



# Student Handbook

## *Graduate Programs in Real Estate Development*



[www.arch.umd.edu/real\\_estate\\_development](http://www.arch.umd.edu/real_estate_development)

## WELCOME

*Welcome to the Colvin Institute of Real Estate Development and the Graduate Programs in Real Estate Development at the University of Maryland, College Park.*

*You are embarking on an exciting journey in a unique program that combines academics and practice, professors and practitioners in a joint effort to enhance or jumpstart your career in real estate development. As you no doubt recognize, you have selected a program that embraces a comprehensive approach to real estate education addressing all facets of the industry from planning to property management, while not forgetting finance, design and construction in between. We are about Building Communities and Enhancing Value recognizing the Quadruple Bottom Line for developing real estate with an eye towards financial viability, environmental respect, social responsibility and sustainable design.*

*Besides expanding your knowledge base in your courses, you will also find multiple opportunities to interact with industry professionals, many of whom will come to lecture in your classes or work with you on your capstone project. In addition, we encourage early and frequent involvement with one or more of the many real estate related trade associations located in this region. Moreover, you should take advantage of the enrichment you can find at the School's Lecture Series, MRED Meet and Greets, the Kibel Gallery exhibitions, as well as site visits and weekend symposia.*

*We look forward to many formal and informal exchanges during your time here at Maryland. Your concerns and suggestions for how we can make this the most valuable and rewarding education for you are integral to making the program relevant and effective. In just a few short months we will be welcoming you back as honored alumni.*

*Sincerely,*

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## GETTING STARTED

### CONFIRM YOUR ACCEPTANCE

A program letter of acceptance from the Program Director AND a formal letter of acceptance from the Dean of the Graduate School confirms that you have been formally admitted to the University. If you have not received either of those letters, contact the Program Director.

### GET YOUR STUDENT UNIVERSITY ID CARD

You can get your Student ID Card (UID number) on the first floor of the Mitchell Building, 8:30 to 4:30 Monday-Friday. 301.314.8240. Be sure when you receive your card it says "Graduate Student" and not just "Student" so you can receive discounts at participating restaurants and stores. The first card is free, but it's replaced for a fee if lost, stolen or purposefully defaced.

### DIRECTORY ID & PASSWORD

Your Directory ID (NOT your UID) and Password are used to access virtually all on-line campus systems and services such as email accounts, ELMS, Testudo, the library and more. Go to [www.oit.umd.edu/new/student.html](http://www.oit.umd.edu/new/student.html) to set up your Directory ID and Password. This can be done at the school's computer lab or from your own computer. You must have registered for at least one course before the system recognizes you. Have questions? Contact OIT Helpdesk: 301.405.1500 or [itsc@umd.edu](mailto:itsc@umd.edu)

### E-MAIL ACCOUNT

Once your Directory ID and Password is set up you can use this information to access your UMD email account. Exchange customers can access both their Exchange calendar and e-mail in Exchange online by using Outlook Web Access. For information on activating and using an Exchange account, please visit [www.oit.umd.edu/exchange](http://www.oit.umd.edu/exchange).

### JOIN THE MRED LISTSERV

Join the MRED listserv to receive reminders about important deadlines, advising schedules, program changes, upcoming events and potential job opportunities. Follow these instructions to join the listserv:

1. Send email to [listserv@listserv.umd.edu](mailto:listserv@listserv.umd.edu)

2. Do NOT put anything in the SUBJECT line.
3. In the body of the message write: *SUB mredstudents [your name]*
4. Where it says [your name] put in your full first and last name, no middle name is required. Example: SUB mredstudents John Doe
5. If you did it correctly, you will receive an e-mail requiring that you confirm your subscription attempt.
6. Follow the instructions in the confirming e-mail to complete the subscription process.

### **ADVISING & REGISTRATION FOR CLASSES**

Registration for all classes is done online at [www.testudo.umd.edu](http://www.testudo.umd.edu). In order to register, you must first complete advising with the Program Director. For advising, email the Program Director\* and attach the MRED advising template which requires the following information:

- Your name;
- Your UID;
- The program you are enrolled in (RDEV, ARDV, CERT, etc.);
- Your desired degree completion date;
- Whether you work full or part time and number of hours;
- All degree courses completed or enrolled;
- The full name and short name (RDEV688A, e.g.) of the classes you wish to take;
- Please indicate if you are requesting a substitution of a core class due to previous academic or work experience;

The Program Director forwards your course approval by email (with a copy to you) to the MRED Coordinator, who unblocks the course and advises you by email that you are cleared. Then you can register for your approved classes on Testudo.

*\*Advising is most often done by email, but a telephone or in person meeting with the Program Director is available at your request.*

## **GETTING TO CAMPUS**

### **ADDRESS:**

Colvin Institute of Real Estate Development  
 School of Architecture Planning and Preservation  
 University of Maryland, Architecture Building 145  
 College Park, MD 20742  
 (We are located at the corner of Campus Drive and Mowatt Lane)

### **DRIVING DIRECTIONS**

#### **FROM BETHESDA/ BALTIMORE/ SOUTHERN MARYLAND**

- From the Washington DC Beltway (I-495) take exit 28B-650 South (New Hampshire) towards Takoma Park.
- At the second traffic light on New Hampshire, make a left onto Adelphi Road.
- Stay on Adelphi Road to University Boulevard (MD 193).
- Immediately after going through the MD-193 intersection, get into the far left lane (UMUC Marriott is on your left).
- Make a left at the light onto Campus Drive.
- Stay on Campus Drive until you reach the traffic circle.
- Lot 1(a, b, c) is the student parking to the left of the traffic circle.

#### **FROM WASHINGTON DC AND NORTHERN VIRGINIA**

- Go north on North Capitol Street from New York Avenue (3rd Street Tunnel).
- Take the access side street off North Capital before Rhode Island Avenue and turn right onto Rhode Island (Route 1).
- Stay on Rhode Island (Route 1), which takes you out to Maryland.
- In downtown College Park, make a left onto Knox Road.
- Take Knox road to the stop sign at the dead end at Mowatt Lane; turn right.
- Follow Mowatt Lane around the business school and architecture buildings on your right.
- Up ahead is a traffic circle. Go around the circle and enter Lot 1 on your right.

## PARKING

Visit [www.transportation.umd.edu](http://www.transportation.umd.edu) for information on parking permits, University shuttles, paratransit, zip cars, etc.

### **FREE PARKING**

Lot 1a, 1b, 1c (NOT Lots JJ, 3 or 7) on the Northwest side of the traffic circle across from the Architecture Building is **permit-free after 4 PM** during the week and all day on weekends, except as posted for athletic events.

### **PERMIT PARKING**

You can purchase a student parking permit from the Department of Transportation that will enable you to park in an assigned lot any time of day. You can either have the permit mailed to you, or you can pick it up at their office in the Regents Drive Garage. There is 30 minute metered parking in front of the building while you conduct your business.

