

2019

NEW GRADUATE STUDENT RESOURCE GUIDE



UNIVERSITY OF DELAWARE
GRADUATE COLLEGE

Table of Contents

<i>Orientation Information</i>	<i>1</i>
<i>Information Technologies</i>	<i>2</i>
<i>Parking & Transportation Services</i>	<i>3</i>
<i>Morris Library.....</i>	<i>4</i>
<i>The Graduate Student Writing Center</i>	<i>7</i>
<i>Public Safety.....</i>	<i>8</i>
<i>Recreation Services.....</i>	<i>9</i>
<i>Getting Connected on Campus</i>	<i>10</i>
<i>Health Services</i>	<i>11</i>
<i>Insurance.....</i>	<i>12</i>
<i>Tuition and Fees</i>	<i>13</i>
<i>Additional Topics and Rules</i>	<i>14</i>
<i>Contact Information</i>	<i>15</i>

Orientation Information

This welcome packet includes information about organizations and available services that will help you transition to campus and excel in your academic and professional development.

Another helpful resource is the [MyUD](#) platform which provides access to many different applications, such as Canvas, UDSIS, Gmail, Google Drive, Financial Services, Student Life, the academic calendar, and various campus maps.

If you need additional assistance in getting connected at UD, the Graduate College is available to assist you in 234 Hullahen Hall.

Information Technologies

[Information Technologies](#) is available to help you with your technology needs, including email set-up, software acquisition, and computer security. Helpful information for getting started at UD and activating your UDelNet account and email is available on their [Welcome website](#).

- Your UDelNet account log-in information will be used for your university email and Canvas, accessing your student account, requesting interlibrary loans, etc.
- **All University of Delaware students must set up their UDel email account and are expected to check their university email regularly.** Important university correspondence will be sent to students via their university email.
- University of Delaware provides free Wifi across the entire campus through Eduroam. For registering your device (laptop, phone, tablet) for wireless access, please see this [step-by-step guide](#).
 - **All computers that connect to the Internet must have current anti-virus software.** You may find free anti-virus software at the [IT support center homepage](#).
- IT center also provides numerous [online services](#) and [free software](#).

IT support center on the Lower Level of Smith Hall is a central repository of support services and resources for faculty, staff, and students of the University of Delaware. If you have trouble activating or accessing your UDel E-mail account, logging into your Canvas account, or registering your device for wireless access, feel free to seek help from the IT staff in person.

Parking & Transportation Services

University of Delaware Parking and Transportation Services information may be accessed [online](#).

Public Transportation

- UD provides free transportation to various locations across campus via the **UD Shuttle** services.
 - To find out which routes stop near you, bus stop locations, when the bus is scheduled to arrive, and to track bus locations live, access UD Shuttle information at <https://udshuttle.com>
- **Other** public transportations that you might use for local and regional travel:
 - [Unicity](#)
 - [DART](#)
 - [MegaBus](#)
 - [SEPTA](#)
 - [AMTRAK](#)
 - [Greyhound](#)
 - [Catch-A-Ride Bus Lines](#)
 - [Charter Bus Service](#)
 - [Alternatives](#)
 - [Lyft](#)
 - [Uber](#)

Parking at UD (<https://sites.udel.edu/parking/>)

- Graduate student commuters may purchase a gate, central, gray, gold, red, or a night/weekend [permit](#).
 - Before purchasing the parking permit, check the [parking map](#) to find out which type of permit is best for you!
- Graduate students with a stipend may choose payroll deduction as a payment option at the beginning of the fall semester. If registering in advance, your stipend for the upcoming year must be in SIS by August 1. If it is not, the permit price will be charged to your student account.
- Permits can be purchased and citations paid through this [portal](#)

Morris Library

[Morris Library](#) is the main library on the University of Delaware campus. From databases containing scholarly articles to information on grants and fellowships, the Morris Library is a vital source of information and resources for Graduate students. It offers essential services to assist students academically and professionally.

