Student Handbook

Graduate Programs in

Real Estate Development

SCHOOL OF
ARCHITECTURE,
PLANNING & PRESERVATION

COLVIN INSTITUTE OF REAL ESTATE DEVELOPMENT

www.arch.umd.edu/real_estate_development

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, Kibel Gallery exhibitions, as well as site visits and forums sponsored by SORED, the MRED student club.

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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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. The phone number is 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 is replaced for a fee if lost, stolen or purposefully defaced.

DIRECTORY ID & PASSPHRASE

Your Directory ID (NOT your UID) and passphrase are used to access virtually all online campus systems and services such as email, ELMS, Testudo, the library, and more. Go to http://it.umd.edu/new to set up your Directory ID and passphrase. This has to be done on your own computer as school computer labs require UMD credentials to logon. You will be asked to register a mobile phone with the DUO mobile app installed to activate the multi-factor authentication (MFA). This is a required additional step for identity confirmation. If you wish not to utilize your mobile phone for MFA, a hardware token can be purchased from the Terrapin Tech store (located on the first floor of McKeldin library) for $20. NOTE: This device is required to sign in to most online university resources. You must have registered for at least one course before the system recognizes you. Have questions? Contact the Division of IT Helpdesk: 301.405.1500 or itsc@umd.edu.

Link to information regarding UMD directory ID activation

https://itsupport.umd.edu/itsupport?id=kb_article_view&sysparm_article=KB0010724

EMAIL ACCOUNT

Once your Directory ID and Password is set up, you can use this information to access your UMD email account. To access your UMD email, visit https://gmail.com (or terpmail.umd.edu, if you're an undergraduate student) and sign in with your UMD email address (directoryID@umd.edu or directoryID@terpmail.umd.edu).

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.

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 email requiring that you confirm your subscription attempt.

6. Follow the instructions in the confirming email to complete the subscription process.

ADVISING & REGISTRATION FOR CLASSES

Registration for all classes is done online at www.testudo.umd.edu. In order to register, you must first complete advising with the Program Director or Assistant Program Director. Advising is most often done by email, but a telephone or in person meeting with the Program Director or Assistant Program Director is available at your request. To initiate advising, email the Program Director or Assistant 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;

ADDRESS:

Colvin Institute of Real Estate Development
School of Architecture, Planning and Preservation
3835 Campus Drive
University of Maryland, 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 (For parking hours and guidelines see below).

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 Capitol 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 (For parking hours and guidelines see below).

PARKING

Visit 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).
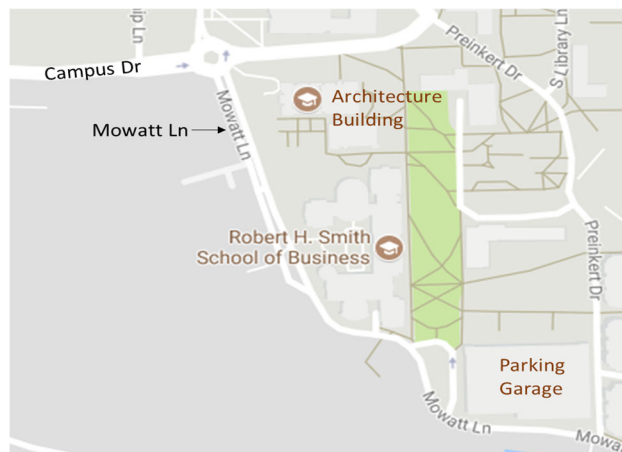
UNIVERSITY TRANSPORTATION

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

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

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 at 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, Maryland Transit Administration (MTA) Local Bus, Light Rail, Metro Subway and registered van pools.

METRO BUS SERVING CAMPUS

The C2, C8, J4, F6, and F8 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.

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. The number 17 Bus comes to UMCP as well as to Langley Park and IKEA. For more information on The Bus go to http://www.princegeorgescountymd.gov/1120/ TheBus.

- **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.