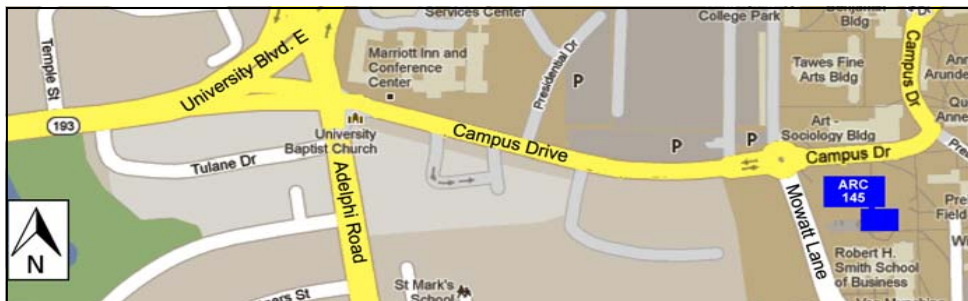
### **PAID PARKING**

Parking enforcement is vigorous, frequent and expensive so here are some options to avoid a ticket:

The nearest parking garage to the Architecture Building is the Mowatt Lane Garage near the Van Munching Building/School of Business. Rates can be paid with cash or credit with a \$15/day maximum; just remember pay stations do not give change.

Parking meters are scattered around campus.

Bundle pack permits are the perfect solution for commuter students who might have only the occasional need to drive a vehicle to campus. Each bundle pack contains 10 one-day parking permits and costs \$60 (price subject to change).



## UNIVERSITY TRANSPORTATION

### **SHUTTLE UM**

Shuttle-UM is a student-run transit system supported by student fees. The mission of Shuttle-UM is to provide free, safe, and dependable transportation to University of Maryland students, faculty, and staff. Use your ID card for **free fares**.

Shuttle-UM provides commuter, security, paratransit and charter service along with convenient access to local points of interest including shopping centers, grocery stores, libraries, post offices and Metro stations including the green line at College Park, West Hyattsville, and PG Plaza, and the red line at Silver Spring. For more information about Shuttle UM, including routes and timetables, please visit the Department of Transportation Services website at: [www.dots.umd.edu](http://www.dots.umd.edu)

## REGIONAL TRANSPORTATION

### **METRO**

Metrorail provides safe, clean, reliable transit service throughout the Washington, DC area. It serves 91 stations in Virginia, Maryland and the District of Columbia. The Metrorail system has six color-coded rail lines: Red, Orange, Blue, Yellow, Green and Silver. The layout of the system makes it possible to travel between any two stations with no more than a single transfer. For station locations, schedules and fares visit: [www.wmata.com](http://www.wmata.com)

Located on the Green Line, the College Park—U of MD Metro station is the primary metro station servicing the College Park campus. The university's shuttle UM buses pick up university-bound passengers on the EAST side of the metrorail station, and dropoff in front of the Regents Drive Garage. It is very frequent—every 8 minutes peak hours most weekdays during school terms—is offered year-round, and is open to everyone with no ID required. There is also Shuttle UM Service to and from

the Prince George's Metro Station that drops off closer to the school, but runs less frequently.

**HELPFUL HINT:** Purchase a SmarTrip® card if you plan on frequently using public transportation. You may add up to \$300 in Metro value on your card and if it is lost it can be replaced without losing value. The SmarTrip® card also can be used to pay fares on numerous providers. Transit providers that accept SmarTrip® cards are: DASH, Ride On, Fairfax Connector, ART, CUE, Loudoun County Transit, Omniride, TheBus, DC Circulator, and registered van pools.

### **METRO BUS SERVING CAMPUS**

The C2, C8, J4, and F6 Metrobuses provide service to the University of Maryland campus. Schedules are available at the Stamp Student Union information bay at the main entrance of the Union, and in Off-Campus Student Life, 0110 Stamp Student Union. You can also search for schedules and download them online at: [www.wmata.com/bus](http://www.wmata.com/bus).

### **LOCAL BUS SYSTEMS**

- **The Bus** offers bus service between local Prince George's County communities and nearby Metrorail stations including Addison Road, Capitol Heights, and West Hyattsville.
- **Montgomery County Ride-on** provides bus service throughout Montgomery County and connects with Shuttle UM routes at the Silver Spring Metrorail station.
- **Connect-a-ride** Route G Laurel/College Park provides service between the Laurel Mall and the College Park Metrorail station as well as stopping on campus at Campus and Regents Drives.

### **MARC**

MARC Train Service is a commuter rail system whose service areas include Harford County, Maryland; Baltimore City; Washington D.C.; Brunswick, Maryland; Frederick, Maryland and Martinsburg, West Virginia. MARC Train Service operates Monday through Friday only. MARC connects with BWI Airport as well as the Green and Red metro lines.

## **ACADEMICS**

### **SET YOUR ROADMAP TO GRADUATION**

The Master of Real Estate Development consists of 11—14 classes comprising 33—42 credits. Students without a finance or economics background may be required to take additional leveling courses up to 9 credits. There are 8 required classes (7 classes, 1 capstone/thesis) and 3 electives, plus 1-3 additional mandatory courses for students who need leveling coursework.

The MRED program can take anywhere from 1 to 5 years at your option. The typical paths are Accelerated (12 mos), Full-time (18-24 mos), and Part-time (24-36 mos), depending on (a) how many classes you take each term, (b) whether you have required leveling courses, and (c) whether you are working full or part time. It helps to do some advance planning in the beginning to maximize your opportunities, particularly for electives which are offered only once a year. Moreover, you should remember that:

- The capstone project may not be taken until your last full term in Fall or Spring.
- Not all courses are available every term.
- Limited courses are available during Winter and Summer terms.
- A maximum of 4 courses total toward your degree may be taken in Summer and Winter terms. Only one course per any one Summer I, Summer II or Winter term may be taken.
- For students with appropriate background or experience in a particular core subject, an elective or more advanced course is required as a substitute for the core required course. There are no waivers for the required number of credits in order to earn a MRED degree.
- You are not guaranteed course offerings to complete your degree in less than 21 months if you are taking more than one leveling course.
- One study abroad course (pre-approved) may be used as an MRED elective; additional study abroad courses will not count toward the required credits.
- Students receiving Colvin Scholarship awards must achieve a B or better in a course to be awarded scholarship funds.



- Colvin Scholarship awards may not be used for study abroad courses or for Summer or Winter term courses.
- The Graduate Certificate of Professional Studies (GCPS) program requires 4 courses, plus 1—3 additional leveling courses depending upon education and background. Real Estate Development Law and Real Estate Development Finance are required along with two out of four other cognate courses. As with the MRED program, students without sufficient background may be required to take 1 to 3 leveling courses as part of the GCPS program. GCPS students can apply a maximum of 12 credits (4 courses) to the MRED degree.

### **REQUIRED MRED CORE COURSES (9 CREDITS):**

#### **FUNDAMENTALS OF REAL ESTATE FINANCE—RDEV 630**

Required course that covers the basic concepts in financing real estate development as well as providing practical capabilities in understanding and creating project pro formas. This course is a prerequisite for more advanced finance courses.

#### **DEVELOPMENT LAW, PROCESS AND ETHICS—RDEV 688A**

A required course that presents foundational knowledge about real property, contracts, administrative and constitutional law, and business ethics, as well as an introduction to the process of real estate development.