Location

- Morris Library is located at 181 South College Avenue, Newark, DE 19717. It is on the west side of The Green.
- To get to Morris Library, you can walk, drive, or ride the UD Shuttle, which pick-ups and drops-off at locations on S. College Ave. For parking, you can pick between metered (parking lot 34) and pay-by-hour (parking lot 41) parking lots.

Study Locations

There are tons of workspaces throughout the library, including the Graduate Student Reading Room, desks in the Melva Guthrie Atrium, and Graduate Student Carrels.

- The University of Delaware offers dedicated library research space on the first floor in the Morris Library matriculated graduate students who have a valid University of Delaware I.D.
- [Graduate Student Carrels](#)
 - Carrels are located on the second and third floors of the Morris Library and equipped with task lighting and data connectivity ready for use with the individual's laptop using a roaming IP address.
 - Carrels are assigned for one academic year on a "first come, first served" basis, with the possibility of renewal by students who comply with the policies and procedures for use of the carrel. Carrels are assigned to two UD graduate students simultaneously, with each student occupant assigned his/her own unique locking shelf to store personal materials.
 - University of Delaware graduate students interested in obtaining a carrel may obtain the Application for Graduate Student Carrels from the from the Circulation and Reserve Desk in the Morris Library or [download the application](#) and return it to Circulation and Reserve Desk during standard office hours. Completed applications require the signature of the chairperson of his/her department or faculty advisor, endorsing their active graduate student status and the need for a carrel for library related research. Please call (302) 831-2455 for additional information.

Circulation

- Graduate students can check out books from Morris Library on the first floor as long as they have their student ID with them and have not accumulated late fees.
- If Morris Library does not have what you are looking for, request the book or article through [Interlibrary Loan \(ILL\)](#).

- Through ILL and the Article DELivery Service, you can also request an article or book chapter from the UD Library without having to copy/scan it yourself.
- Book transfer between UD campus libraries is also available for graduate students.

Website, Databases Searches

- Nearly all of Morris Library's vast collection of scholarly resources through Databases, DELCAT Discovery, E-Journals, Digital/Film/Video Collections, and many more can be accessed online via the library's home page.

Help with Research

- *UD Librarians:* The Morris Library [reference librarians](#) are an amazing asset to students during research and can help in obtaining materials.
- *RefWorks:* Managing references and creating bibliographies can be a complex and time-consuming task for scholarly researchers. The University of Delaware subscribes to a web-based citation manager called [RefWorks](#) to assist students in this vital aspect of the research process.
 - This web-based citation manager allows creation of a personal database by importing references from online databases. These references are used in automatically formatting a paper and its bibliography in seconds!
 - All UD students are eligible to use *RefWorks* and the Morris Library offers workshops throughout the year covering the basics of setting up an account, exporting citations from research databases and importing the citations to a personalized account.
- *Information about Grants and Fellowships:* Finding [external funding](#) for research and other scholarly projects can be a daunting task, but thanks to the Library's knowledgeable staff and a variety of print and online resources, it need not be! Thousands of grants are available to faculty and graduate students alike who carefully research the philanthropic market. The Library provides a collection of information and databases that provide crucial funding information.

Student Multimedia Design Center

- The [Student Multimedia Design Center](#) on the Lower Level of Morris Library is the place for creating and assigning multimedia projects. Library staff members are available to assist users. With over 80 computers, 6 studios and 2 hands-on instruction rooms, the Student Multimedia Design Center is a great way to use the latest technology to augment your educational and teaching experiences.
- In the Multimedia Design Center, students can:
 - Borrow laptops, tablets, video camera kits, light kits, audio kits, hard drives, and more!
 - Capture and edit video using video editing software.
 - Rehearse group presentations using a 45" LCD display monitor with SMARTboard capabilities.