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 academic coursework or extensive experience in a particular core or cognate area, an elective or more advanced course is required as a substitute for that required core or cognate area. 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 610/688A

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 690/688I

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 transporta-

tion planning, growth management, environmental policy, etc. The MRED course that focuses on the entitlement process from the developer's point of view is *RDEV 615/688G 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 unless approved by the Director. Courses offered are *RDEV 640/688J 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 660/688L Commercial Leasing, RDEV 689L Risk Management, RDEV 689R Asset Development and Management of Retail Real Estate, and RDEV 689D Affordable Housing Asset Management.*

PROPERTY, MARKET ANALYSIS AND VALUATION:

Students are required to take one of the two courses: *Market Analysis and Valuation, RDEV 620/689M.* This course introduces students to market analysis and requires them to undertake a market study; or *Introduction to Appraisal and Valuation, RDEV 688V:* A focused course on valuation

that requires students to complete a professional appraisal report.

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

Introduction to Principles, Practice and Process of Real Estate Development – RDEV 600/688T

Introduction to Real Estate Finance—RDEV 603/688Z

Introductory Tax and Accounting for Developers—RDEV 605/688K

For students required to take levelling 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 688F

Troubled Asset Restructuring—RDEV 689F

Valuation and Appraisal—RDEV 688V

Market Analysis—RDEV 620/689M

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:

Affordable Housing Asset Management—RDEV 689D

Tax Credit Financing—RDEV 688F

Tax Credit Principles—RDEV 689B

Capital Markets and Investment—RDEV 635

NEGOTIATIONS AND ORGANIZATIONAL SKILLS

Negotiations—RDEV 670/688E

Leadership & Organizational Management–RDEV 688X

ADDITIONAL ELECTIVE OFFERINGS:

International Development Issues—RDEV 689P

Entrepreneurship for Real Estate Developers—RDEV 688P

MASTER'S DEGREE REQUIRED COURSES	
(R1) Development Law, Process and Ethics	RDEV 610/688A
(R2) Fundamentals of Real Estate Finance	RDEV 630
(R3) Planning Policy, Process and Politics (other URSP courses with approval)	RDEV 615/688G
(R4) Urban Design & Visual Literacy	RDEV 640/688J/689N
(R5) Construction Management/ Method & Materials	RDEV 650/ RDEV 689N
(R6) Principles of Property Management / Asset Management / Commercial Leasing / Risk Management/ Affordable Housing Asset Management	RDEV 689R RDEV 660/688L RDEV 689L RDEV 689T RDEV 689D
(R7) Valuation / Market Analysis	RDEV 620/689M RDEV 688V
(R8) Capstone/Thesis in Real Estate Development	RDEV 690/688I

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

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

FULL TIME WITH LEVELLING (21 MONTHS)					
Fall *1st Sem*	Winter *2nd Sem*	Spring *3rd Sem*	Summer *4th Sem*	Fall *5th Sem*	Spring *6th Sem*
L 1	R 6	R 1	R 5	R 4	R 8 (Capstone)
L 2		R 2	E1	R 7	E 3
L 3		R 3		E 2	

Development Competition Projects—RDEV 689I & RDEV 688C

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.

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 four settings: Saturday seminars, weekend intensive Bootcamp, online courses or small group coaching sessions from 6-7 pm on a weeknight.

COMMUNICATING

EMAIL

Most professors and your classmates communicate via email. This means that your email in Testudo must be correct. You can change it whenever you want by going to http://registrar.umd.edu/current and select Update Contact Information. Make sure that the program director has your current email address and do not forget to update your email 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.

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.

Self-Plagiarism: the reuse of substantial identical or nearly identical portions of one's own work in multiple courses without prior permission from the current instructor or from each of the instructors if the work is being submitted for multiple courses in the same semester.

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 610/688A) 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: https://svp.umd.edu/calendar . 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.

ARGUS

ARGUS is the industry standard software for: Acquisitions & Dispositions, Budgeting & Forecasting, Development & Construction, Property Management & Accounting, Valuation & Appraisal. Every summer and occasionally on Spring and Winter Break, the Colvin Institute offers a non-credit course in ARGUS. 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 typically runs about $500 for 15 hours of instruction.

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 **cannot** be repeated.
D+, D, D-	marginal performance; does not represent progress toward a degree; grade counted towards GPA but **can** be repeated.
F	failure to understand the subject and unsatisfactory performance; grade counted towards GPA but **can** be repeated.
XF	failure due to academic dishonesty; grade counted towards GPA but **can** 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 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 1121, 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 Reshelfing Carts. Staff members will reshelf 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, 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

- RSMeans 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.