#### **CAPSTONE—RDEV 688I**

Each student completes a Capstone Course in the last term of the program to integrate and apply their knowledge by undertaking a project that is either a) Practice Based – a feasibility analysis of a proposed project, its entitlements, schematic design, cost estimation and complete financing analysis, or b) Research Based – an analytical or theoretical paper exploring a relevant real estate topic. Practice-based projects are typically mentored by a local developer. *Capstones offered vary from term to term. Public presentation of the project is required in order to graduate.*

### **REQUIRED SUBJECT MATTER COURSES: (15 CREDITS)**

#### **PLANNING POLICY AND PRACTICE**

Most students elect a planning practice course focused on the real estate entitlements process to fulfill their requirement. Optionally, students may take a policy type planning course on a special topic such as transportation planning, growth management, environmental policy, etc. The MRED course that focuses on the entitlement process from the developer's point of view is *RDEV 688G Planning Policy, Practice and Politics*.

#### **URBAN DESIGN**

Students without a design background are required to take one of two courses offered to provide functional knowledge of architectural language, theory and practice to facilitate effective engagement with design professionals and urban planners. This RDEV course is not open to students with design backgrounds. Courses offered are *RDEV 688J Principles of Urban Design*, and *RDEV 689N Construction methods and Materials*, and *ARCH 654 Urban Design for Architects*.

#### **CONSTRUCTION MANAGEMENT**

Students without an engineering background or construction project experience may select from courses in project management at the Clark School of Engineering, but most MRED students take one of two RDEV courses. Either *RDEV 650 Design and Construction Management*, or *RDEV 689N Construction Methods and Materials*.

#### **PROPERTY, ASSET AND PORTFOLIO MANAGEMENT (Operations)**

Students are required to take one of several courses that are offered to address real estate operations: Commercial leasing, risk management, and asset management of multiple types of commercial property are offered. Options include: *RDEV 689D Asset and Portfolio Management*, *RDEV 688L Commercial Leasing*, *RDEV 689L Risk Management*, *RDEV 689Q Asset Development and Management of Retail Real Estate*, and *RDEV 698T Asset Management of Hospitality Properties*.

**NEGOTIATIONS AND ORGANIZATIONAL SKILLS**

Students are required to take one of two courses offered in the soft skills of negotiations, organizational management and leadership: *RDEV 688E Negotiations, and RDEV 688X Leadership & Organizational Management.*

**ADDITIONAL COURSE REQUIREMENTS FOR STUDENTS WHO NEED LEVELING COURSE WORK: (3-9 CREDITS)**

Introduction to Principles, Practice and Finance of Real Estate Development – RDEV 689C (2 Credits), RDEV 689V (1 Credit)

Introductory Tax and Accounting for Developers—RDEV 688K

Market Analysis and Valuation – RDEV 689M or RDEV 688V

*For students required to take additional courses, completing the MRED degree in 21 months may require taking additional courses in summer or winter terms.*

**ELECTIVE EMPHASES: (9 CREDITS)**

Select from the following courses offered periodically:

**FINANCE ELECTIVES:**

Advanced Tax and Accounting Topics for Developers—RDEV 689A

Capital Markets and Investment—RDEV 635

Tax Credit Financing—RDEV 688 F

Troubled Asset Restructuring—RDEV 689F

Valuation and Appraisal—RDEV 688V

Market Analysis—RDEV 689M

Structured Finance—RDEV 689E

**SUSTAINABILITY AND ENVIRONMENT ELECTIVES:**

Issues in Sustainability in Business and Finance—RDEV 688Y

Financing to Conserve Sensitive lands—RDEV 689Z

**AFFORDABLE HOUSING ELECTIVES:**

Roots and Rudiments of Affordable Housing—RDEV 688R

Tax Credit Financing—RDEV 688F

MASTER’S DEGREE REQUIRED COURSES	
(R1) Development Law, Process and Ethics	RDEV 688A
(R2) Fundamentals of Real Estate Finance	RDEV 630
(R3) Planning Policy, Process and Politics (other URSP courses with approval)	RDEV 688G
(R4) Design	RDEV 688J/689N
(R5) Construction Management/ Method & Materials	RDEV 650/ RDEV 689N
(R6) Principles of Property Management / Asset Management / Commercial Leasing / Risk Management	RDEV 689R RDEV 688L RDEV 689L RDEV 689T
(R7) Negotiating Agreements/Managing Organization	RDEV 688E/ RDEV 688X
(R8) Capstone/Thesis in Real Estate Development	RDEV 688I

ACCELERATED PROGRAM (YEAR ROUND)			
Fall	Winter	Spring	Summer
<i>1<sup>st</sup> Semester</i>	<i>2<sup>nd</sup> Semester</i>	<i>3<sup>rd</sup> Semester</i>	<i>4<sup>th</sup> Semester</i>
R 1	R 7	R 3	R4
R 2		R 6	Elective 3
R 5		R 8 (Capstone)	
Elective 1		Elective 2	

FULL TIME (21 MONTHS)			
Fall	Spring	Fall	Spring
<i>1<sup>st</sup> Semester</i>	<i>2<sup>nd</sup> Semester</i>	<i>3<sup>rd</sup> Semester</i>	<i>4<sup>th</sup> Semester</i>
R 1	R 3	R 6	R 8 (Capstone)
R 2	R 4	R 7	Elective 3
R 5	Elective 1	Elective 2	

FULL TIME WITH LEVELLING (21 MONTHS)					
Fall 1 <sup>st</sup> Sem	Winter 2 <sup>nd</sup> Sem	Spring 3 <sup>rd</sup> Sem	Summer 4 <sup>th</sup> Sem	Fall 5 <sup>th</sup> Sem	Spring 6 <sup>th</sup> Sem
L 1	R 7	R 1	R 5	R 3	R 8 (Capstone)
L 2		R 2	R 6	R 4	E 3
L 3		E 1		E 2	

Tax Credit Principles—RDEV 689B

**ADDITIONAL ELECTIVE OFFERINGS:**

International Development Issues—RDEV 689K

Entrepreneurship for Real Estate Developers—RDEV 688P

Development Competition Projects—RDEV 689I

With Program Director permission, other electives may be taken from:

- The School of Architecture, Planning, and Preservation
- Schools of Public Policy, Engineering & Business (College Park Campus)
- Any other school in the University of Maryland system
- The Consortium: [www.testudo.umd.edu/soc/consortium.html](http://www.testudo.umd.edu/soc/consortium.html)

**ADDITIONAL REQUIREMENTS**

It is highly recommended that you become proficient with a financial calculator and Excel spreadsheet functions before arriving. For those students who are not proficient, you will be required to take a weekend Bootcamp or possibly Saturday sessions for a small fee. It is recommended you purchase an HP 12C calculator before your courses begin.

Success in the Program (and in the real estate industry) is closely associated with Business Writing and Oral Presentation skills. All incoming students in both the Masters and Certificate programs are required to attend a two-day Orientation and Assessment Program (OAP) that precedes the beginning of your first semester. Students who do not yet meet minimum levels of Business Writing and Oral Presentation are required to participate in coaching sessions until the minimum performance level is achieved. This may be offered in one of three settings: Saturday seminars, weekend intensive bootcamp, or small group coaching sessions from 6-7 pm on a weeknight.