- Create custom soundtrack for video players.
- Package video projects for delivery on DVD, the web, or iPod.
- Add money to UD ID cards

Workshops and Instruction Services:

- The library offers [workshops](#) throughout each semester which showcase some of the powerful research tools that are available at Morris Library. Workshops typically provide instruction on individual tools such as databases or on topics of interest such as researching funding information or genealogical information. Workshops on multimedia programs are also provided throughout each semester.
- Some examples of workshops include:
 - Web of Science
 - Introduction to ARTstor
 - Introduction to RefWorks/RefWorks Advanced
 - Research Funding for the Sciences
 - Research Funding for the Humanities and Social Sciences
 - Introduction to Film and Video Collection Resources
 - iMovie: Basic to Advanced

Printing and Scanning

- Scanning is free. There is one Book ScanCenter scanner in the information room, opposite the Circulation desk, and five additional Book ScanCenter scanners in the Student Multimedia Design Center located in the basement.
- The six Book ScanCenter devices can:
 - Scan books and documents into searchable PDF, Word doc, JPEG, TIFF and PNG file formats in color, greyscale, or black and white.
 - Send scanned files to: email, a smartphone or tablet, or USB flash drive
- Many students' UD ONEcards receive \$5.00 as a free [printing](#) allocation every January and July. This free printing allocation does not purchase photocopies. After the free allocation is used, printing fees debit UD Flex accounts. Carry-over of unused free page allocation is not provided.
- Printers are located on the first floor and lower level of the Morris Library.

The Graduate Student Writing Center

Located in Memorial Hall, the Writing Center (WC) has fostered excellence in writing at the University of Delaware since 1967. The [Graduate Student Writing Center](#) is a one-stop source for assistance in virtually all aspects of writing as it pertains to your academic success here at UD.

- The Writing Center offers free one-on-one and small group tutorials for all UD graduate students in both Writing Center locations: Memorial Hall 016 and Morris Library 017. Graduate students from UD's English Department are prepared to offer assistance with theses, dissertations, articles, or any other type of writing on which graduate students may be working.
 - To make an appointment, view the [Online Scheduler](#) and select either the Graduate Writing Center Memorial 016 or Graduate Writing Center Morris 017 schedule from the dropdown menu. You may want to check availability on both, then select the time that works best for you!
 - Most graduate tutors are available for both face-to-face and etutoring. To learn more about both kinds of appointments, visit [the Writing Center Services](#) page.
- **Dissertation Bootcamp**
 - Offered during Winter and Summer sessions, [Dissertation Retreats](#) all participants to devote a week to working on their dissertation in the writing center. Participants spend a majority of their time writing; however, the program sometimes also includes discussions on topics relevant to dissertations students, including motivation, goal setting, and time management.
 - Students gain access to space, and the structure to facilitate progress on their dissertation. They do not receive feedback on their draft; rather, the Dissertation Retreat provides support for their *writing process*. Lunch is provided!
- **Dissertate Write Now!**
 - Weekly time and space for dissertating students to work on their dissertations in a quiet, supportive environment. In addition, participants will keep weekly writing logs that they share with each other, for accountability and encouragement. Writing sessions meet two days a week, for two hours. Although most of the sessions will be devoted to quiet writing time, participants will be led in discussion of their writing goals and strategies a few times across the semester.
 - Benefits to participating in the Writing Center's Dissertate Write Now! program include access to space and structured time to facilitate progress on their writing projects. Coffee and tea will also be provided. Participants should expect to bring their own laptops or tablets to write on.

Public Safety

The University of Delaware takes various efforts to ensure your [safety](#) while on campus.

- To **Report a Crime**, there are several options:
 - Call 911 if the crime is in progress.
 - Pick up any blue light phone on campus and you will be connected directly to the University Police Dispatcher. Blue light phone locations are indicated by blue dots on this map.
 - Contact Public Safety at (302) 831-2222.
 - Appear personally at 413 Academy Street.
 - Use the [Submit a Tip form](#)
- There are over 200 **Blue Light Emergency Phones** located across campus. These phones are easily identifiable by the distinctive blue light on top. If you are in need of assistance you can pick up a blue light phone and be connected directly to personnel in Public Safety.
- UD offers a [Free Walking Escort Service](#) for students, staff, and faculty to or from any University property or contiguous street and specific areas off campus that immediately border the Late Bird bus route. To arrange for an escort, please call (302) 831-6666 or use one of the more than 200 blue light emergency phones located throughout campus.
- **Rape Aggression Defense** is a female self-defense program designed to combat against sexual assaults and rapes. It is available to all female students, faculty, and staff (full and part-time).
- **Surveillance Cameras** are placed campus wide. A map of surveillance cameras across campus can be found [here](#).
- **Safety Tips** are provided by the University of Delaware Police Department [here](#).
- **Additional Services** offered by UD Police and Public Safety can be found [here](#).