COSTAR

- COSTAR provides online information on commercial properties.
- If your class requires, you will be given access to COSTAR on your personal laptop for that term.
- For access, contact the Assistant Director, Tanya Bansal at tbansal@umd.edu.

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 Assistant Director for more information.

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. 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

- https://arch.umd.edu/rdev/real-estate-development

- https://arch.umd.edu/programs/real-estate-development/colvin-institute-real-estate-development

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/ or by visiting the Public Services Offices on the 4th floor of McKeldin Library.

TEXTBOOKS
- **University Book Center, University of Maryland Bookstore** is located in the 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 HP12C (preferred over HP 17B).

GRADUATE STUDENT LIFE HANDBOOK: WWW.THESTAMP.UMD.EDU/GRADUATE_STUDENT_LIFE/GRADUATE_HANDBOOK

ACADEMIC CALENDAR: 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, HAND and WCCD. Most groups offer a student membership rate.

SUBSCRIPTIONS
- Real Estate Bisnow: Subscribe for Free at www.bisnow.com.

- Students and faculty have unrestricted access to both the Washington and Baltimore Business Journals via the Colvin Institute portal. 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.

  https://www.bizjournals.com
  Login: info@umd.edu/Password: welcome

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, preservation, 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 late October or early November.
- Competition work occurs at the end of January and early February.
- National site, presentations for top 4 teams, out of state.
- Heavy design with complex financing emphasis.
- 3 cash prizes (100 – 150 teams typically participate).

HUD INNOVATION IN AFFORDABLE HOUSING STUDENT DESIGN AND PLANNING COMPETITION *(Annual, Spring)*

- Supported by Maryland faculty in design, development and planning.
- Interdisciplinary Team(s) invited to form in late October or early November.
- Competition work occurs in December through April.
- National site, presentations for top 4 teams, out of state.
- Heavy design and planning with complex financing emphasis.
- 4 cash prizes (40 – 70 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 Case Study Challenge—National Real Estate Case Competition *(Fall)*

- Teams (1-3 members) from schools around the country.
- Competition runs from early fall and terminates with 4 teams presenting to a national jury in December.
- Each team will select a site in their geographic region.
- Cash prizes to top 4 teams.

STUDENT SERVICES

FINANCIAL SERVICE CENTER

1135 Lee Building
Monday - Friday, 8:30 - 4:30
Phone: 301-314-9000 OR 1-888-313-2404
Email: 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/

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/about-us/ombuds-office

CHILD CARE: https://uhr.umd.edu/looking-for-child-care/

RECREATION AND SPORTS

UNIVERSITY RECREATION & WELLNESS: www.recwell.umd.edu/. Your CRS membership includes access to all 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.tickets.umd.edu

THE WASHINGTONIAN (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, is updated by the Dean, and is 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/). 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.

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.

DATING

You may date anyone other than your:
- Professor(s), present or future.
- Graduate/Teaching Assistants.
- Anyone at UMD who could influence your grades.

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 **VIPs**, such as the Governor, Cabinet Secretaries and potential employers.

Remember every one of your instructors is an active real estate professional. Think of your classes as an exceeded job interview. Always bring and use your Colvin name tent provided to you during orientation.

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

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 websites.

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.

- <u>Mazza Grandmarc:</u> 9530 Baltimore Avenue, College Park, MD
- <u>Campus Gardens:</u> 2200 Phelps Road, Hyattsville, MD
- <u>Parkside Apartments</u>: 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 provided 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 who 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: https://dmv.dc.gov
- Virginia: https://www.dmv.virginia.gov

REGISTER TO VOTE

Maryland Voter Registration: https://elections.maryland.gov/voter_registration/

Download the form to register to vote in Maryland.