**COMMUNICATING**

**E-MAIL**

Most professors and your classmates communicate via e-mail. This means that your e-mail in Testudo must be correct. You can change it whenever you want by going to [www.testudo.umd.edu/Registrar](http://www.testudo.umd.edu/Registrar) and select Change Address/E-mail. Make sure that the program director has your current e-mail address and don't forget to update your e-mail with the MRED Listserv.

**ELMS (POWERED BY CANVAS)**

ELMS is the online environment that supports teaching and learning at the University of Maryland. As an acronym it stands for the Enterprise Learning Management System and provides the platform that houses course materials including syllabi and assignments. [www.elms.umd.edu](http://www.elms.umd.edu)

**ACADEMIC HONESTY**

The University does not tolerate:

**CHEATING:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes submitting someone else's work as your own, or having someone do your assignments for you.

**FABRICATION:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

**FACILITATING ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to help another to violate any provision of this Code.

**PLAGIARISM:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

If you suspect that a fellow classmate has done any of the above, notify the Program Director immediately. An instructor who finds any of the



above may downgrade, enter an F, or recommend dismissal from the university. Instructors are **NOT** required to give second chances.

### **ACADEMIC REQUIREMENTS**

The Graduate School requires students to maintain an overall 3.0 GPA average (B) or better. You may receive any combination of A's, B's, C's to reach the 3.0 GPA requirement. Grades are given from A+ to D-. If your GPA falls below a 3.0 you will be placed on academic probation and should seek out the Program Director for advising for your next term to determine if and how you might be able, or whether it is advisable, to move forward with the program. A course may be repeated if a student receives a D or F. Both course grades are included in the GPA for degree purposes. However, courses that receive an F are not counted toward the credit requirements for the degree. GPA's are calculated with adjustments for "+" and "-" grades except for A+.

If you are a provisional program student who has failed to meet the conditions of your admission, the program will consider an application to proceed and may, at its option, permit a student to continue with the same or additional conditions.

If you find you are not able to meet the requirements and demands of a course, contact the Program Director to either obtain (at your expense) private coaching or determine if a less demanding course load is in order. The grading system includes +/- and they do factor into your GPA. See the Grading System Chart in this handbook.

### **PROGRAM FLEXIBILITY**

Students must take (1) all required leveling courses, (2) the core courses Development Law, Process and Ethics (RDEV 688A) and Fundamentals of Real Estate Finance (RDEV 630), and (3) any required Business Writing, Oral Presentation and excel coaching skills sessions, before moving forward to take electives or other required courses, except with the permission of the program advisor in highly unusual circumstances.

Students who are advanced in one area of real estate, such as finance or design, may be permitted to take electives or more advanced courses in earlier terms. Students may not take a second Capstone course as an elective and the Capstone Course must be taken in the last regular term (Spring or Fall) in attendance. A student must be enrolled in the term they graduate; a carryover of an Incomplete will require **enrolling in an additional 3 credit course every term until graduation.**

### **COURSE LOAD & CLASS PREPARATION TIME**

Graduate school requires a significant time investment on your part. For every hour you are in class you should expect to study and prepare for two hours. So, for each course in a term you should plan 6 hours of preparation time each week and additional time for exam and project preparation. Students who are working 10-15 hours a week part-time should plan to take no more than three courses. Students working more than that are not permitted to take more than 2 courses per term. Students taking the expedited program of four courses per term may not be working.

### **ATTENDANCE**

There are two types of absences, excused and unexcused.

Excused absences are:

- Bad weather—The University announces all closings and delays on the campus website OR call the snow line (301-405-SNOW).
- Illness of student or dependent
- Religious observance
- Request of the University

Unexcused absences are everything else, including work obligations or your birthday or anniversary. It is the student's responsibility to inform the instructor of any intended absences for religious observances in advance. This problem is especially likely to arise when final exams are scheduled on Saturdays. Students may not be penalized in any way for participation in religious observances. Instructors must take the validity of such requests at face value. Tests and due dates for other significant assessments *must not* be scheduled on: Rosh Hashanah, Yom Kippur, Good Friday and Passover. The university academic calendar is online at: [www.umd.edu/calendars](http://www.umd.edu/calendars). Professors may include a percentage of your grade for participation or require that you submit homework in class.

## COURSE EVALUATIONS

Before the end of the semester, you will be sent instructions via email as to how to complete course evaluations on-line. You are mandated to complete them. Your Instructor will probably schedule a time in the computer lab for the whole class to complete the evaluation during one of your last class periods, but if not, you still have an obligation to complete the University Evaluation. Completion of the University evaluations gives you access to review evaluation summaries of all courses. Your Instructor will request additional evaluations to gather Program feedback. These Program Evaluations are completed in class or the PC lab typically during the last class of the semester.

## NON-CREDIT COLVIN INSTITUTE COURSES

The Colvin Institute offers a variety of curriculum enhancement and skills courses throughout the year. MRED students, other students in the University, as well as non-affiliated professionals are welcome to take these classes. The cost to MRED students is highly subsidized, and are offered at lower cost than to others. Some of the offerings tentatively scheduled include:

**ARGUS:** The industry standard software for: Acquisitions & Dispositions, Budgeting & Forecasting, Development & Construction, Property Management & Accounting, Valuation & Appraisal.

**REFM Advanced Financial Modeling:** For those who have completed RDEV630, an all day lab to prepare for REFM certification in advanced proforma modeling is offered once or twice a year.

## GRADING SYSTEM

GRADE	DESCRIPTION
A+, A, A-	excellent mastery of the subject and outstanding scholarship
B+, B, B-	good mastery of the subject and good scholarship
C+, C, C-	acceptable mastery of the subject and the usual achievement expected; grade counted towards GPA <b>cannot</b> be repeated.
D+, D, D-	marginal performance; does not represent progress toward a degree; grade counted towards GPA but <b>can</b> be repeated
F	failure to understand the subject and unsatisfactory performance; grade counted towards GPA but <b>can</b> be repeated
XF	failure due to academic dishonesty; grade counted towards GPA but <b>can</b> be repeated
S	A department option mark to denote satisfactory performance by a student in progressing thesis projects, orientation courses, practice teaching, etc.
I (Incomplete)	given only to a student whose work in a course has been satisfactory, when because of circumstances beyond the student's control, they have been unable to complete a portion of the course. An "I" may not be used for a student who has not completed the major portion of the work. University policy requires that a contract be established by the instructor and student to determine a final deadline for submission of outstanding materials, and final grade if the deadline is not met.

## ACADEMIC RESOURCES

### ACADEMIC RESOURCES IN THE ARCHITECTURE BUILDING

#### COLVIN INSTITUTE LIBRARY

- The Colvin Institute Library contains books and periodicals published by the Urban Land Institute (ULI) and is available in the Colvin Institute Office, Room 1251, by appointment.