Recreation Services

[Recreation Services](#) offers many resources to graduate students. The Carpenter Sports Building (CSB), also called the Little Bob, is the primary recreation facility on campus. It is located at the north end of campus between Main Street and Cleveland Avenue near Old College Hall.

Facilities

- Carpenter Sports Building: Indoor Pool and Diving Well, Basketball Courts, Racquetball Courts, Squash Court, Indoor Climbing Wall, Employee Fitness Center, Student Fitness Center (includes a two-lane walking/jogging track, a student lounge, exercise rooms, over 120 pieces of cardio equipment, and a personal training studio), Locker Rooms, Martial Arts Workout Area, Dance Room and the Wellness Center
- Independence Fitness Center (North Campus)
- Outdoor Tennis, Basketball, Sand Volleyball Courts
- Frazer Field Turf
- Park Place Field
- Fred Rust Ice Arena (South Campus)
- Outdoor Pool (South Campus)

Programs/Activities

- Aquatics/Swimming (e.g., UD Swim Lesson Clinic)
- Intramurals
- Club Sports (baseball, bowling, cycling, equestrian, field hockey, figure skating, golf, men's basketball, men's ice hockey, men's lacrosse, men's rowing, men's soccer, men's ultimate disco, men's volleyball, roller hockey, sailing, softball, swimming, synchronized skating, tennis, track and field/cross country, trap and skeet, triathlon, water polo, women's basketball, women's ice hockey, women's lacrosse, women's rugby, women's soccer, women's ultimate disco, women's volleyball, wrestling)
- Fitness Classes (spinning, Zumba, butts and guts, body pump, kickboxing, Pilates, yoga) offered at the CSB during the entire academic year*
- Fitness Assessment
- Personal and Small Group Trainings
- Rock Climbing
- Table Tennis
- Racquetball
- Ice Skating (public skating sessions are offered at the Rust Ice Arena)
- Hockey
- Basketball
- Volleyball
- Badminton
- Golf

* Sign up for group fitness classes is required prior to participation. Once a membership has been purchased, participants must reserve their spot in class ONLINE prior to arriving. Registration opens 24 hours before the class starts. For single class passes, participants are purchasing a spot in a specific class so their spot in class is reserved at purchase.

Getting Connected on Campus

Graduate Student Government (GSG)

The [GSG](#) is the student organization that represents all graduate students on campus. Every grad student is a member, and each program is represented by an elected Senator.

The GSG serves two main purposes: advocacy and programming.

- Advocacy initiatives are student-driven, and the GSG has a strong relationship with the Graduate College to help find solutions to student concerns. Through the GSG, graduate students have representation on all major university committees, including the Faculty Senate and Graduate Council.
- The GSG sponsors many professional and social events throughout the academic year. Mainstay events include:
 - Graduate Student Gala
 - Graduate Student Research Forum, an annual student-organized conference where grad students can share their research.
 - Graduate Student night at the R.E.P. (Resident Ensemble Players)
 - Meet & Greets, informal social events at various locations on campus and around town where grad students can meet each other over food and beverages.
- Looking to get involved? Come to the GSG events – They are open to all graduate students! You could attend the GSG meeting on the 2nd Thursday of each month, join a committee to work on planning events or getting involved with advocacy, become a senator for your academic program, or run for an officer position! Contact the GSG President, [Sindhuja Sunder](#) to get involved.

