



STUDENT RESOURCE GUIDE 2021-2022



General Information

Accreditation

Capitol Technology University is authorized by the state of Maryland [through the Maryland Higher Education Commission, 6 North Liberty Street, Baltimore, MD 21201, 410.767.3300] to confer the following Doctor of Philosophy (Ph.D.) degrees in; Business Analytics and Decision Sciences, Technology, and Unmanned Systems Applications.

Capitol Technology University is authorized by the state of Maryland to confer a Doctor of Science (D.Sc.) in Cybersecurity.

Capitol Technology University is authorized by the state of Maryland to confer a combined Master of Science (M.S.) in Research Methods and Doctor of Philosophy (Ph.D.) in Technology.

Capitol Technology University is authorized by the state of Maryland to confer a Master of Business Administration (M.B.A.) degree.

Capitol Technology University is authorized by the state of Maryland to confer the following Master of Science (M.S.) degrees in; Computer Science, Cyber Analytics, Cyber and Information Security, Electrical Engineering, Information Systems Management, Internet Engineering, and Unmanned and Autonomous Systems Policy and Risk Management.

Capitol Technology University is authorized by the state of Maryland to confer the following Technical Master of Business Administration (T.M.B.A.) degrees in; Business Analytics and Data Science and Cybersecurity.

Capitol Technology University is authorized by the state of Maryland to confer the following

Bachelor of Science (B.S.) degrees in; Astronautical Engineering, Business Analytics and Data Science, Computer Engineering, Computer Engineering Technology, Computer Science, Construction Management and Critical Infrastructure, Cyber Analytics, Cyber and Information Security, Electrical Engineering, Electronics Engineering Technology, Engineering Technology, Management of Cyber and Information Technology, Mechatronics Engineering, Mechatronics and Robotics Engineering Technology, Mobile Computing, Software Engineering, Technology and Business Management, and Unmanned and Autonomous Systems.

Capitol Technology University is authorized by the state of Maryland to confer the following Associate in Applied Science (A.A.S.) degrees; Computer and Cyber Operations Engineering, Electronics Engineering Technology, and Engineering Fundamentals.

Capitol Technology University is approved for veterans' education by the Maryland Higher Education Commission.

Capitol Technology University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267.284.5000) www.msche.org. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The B.S. degree in Astronautical Engineering is accredited by the Engineering Accreditation Commission (EAC) of ABET, [HTTP://www.abet.org](http://www.abet.org).

The B.S. degree in Computer Engineering is accredited by the Engineering Accreditation Commission (EAC) of ABET, [HTTP://www.abet.org](http://www.abet.org).

The B.S. degree in Electrical Engineering is accredited by the Engineering Accreditation Commission (EAC) of ABET, [HTTP://www.abet.org](http://www.abet.org).

The B.S. degree in Computer Engineering Technology is accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET, [HTTP://www.abet.org](http://www.abet.org).

The B.S. degree in Electronics Engineering Technology is accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET, [HTTP://www.abet.org](http://www.abet.org).

Capitol Technology University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE: Master of Business Administration, Master of Science in Information Systems Management, Bachelor of Science in Business Administration (renamed B.S. in Technology and Business Management in late 2017), and Bachelor of Science in Management of Cyber and Information Technology.

Symbols of the University

Logo

The contemporary styling of the shield symbolizes the university's blend of academic tradition and modern learning. Inside the shield are two Cs that balance each other and form a circle. The circle is a symbol of knowledge. Above the circle is a square that symbolizes the moment when knowledge is gained through learning.

Seal

The lamp of knowledge appears in front of a Greek delta, which signifies the concept of change. The motto, in Latin, is translated as "Either find a way or make one." 1927 represents the establishment of Capitol Radio Engineering Institute (CREI).

1964 represents the transition to offering bachelor's degrees and becoming Capitol Institute of Technology. 2014 represents the transition to a university.

Colors

Capitol's colors are red and black, representing the polarities of the electrical spectrum.

Overview of Departments

Up-to-date contact information for each department is available at www.captechu.edu. Additional information about each office, including contact information, is available at <https://mycapitol.captechu.edu> in the current student section.

Executive Council

Dr. Bradford L. Sims, President

Dr. Richard Baker, Interim Vice President for Academic Affairs

Melinda Bunnell-Rhyne, Vice President of Student Engagement and University Development

Dianne M. O'Neill, Senior Vice President for Enrollment and Marketing

Gary Burke, Vice President of Facilities Management and Professional Education

Kathleen Werner, Vice President of Finance and Administration

Administrative Assistants

Brielle O'Brien, Executive Administrative Assistant to the President

Loree Woo, Administrative Assistant

Academics

- Curriculum
- Course content
- Textbook selection
- Course scheduling
- Faculty office hours
- Class cancellations

Admissions

- Advising prospective students
- Recruiting, processing student admissions

Administrative Services

- Mail, printing, support, supplies, and telephone services
- Auxiliary services

Advancement and Alumni Relations

- Alumni records
- Gifts to the university
- Grants
- Corporate and government

Advising and Student Success

- Course selection
- Placement testing
- Academic support and coaching
- Student Success Center for tutoring