#### ARCHITECTURE LIBRARY

- The architecture library is open to the University public 20 hours per week.
- Students enrolled in the Real Estate Development Programs will have swipe card access 24/7.
- The regular book collections are completely accessible and patrons may check out books with their ID cards using the self check-out machine.
- Both current and bound Periodicals such as the Real Estate Review do not circulate outside the library, but may be viewed in the room. There are two flatbed scanners for patron use, if scanning an article or image is needed.
- Reference books, located on their own shelf, do not circulate outside the library but may be viewed in the room.
- Please place periodicals and books that you have used in the library on the marked Reshelving Carts. And Staff members will reshelv them.
- If you requested a book to be placed on hold for you, you should receive an email when your book arrives in the library. Patrons may retrieve their hold request books at any time and check them out using the self check-out machine.
- The reference librarian, Cindy Frank, is available for research consultations by appointment, as well as walk-in times (to be posted). [cfrank@umd.edu](mailto:cfrank@umd.edu), 301-405-6321. Cindy is also available to speak with your classes about advanced searching techniques in World Cat and Research Port for research, borrowing items from our Big 10 partners, searching for and using images while avoiding copyright issues, explaining the self check-out machine, and how to take a decent picture with your phone.

- **Library Etiquette**

This is a library where people look for a quieter place to study, browse books, and do online research. Please be considerate of your fellow patrons and take phone calls outside the library. No food is allowed, but covered drinks are fine.

Be mindful of your belongings. The librarian and library staff are not watching everybody's laptops and phones. Please clean up after yourself. There are trash and recycling bins on both floors.

- **Library Collections and Resources**

Our collections cover architecture, historic preservation, landscape architecture, real estate development and urban planning. Construction topics are also covered in the Engineering and Physical Sciences library across campus.

The library has one group study room, several work tables, desks and chairs, two flatbed scanners, one copier/printer, and 6 public computer workstations. They are iMacs that run both Windows and Mac operating systems.

#### RSMEANS

- RSMMeans offers construction cost data that is updated annually.
- The books can be found in the Architecture Library, Room 1102 on the upper floor of the Architecture building.

#### REIS

- REIS provides updated trends and forecasts of rent, vacancy, and inventory for Apartment, Office, Retail, Warehouse/Distribution and Flex/R&D properties. REIS Reports can be used to perform market studies and analyze investment decisions.
- To access the REIS database please schedule an appointment in advance through the director or a Colvin Institute Graduate Assistant, as there are limited computers in the Colvin Institute office that are available at any one given time.

#### ARGUS

- ARGUS financial modeling software is used to project commercial real estate cash flow, calculate returns, analyze asset performance and much more!
- ARGUS software is installed on computers in the PC Lab which is located in Room 0111 on the lower floor of the School.

- ARGUS training courses are offered periodically. Contact the Associate Director for more information.

#### MAPTITUDE

- Maptitude Geographic Information System (GIS) software provides tools, maps, and demographic data to analyze and understand the geographic affects of a place on a property.
- You can see geographic patterns that are not seen in databases, and can answer questions affecting your operations.

#### AUDIO AND VISUAL RESOURCES

- The Visual Resource Collection (VRC) which is now a part of the library consists of more than 220,000 slides and digital images documenting architecture and the urban scene from pre-historic times to the present.

#### COMPUTER LABS

- The architecture building has two computer labs available to you 24/7. The PC lab is downstairs and a MAC/PC lab is upstairs. Computers are equipped with tools such as Excel, Argus, PowerPoint, GIS, Maptitude and many others for you to use. To access the labs you need your UID card. Computers are accessed via directory ID. **BLACK & WHITE PRINTING IS FREE IN BOTH THE LABS.** The building also has free wireless internet if you wish to work from your own laptop.

#### WORKGROUP STATIONS

- These stations are located on the lower level of the Architecture Building and offer a convenient place to work on group projects. Just connect your laptop to view on one large screen. Each workstation has the capacity to toggle between six computers!

#### REAL ESTATE WEBSITES

- Browse real estate organization/association media links:  
<http://www.arch.umd.edu/rdev/resources-rdev>
- Browse real estate competition projects:  
<http://www.colvinstitute.org/#!/c12td>

## ACADEMIC RESOURCES ON CAMPUS

#### STUDY CARREL AT MCKELDIN LIBRARY

- McKeldin is the primary library for graduate research. Reserve a study carrel for a 4-8 hour period at McKeldin Library, a five minute walk from the School of Architecture, Planning and Preservation. Reservation forms are available online at: [www.lib.umd.edu/PUBSERV/carrel\\_forms.html](http://www.lib.umd.edu/PUBSERV/carrel_forms.html) or by visiting the Public Services Offices on the 4th floor of McKeldin Library.

#### TEXTBOOKS

- **University Book Center, University of Maryland Bookstore**

Stamp Student Union Building, College Park, MD 20742

You now have many ways to buy your textbooks: Come into the bookstore and browse for yourself. Reserve online and pick them up in the bookstore. Buy online and have them shipped directly to your door or even download them. Book rentals and used books are also available on select texts.

- **Recommended Texts:**

*Title:* Real Estate Development: Principles and Process

*Authors:* Mike E. Miles, Gayle Berens, Mark Eppli

*Publisher:* Urban Land Institute

Ideal for anyone new to real estate development, this book covers each stage of the process step by step, explaining the basics of idea conception, feasibility, planning, financing, market analysis, contract negotiation, construction, marketing, and asset management.

*Title:* Professional Real Estate Development: The ULI Guide to the Business

*Authors:* Richard Peisser and Anne Frej

*Publisher:* Urban Land Institute

This basic primer covers the nuts and bolts of developing multifamily, office, retail, and industrial projects. Small-scale examples are ideal for anyone new to real estate development

## ADDITIONAL RESOURCES

### FINANCIAL CALCULATOR

- Procure a Hewlett-Packard 12C (preferred over HP 17B).

**GRADUATE STUDENT LIFE HANDBOOK:** [www.thestamp.umd.edu/gh](http://www.thestamp.umd.edu/gh)

**ACADEMIC CALENDAR:** [www.provost.umd.edu/calendar](http://www.provost.umd.edu/calendar)

### MEMBERSHIPS

- While you are enrolled in the MRED graduate program you have automatically been enrolled in the NAIOP Maryland/DC Chapter as well as in the International Council of Shopping Centers (ICSC). Take advantage of membership benefits to build a network and enhance your learning experience!
- You may also benefit from memberships from the following trade associations/organizations such as ULI, CREW, BOMA, AAREP, RICS. Most groups offer a student membership rate.

### SUBSCRIPTIONS

- Subscribe to a business or real estate news source, such as the *Washington Business Journal*, *Baltimore Business Journal*. Inquire about student discount rates.
- Real Estate Bisnow: Subscribe for Free at [www.bisnow.com](http://www.bisnow.com)
- Students and faculty have unrestricted access to both the Washington and Baltimore Business Journals via a customized landing page found on the MRED website. You will be able to access digital replicas of the print edition of either Journal conduct customized searches from over 12 years of archives, as well as contact information for over 2,500 top level executives in the Book of Lists and download and share articles on companies. You will be able to access the landing page on your desktop, mobile device and tablet. No username or password is required when on the campus network.

## STUDENT COMPETITIONS

### CASE COMPETITIONS

Some MRED students have the opportunity to participate in a variety of real estate case competitions ranging from regional to national in scope. All competitions offer prize money for the winning or top 2 or 3 teams, and they offer an outstanding opportunity to work on an interdisciplinary (real world) basis with students in design, engineering, business, planning, etc. Some competitions offer course credit. Here are the competitions the MRED program supports and participates in.