KEY CONTACTS		
MRED PROGRAM		
Maria Day-Marshall, JD, LL.M Director and Clinical Associate Professor Programs in Real Estate Development Colvin Institute of Real Estate Development	mdaymars@umd.edu	301-405-6795
Tanya Bansal, MRED, Assistant Director Clinical Assistant Professor Programs in Real Estate Development	tbansal@umd.edu	301-405-6313
Carrie Chard, Assistant Director Colvin Institute of Real Estate Development	cchard@umd.edu	301-405-6322
Vacant, Program Assistant Programs in Real Estate Development	rdevsupport@umd.edu	
Margaret McFarland, JD Founding Director and Professor Emeritus Programs in Real Estate Development	mmcf@umd.edu	240-472-8304
DEAN'S OFFICE		
Dawn Jourdan, JD, Ph.D. Dean	djourdan@umd.edu	301-405-6305
Ingrid Farrell, Assistant Dean Finance & Personnel	ifarrell@umd.edu	301-405-6795
Jennifer Sanderson Administrative Coordinator/Dean's Assistant	jensan@umd.edu	301-405-9421
Clara E Irazábal Zurita, M.Sc., .Arch., Ph.D. Urban Studies & Planning Program	irazabal@umd.edu	301-405-6292
Mohammad Gharipour, PHD, Director of the Architecture Program; Professor	mgr@umd.edu	301-405-6287
Michael Ezban, Interim Assistant Director of Architecture	mezban@umd.edu	301-405-0325
Gerrit J. Knapp, Ph.D., Director National Center for Smart Growth Research & Education	gknaap@umd.edu	301-405-6083
Lindsay May, Associate Dean of Academic Affairs & Strategic Initiatives; Clinical Assis- tant Professor	lmmay@umd.edu	301-405-0325
Donald W. Linebaugh, PhD, RPA Interim Director and Professor - Historic Preservation & Former Dean	dwline@umd.edu	301-405-6309

