Work, and Family Group, Stratification Group, and a Military Sociology group. In addition, the Maryland Population center usually has a seminar once a month on a Friday. The department emphasizes a core group of strengths. Classes are categorized by these areas; there are comprehensive exams in these areas and meetings. Graduate students often self-identify as being in one of these intellectual areas.

Committee Assignments

The Chair will usually appoint the Committee Assignments for the year shortly after the Fall Semester begins. Elections take place for the Policy Committee at this point.

Valuable Resources

There is a “**Faculty Affairs**” handbook which is extremely valuable. Although you will be introduced to it in the New Faculty Orientation (which is usually a few days before the semester begins) you might want to look at the material earlier. It has helpful advice regarding research, grant programs, and teaching.

Also, the Human Resources Office sends a “checklist” for new employees which is very valuable. The checklist is usually given to the Chair to go over with you.

There are many things to sign up for:

Payroll

Pension

Supplemental pension contributions

Disability

Life insurance

Health care

Transportation subsidy (pre-tax dollars)

Health care (pre-tax dollars)

Your **University Faculty/Staff I.D. Card** can not be issued until your appointment is officially in the 'system'. As soon as it is – you may ask Mini Rajan at X56364 or mrajan@socy.umd.edu if it has been completed. All you need do then is walk down to the Mitchell Building – located by the traffic circle with the big M on it – go in the side door and they will take your photograph and issue you the card.

TESTS AND TESTING MATERIALS

Tests that need to be copied **will not be given to any of the student office workers.** Please give the test directly to one of the office staff **or** copy it yourself. After the office staff copies the test they are then locked in a cabinet. Please request a staff member to retrieve the test for you. Pencils can be checked out for tests and evaluations. These should be returned ASAP for others to use. We also have test booklets and scantron sheets available. Scantron sheets can be run in mass at the Office of Academic Computer Services, **OACS**, please check OACS requirements for doing this at **<http://www.oacs.umd.edu>**. Please provide sufficient time for typing and/or copying of test materials.

SHREDDING

If you have tests that need to be shredded or anything else with confidential information (i.e., Social Security Numbers) on them. Please call one of the office staff and make arrangements for one of us to shred them.

VENDING MACHINES: There are 3 vending machines in this building – a soda machine and snack machine are located in the Undergraduate Lounge, Room 2108 ASY. There is a second soda vending machine on the lower Art level – West hallway. There are three places within walking distance to obtain other types of food, the **South Dining Hall, The Food Court at the Stamp Student Union and there is a small cafeteria in the Smith Business School.**

SAFETY

Although the university is considered quite safe, we do have the occasional thefts of wallets, purses and backpacks. We recommend that you **never** leave your office open and unattended. Please remember to **double lock your office doors when you leave it, especially during holidays.**

We look forward to helping you enjoy your time at the University of Maryland.

The Office Staff