#### **ULI GERALD D. HINES URBAN DESIGN COMPETITION** (*Annual, Spring*)

- Supported by Maryland faculty in design, development and planning
- Interdisciplinary Team(s) invited to form in early December
- Competition work occurs at the end of January and early February
- National site, presentations for top 3 teams, out of state
- Heavy design with complex financing emphasis
- 3 cash prizes (100 – 150 teams typically participate)

#### **NAIOP CAPITAL CHALLENGE — REGIONAL REAL ESTATE CASE COMPETITION** (*Annual, Spring*)

- Multiple interdisciplinary teams formed through a RDEV course.
- Team forms in late January, Regional site
- Presentations at NAIOP Gala in April
- Teams are paired with up to 7 local advisory firms from multiple disciplines.
- Presentation to NAIOP members (100+)
- Presentations to professional jury (7-9)
- Team wins trophy; no cash prize (5 schools participating: American, George Mason, Georgetown, Johns Hopkins, Maryland)



**THE COLVIN INSTITUTE NATIONAL REAL ESTATE CASE COMPETITION** (*Periodic, Fall*)

- Teams (1-3 members) from permitted schools around the country
- Competition runs from early fall and terminates in 3 teams presenting to a national jury in January
- Each team will select a site in their geographic region
- Cash prizes to top 3 teams

**STUDENT SERVICES**

**FINANCIAL SERVICE CENTER**

1135 Lee Building  
Monday - Friday 8:30 - 4:30  
Phone : 301-314-9000  
1-888-313-2404  
E-mail : [billtalk@umd.edu](mailto:billtalk@umd.edu)

The University of Maryland Financial Service Center also houses the Bursars Office and Office of Student Financial Aid. The staff will be able to assist you with billing inquiries and obtaining financial aid to attain your academic goals.

**HEALTH SERVICES**

**UNIVERSITY HEALTH CENTER (UHC)** is in Building 140 on Campus Drive, directly across from the Adele H. Stamp Student Union and offers comprehensive clinical services such as: Primary Care, Urgent Care, Men's and Women's Reproductive Health Care, Pharmacy, Nutrition, Mental Health Care, Complementary and Alternative Medicine, Occupational Health, Dental Health, Laboratory, Radiology, Immunizations, Physical Therapy, and Substance Abuse Treatment.

**THE MENTAL HEALTH CENTER:** [www.health.umd.edu/mentalhealth](http://www.health.umd.edu/mentalhealth)

**OTHER SERVICES**

**UNIVERSITY OF MARYLAND OMBUDS SERVICES:** The Ombudsperson is an impartial, independent and confidential resource for graduate students at the University who helps to surface and resolve school issues.

[www.gradschool.umd.edu/current\\_students/ombudsperson\\_for\\_graduate\\_students.html](http://www.gradschool.umd.edu/current_students/ombudsperson_for_graduate_students.html)

**CHILD CARE:** [www.thestamp.umd.edu/gh/new\\_grads/child\\_care\\_options](http://www.thestamp.umd.edu/gh/new_grads/child_care_options)

## STUDENT LIFE

### RECREATION AND SPORTS

**CAMPUS RECREATION SERVICES (CRC):** [www.crs.umd.edu/cms](http://www.crs.umd.edu/cms) Your CRS membership includes access to all CRS facilities and programs. All University of Maryland students are members during the semesters and Summer Sessions in which they are registered.

**UMD SPORTING EVENTS:** Take advantage of the Athletics fees you pay each semester and claim your free tickets at: [www.ticketreturn.com/umd](http://www.ticketreturn.com/umd)

**THE WASHINGTONIAN** ([www.washingtonian.com](http://www.washingtonian.com)) is the region's life magazine, with listings for all the museums, theatres, and events.

### SoRED

The Society of Real Estate Development (SoRED) is a student-run group open to all graduate students in the Real Estate Development program and networking with others that share the same interests. Membership is voluntary, and is free to all MRED students. The organization sponsors Happy Hours, Meet and Greets, site tours, meetings with industry representatives, and other similar events. Watch for emails and posted flyers.



### PROGRAM PARTICIPATION

#### **DEAN'S STUDENT ADVISORY COUNCIL**

The Dean's Student Advisory Board consists of representatives from each of the School's academic programs. The responsibility of each Board member is to provide representation for student constituents in his or her respective programs. The Board meets monthly and is updated by the Dean and invited to discuss and debate school-wide issues of consequence. The president of SoRED is the student representative to this Board.

#### **MRED PROGRAM STUDENT ADVISORY COUNCIL**

The MRED Student Advisory Board consists of representatives from the MRED program. The responsibility of each Board member is to provide representation for MRED student constituents. The Board meets monthly

and is updated on program initiatives by the Director and invited to discuss and debate program-wide issues of consequence.

### HEALTH INSURANCE

All students are **REQUIRED** to have health insurance, which can be obtained through:

- Your spouse
- Your parent(s)
- Your employer
- The University of Maryland (if you are a GA, TA, or RA)
- Purchase it yourself

The University of Maryland sponsors health insurance through United Healthcare Insurance Company ([www.firststudent.com/](http://www.firststudent.com/)). Students may sign up for United Healthcare during the open enrollment periods at the beginning of each term or within 30 days of being removed from another policy. Information about United Healthcare is mailed to students prior to fall and spring semesters or can be obtained from the Health Center. If you have questions about insurance, contact the Business Office at 301.314.8165.

### FINANCIAL AID

The tuition for the MRED program is not state subsidized. Check the MRED website for the latest costs and fees for residents and non-residents.

Students may contact the Office of Student Financial Aid (OSFA) at the University of Maryland regarding options for financing their graduate education. The Certificate Program DOES qualify for federal financial aid. Work-Study, loans, or other campus jobs may be found by contacting the Graduate School at [www.gradschool.umd.edu](http://www.gradschool.umd.edu).

Because the MRED program holds courses in the evening after normal business hours, many students work full-time or part-time while they are enrolled. The Program Director frequently announces internship and job opportunities through the MRED Listserv.

The amount of Colvin Scholarship funds available to MRED applicants varies depending on the earnings available from the endowment. Scholarship awards are made at the time of admission and are paid

directly to your account on a per course basis. Summer and Winter courses are **NOT** eligible for Colvin Scholarship subsidy.

You may deposit money into a “Terrapin Express” account, which is a debit account attached to your student ID card. The Terrapin Express card is accepted all over campus (and at several local eating establishments), and is the **ONLY** method of payment to use the printers or copy machines in the libraries. To electronically activate your account, go to [www.sis.umd.edu/terpexp](http://www.sis.umd.edu/terpexp).

### **DATING**

You may date anyone other than your:

- Professor(s), present or future
- Graduate/Teaching Assistants
- Anyone at UMD who could influence your grades
- Anyone at UMD who could APPEAR to influence your grades

And should you get any ideas anyway, please be aware that all of these people have been expressly forbidden from dating YOU. UMD’s Statement on Sexual Relationships and Professional Conduct:

*It should be understood by all members of the Campus community that sexual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed very unwise because they present serious ethical concerns. In addition, sexual relationships between a professor or supervisor and subordinate create an environment charged with potential conflicts of interest. Questions of favoritism frequently arise.*

### **DRESS CODE/ DECORUM**

While there is no dress code at the University of Maryland, students are reminded that during their tenure here they may run into **Very Important People**, such as the Governor, Cabinet Secretaries, potential employers, or even a future spouse. You wouldn’t want to meet any of these people looking like you just rolled out of bed, would you?