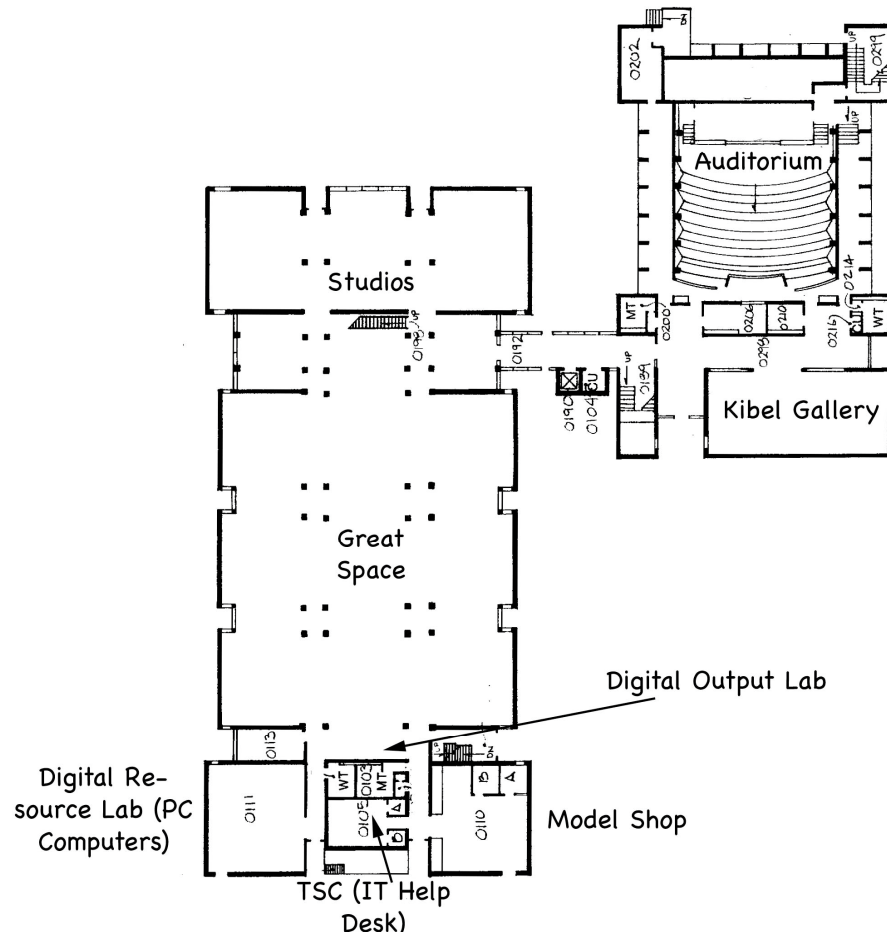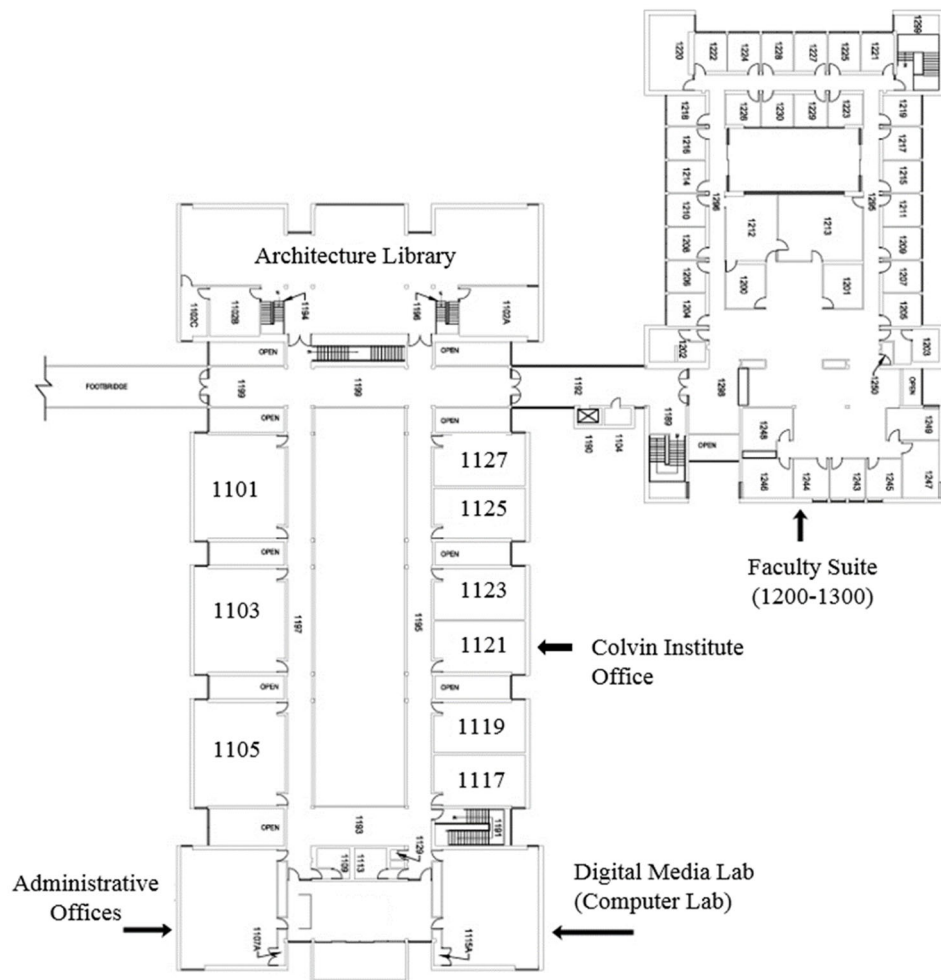| KEY CONTACTS — *Continued*		
STAFF		
Technology Solutions Center (Information Technology Help Desk)	tsc@umd.edu	301-405-6328
Kristen Stack, Director of Student Services	kjstack@umd.edu	301-405-6311
Cynthia Frank, RA Librarian	cfrank@umd.edu	301-405-6321
Monica Herrera Payroll & Benefits Coordinator	mherrera@umd.edu	301-405-6282
Christine Hinojosa, Director Communications & External Affairs	hinojosa@umd.edu	301-405-6286
Dawn Green Business Manager	dgreen@umd.edu	301-405-0867
Prince Hunter Research Coordinator	phunter@umd.edu	301-405-5891
Fabian Gomez, Director Information Technology	gomezf@umd.edu	301-405-6329
Kenny Nguyen Information Technology Specialist	anguye13@umd.edu	301-405-6792

TIP
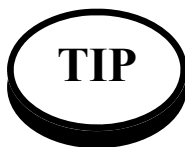
Go to:

www.arch.umd.edu/people

for a current and complete faculty and staff directory for the
School of Architecture, Planning & Preservation

Auditorium

Studios

Kibel Gallery

Great
Space

Digital Output Lab

Digital Re-
source Lab (PC
Computers)

Model Shop

TSC (IT Help
Desk)

Architecture Library

Faculty Suite
(1200-1300)

1101

1103

1105

1127

1125

1123

1121 ← Colvin Institute
Office

1119

1117

Administrative
Offices →

Digital Media Lab
(Computer Lab) ←

FOOTBRIDGE

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CAMPUS MAP

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

https://maps.umd.edu/map/

NOTES