Graduate Student Organizations

- UD has many graduate student organizations in which you can participate! Some of the organizations are department specific (ex. Education Graduate Association or the Energy & Environmental Policy Students Association).
- Here is a sample list of our organizations:
- Black Graduate Student Association, College Music Society Student Chapter, Chinese Christian Fellowship, Chinese Dance Club, Chinese Student & Scholar Association, Graduate Muslim Student Association, Indian Graduate Student Association, InterVarsity Christian Fellowship InterGrad, Iranian Student Association, Korean Graduate Student Association, Socratic Club, Taiwanese Student Association, Turkish-American Student Association, and the Wesley Foundation Graduate Campus Ministry.

Health Services

There are many [health services](#) available for University of Delaware students, including on campus health centers, the counseling center, and insurance. ***For emergency services, dial 911.*** Christiana Care is the closest hospital and may be contacted at (302) 733-1000.

Services Available at UD Many health services are available to students on campus and are covered by your student fees.

Student Health Services in Laurel Hall

- Student Health Services provides a wide range of services and should be students' first step in receiving non-emergency services. Your Health Center doctor will refer you to other doctors or services if needed.
- Immunization records are to be submitted to the immunization desk in Laurel Hall.
- Once you visit the health center, you will have the same doctor for all visits.

The Center for Counseling and Student Development

- The [University Counseling Center](#) aims to promote psychological well-being so that students can be more successful in their academic, personal, and career pursuits. Their mission is based on the belief that mental health affects student success as well as the student, the learning environment, and the institution.
- Services provided include the following:
 - Individual and group counseling
 - Career development
 - Psychiatric services
 - Consultations
 - Outreach programs and workshops
 - 24/7 emergency on-call coverage

Insurance

Aetna health insurance is made available through the [Office of Risk Management](#). All full-time students must have [health insurance](#).

- Students are required to enroll in the University health insurance plan or complete a waiver form.
- Vision insurance is available for an additional cost via Davis Vision Insurance Plan, and dental insurance is available via Delta Dental PPO Dental Plan.
 - All plans are available for purchase for family and dependents.
 - Find more information about these voluntary plans and sign-up through the links listed immediately above.
- The cost of health insurance is billed to your student account.

Tuition and Fees

All UD tuition and fees, including health insurance costs, are billed to your student account.

- Base student fees include the following:
 - Student Center Fee (\$119 per semester, \$238 for the year)
 - Student Health Fee (\$227 per semester, \$454 for the year)
 - Graduate Recreation Fee (\$50 per semester, \$100 for the year)
 - Mandatory Medical Insurance (depends on status as contracted or non-contracted)
- To pay your tuition and fees, [here](#).

Additional Topics and Rules

- All students are expected to read and abide by the [University Code of Conduct](#).
- All incoming students must complete the online “Understanding Sexual Assault” education.
- Students on contract with the University are expected to abide by the rules of their contracts. Students on 9-month contracts for 20hrs/week are not allowed to take additional employment without approval from Dr. Mary Martin in the Graduate College.

Contact Information

Parking Services Office

147 Perkins Student Center, 325 Academy Street

Phone: (302) 831-1184

Email: Parking@udel.edu

IT Support Center

Lower Level of Smith Hall

Phone: (302) 831-6000

Text: (302) 722-6820

Email: consult@udel.edu

University of Delaware Morris Library

181 South College Avenue

Newark, DE 19717

Phone: (302) 831-2965

The Writing Center

016 Memorial Hall

Phone: (302) 831-1168

Email: writing-center@udel.edu

Recreation Services

Carpenter Sports Building

Phone: (302) 831-8600

Graduate Student Government

Email: Sindhuja Sunder, ssunder@udel.edu

Student Health Services

Laurel Hall

Phone: (302) 831-2226

The Center for Counseling and Student Development

Perkins Student Center

Phone: (302) 831-2141

The Graduate College

234 Hullihen Hall

Phone: (302) 831-8697

General email: gradoffice@udel.edu