Remember every one of your instructors is an active real estate professional. Think of your classes as an exceeded job interview—no slouching, no sleeping, no hats, no internet surfing. Always bring and use your Colvin name tent.

## **RELOCATION RESOURCES**

### **RESIDING**

#### **OFF-CAMPUS HOUSING SERVICES (OCH)**

The Off-Campus Housing Services in the Stamp Student Union is one of the best places to search for housing in the College Park and surrounding areas. See their Interactive Apartment Map of the area and lists of apartments on Shuttle UM Routes online at:

[www.och.umd.edu/OCH/Default.aspx](http://www.och.umd.edu/OCH/Default.aspx)

#### **SHORT-TERM HOUSING**

Need a temporary place to stay and don't want to spend a lot of money? Check out the short-term lodging options available to incoming graduate students. Additionally, there are two graduate student organizations, the student council of India and the Chinese Student and Scholar Association that arrange some temporary housing via their web sites.

#### **LONG-TERM HOUSING**

While currently there is no on-campus graduate housing at the University of Maryland, there are two all-graduate student housing options in close proximity to campus. These are Graduate Hills and Graduate Gardens. They are located on University property, but are managed by the private company, Southern Management Corporation.

#### **APARTMENTS WITH HIGH CONCENTRATIONS OF GRAD STUDENTS**

Using 2002-2003 University data from the IRPA, we have found 6 apartment complexes near campus that house a relatively large number of University of Maryland graduate students. All of the listed apartments are on or near Shuttle UM (campus bus) routes. They are listed, from highest to lowest, by a rough estimate of the number of graduate students living in the area.

- Graduate Hills: 3424 Tulane Drive, Hyattsville, MD
- Graduate Gardens: 3424 Tulane Drive, Hyattsville, MD
- University Square Apartments: 157 Westway, Greenbelt, MD
- Lakeside North Apartment Homes: 430 Ridge Road, Greenbelt, MD
- Springhill Lake: 6220 Springhill Drive, Greenbelt, MD
- Seven Springs Village: 9348 Cherry Hill Road, College Park, MD

Since this data was collected, other apartment communities have begun housing more and more University of Maryland graduate students. They are also located near campus.

- Mazza Grandmarc: 9530 Baltimore Avenue, College Park, MD
- Campus Gardens: 2200 Phelps Road, Hyattsville, MD
- Parkside Apartments: 8125 48th Avenue, College Park, MD

Please note that this is not an endorsement of any of these housing options. It is only a reference list of housing options with relatively high concentrations of graduate students. For more information about these or other housing options, pick up the Apartment Directory & Map available through off-campus housing services.

### **SUMMER HOUSING FAIRS**

Off-Campus Housing offers two housing fairs each summer to help students explore their living options. Check the off-campus housing website for further details as summer approaches.

### **HOUSING SAFETY INFORMATION**

To help you stay safe wherever you live, the office of Off-Campus Housing (OCH) has provide a number of safety resources including contact information for various local police departments.

- Safety Tips and Information from Off-Campus Housing

- Housing Safety Checklist form OCH
- UMD Police Daily Crime and Incident Logs

### **OUT OF STATE VEHICLE REGISTRATION**

Commuter students residing in Maryland from out of state and have a vehicle must do one of two things to comply with Maryland motor vehicle law:

1. **Register their vehicles** with the State of Maryland Motor Vehicle Administration (MVA). To register a motor vehicle in Maryland one must go to any full-service MVA branch and ask for a title application. OR;
2. **Obtain a non-resident permit.** To obtain a non-resident permit, students may apply for a non-resident permit by visiting any full-service MVA branch office or by calling 1-800-950-1682.

### **ON-LINE VEHICLE REGISTRATION INFORMATION**

- Maryland: <http://mva.state.md.us>
- Washington, DC: <http://dmv.washingtondc.gov/main.shtm>
- Virginia: <http://www.dmv.state.va.us>

### **REGISTER TO VOTE**

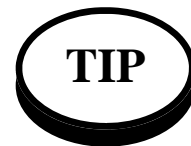
Maryland Voter Registration:

<http://www.elections.state.md.us/citizens/registration/application.html>

Download the form to register to vote in Maryland.

<b>KEY CONTACTS</b>		
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Go to:

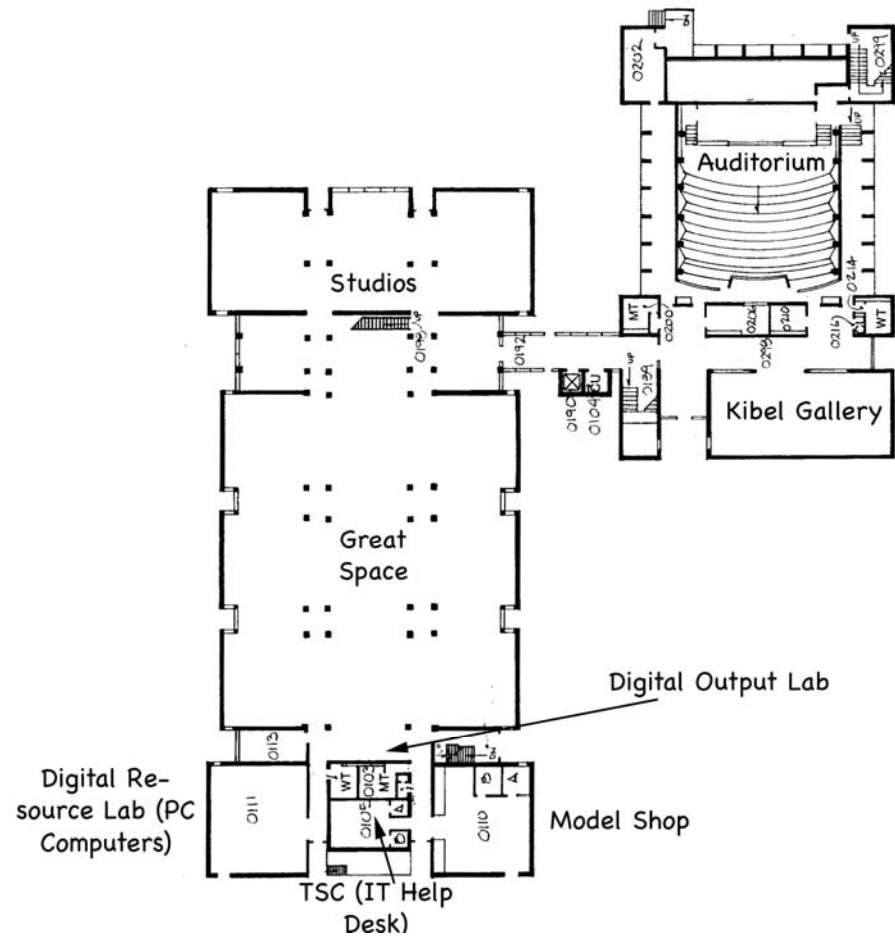
[www.arch.umd.edu/about\\_the\\_school/faculty/directory.cfm](http://www.arch.umd.edu/about_the_school/faculty/directory.cfm)

for a current and complete faculty and staff directory for the

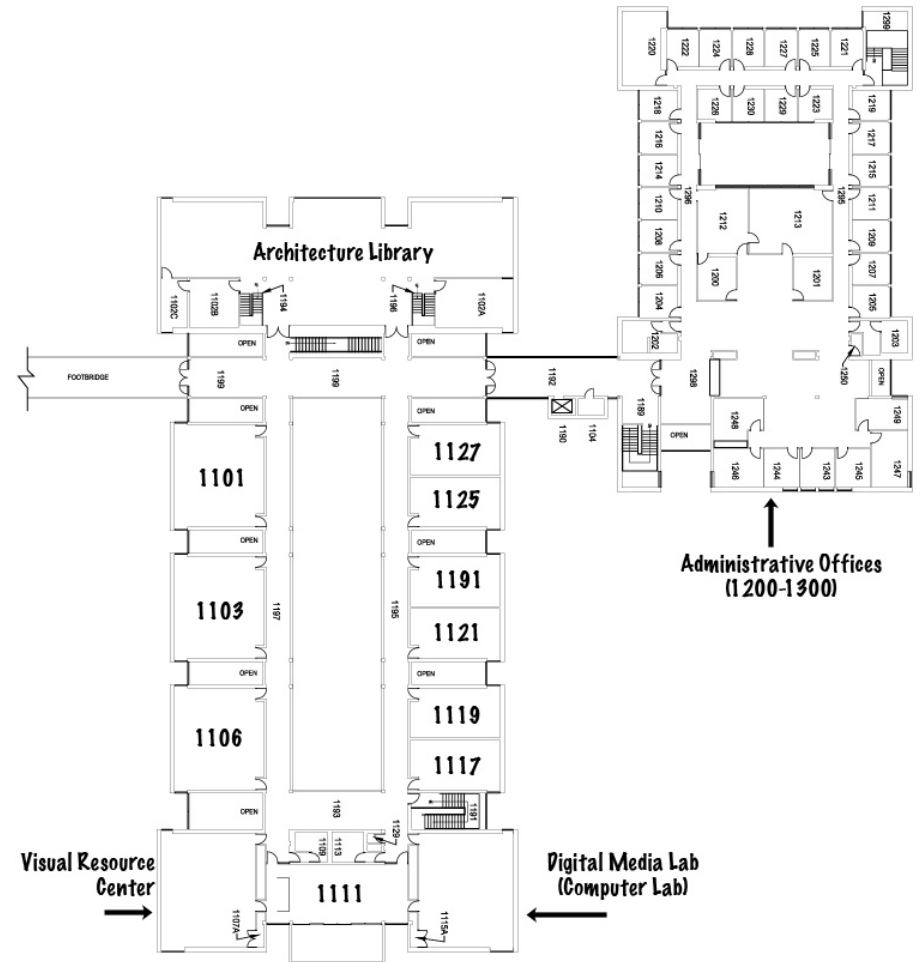
School of Architecture, Planning & Preservation



## ARCHITECTURE BUILDING MAP — GROUND FLOOR



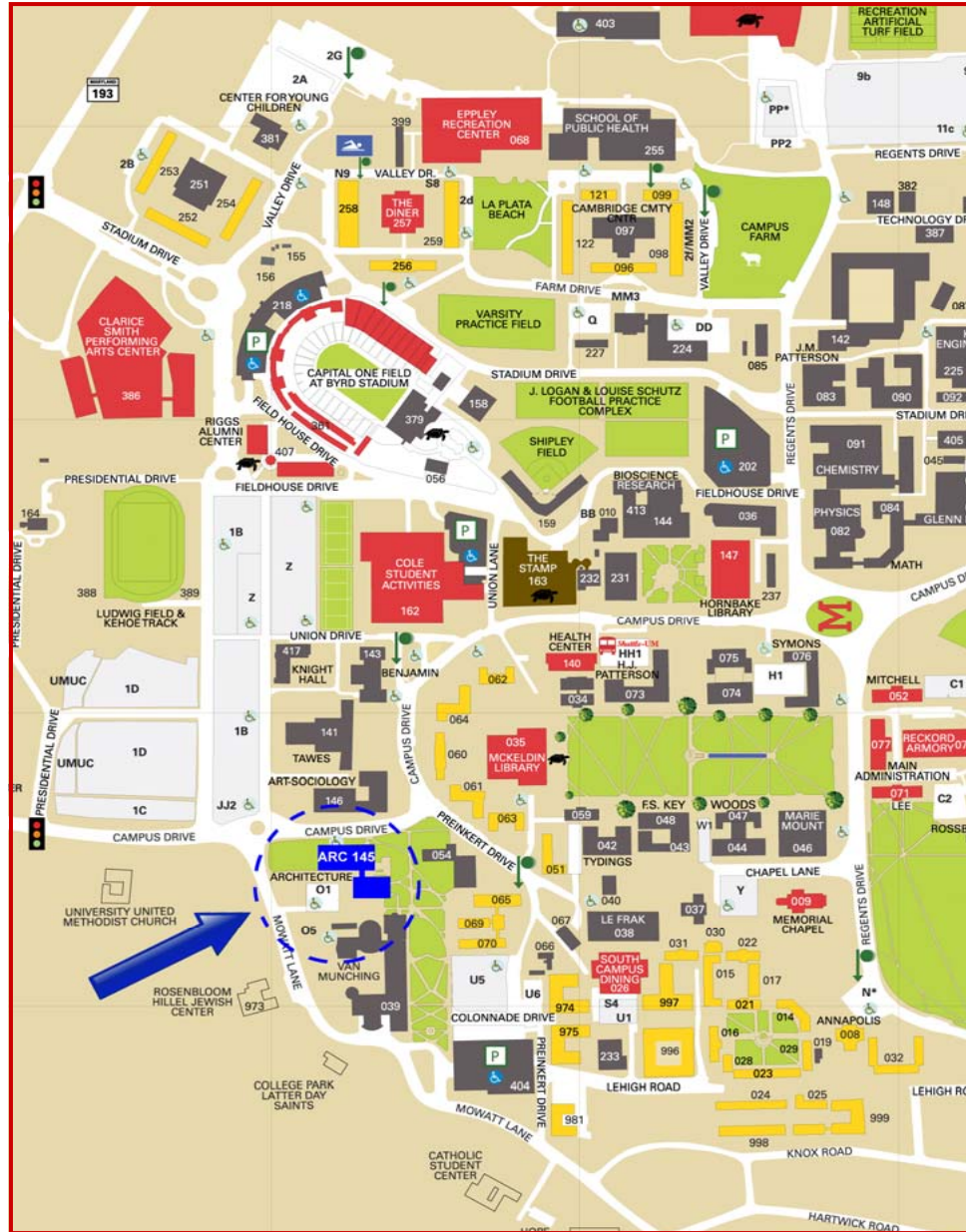
## ARCHITECTURE BUILDING MAP — FIRST FLOOR



## CAMPUS MAP

The whole campus map is too large for display; it can be viewed online at:

<http://transportation.umd.edu/maps.html>



## NOTES

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[Last Revision: AUGUST 2015]