Buildings and Grounds

- Repairs
- Maintain grounds
- Snow removal
- Campus appearance

Business Office

- Accounts payable
- Book vouchers
- Payroll
- Student refunds
- Student bills and other debt payments
- 1098 student tax forms

Career Services

- Career counseling, employment
- Cooperative education

Communications and Publications

- Capitol Chronicle
- Capitol Connector E-Newsletter
- Catalog
- Website/Social Media

Critical Infrastructures and Cyber Protection Center

- IA industry certification preparation courses
- Federal CNSS certificate programs
- IA specific needs-based training and workforce development

Financial Aid

- Financial aid, and educational loans
- Federal, State, Institutional, and Private Scholarships and grants
- Entrance and Exit Counseling

Human Resources and Administration

- Human resources, employment verification
- Student employment

Information Services and Technology

- Computer support
- Internet and network

International Student Affairs

- Maintenance of F-1 status
- Campus employment

Online Learning Services

- Help desk
- Learn @ Capitol/Canvas
- Capitol LIVE!/Adobe Connect

Puente Library

- Using, borrowing library materials
- Information Resources
- Library services

Registration and Records

- Add, drop
- Class schedules
- Change of degree program or address
- Degree audits
- Evaluation of transfer credits
- Grades and academic records
- Graduation, enrollment verification
- Registration, transcripts
- Veteran's assistance

Security

- Secures buildings
- Monitors campus

Space Flight Operations Training Center

- Dynamic simulator for training in command, control, and telemetry

Student Life and Retention

- Activities, clubs
- Counseling and referrals
- Health information, insurance
- Identification cards
- Intramural sports, locker rentals
- New student orientation
- Community standards and conduct review process
- On- or off-campus housing
- Student advocacy

Academic Calendar

The university's academic calendar is on the university website at www.captechu.edu.

University Closings and Class Delays

In the event of severe weather or other emergencies, any possible cancellations or late openings will be announced via social media (instagram, facebook, twitter and, linked in), television broadcasts and posted on the university website.

The university maintains a recorded message at 301.369.2800 or 888.522.7486 and posts a weather advisory on the website and social media platforms.

Emergency Phone Numbers

Fire Department and Ambulance: 911

Laurel Police Department: 301.725.3000

County Police

Anne Arundel County: 410.987.0101

Howard County: 911

Montgomery County: 911

Prince George's County: 911

Academic Information

Faculty

Full-time faculty members at Capitol's Laurel campus are assigned an on-campus office, a telephone extension with voice mail and a university email account to assist their accessibility to students. In addition, each full-time faculty member maintains a minimum of eight office hours weekly and is available by appointment. Faculty email addresses can be found at www.captechu.edu.

Adjunct faculty members are assigned a university email account to assist their accessibility to students. In addition, each course syllabus should contain contact information. Adjunct faculty members are available to meet with students by appointment, over the phone or in a virtual classroom. Faculty members are matched with students who have obtained junior status. Faculty members assist students in selecting courses and materials that match their career goals. Faculty email addresses can be found at www.captechu.edu.

Commonly Asked Questions—Registration and Records

How do I get a transcript?

Contact the Office of Registration and Records. Your financial account must be in good standing to receive a transcript. A working copy for yourself is free and available at <https://mycapitol.captechu.edu>. For an official transcript for an employer or another university, you must complete a form and pay a \$10 fee. Transcript Request Forms are available online.

Who can tell me the courses I still need to graduate?

Contact the Office of Registration and Records and ask for a degree audit or go to <https://mycapitol.captechu.edu> to view a degree audit on the advising subpage of the student tab. If you think you are within two semesters of completing your requirements, you must apply for graduation. Applications for graduation are available online.

Who can I talk to about my transfer credits?

Contact the Office of Registration and Records and speak with the assistant director. If the assistant director is unable to help, you will be referred to the appropriate dean.

How do I change my degree?

Complete a Change in Degree Program form in the Office of Registration and Records. The academic dean must approve all changes of degree programs.

Academic Procedures

Classroom Behavior

Your behavior in the classroom affects your instructor and fellow students. Please be courteous to those who share the classroom with you by turning off cell phones and pagers, refraining from the use of profanity and complying with reasonable requests. Faculty members establish standards for classroom behavior, course work and grading. These classroom policies are made at the discretion of the faculty, who can request that students leave the classroom if their behavior is disruptive. Faculty members have the

right to pursue additional disciplinary proceedings, if deemed appropriate.

Advisors

You are assigned an advisor during initial registration. You should contact your advisor as needed to help with academic and personal decision-making. Your advisor may contact you if there is an issue of concern. If you are uncertain of who your advisor is, contact the University Advisor in the Office of Student Life or view this information at <https://mycapitol.captechu.edu>.

Registration Procedures

The first step in registering for a new semester is to obtain a schedule of classes. The schedules are online at <https://mycapitol.captechu.edu>. Printed copies are available from the Office of Registration and Records. You should make an appointment to discuss registration with an advisor, faculty member or dean.

To prepare for an advising session, you should update your unofficial tracking

sheet or print a degree audit from <https://mycapitol.captechu.edu> and review your recommended program of study. You should determine how many classes you want to take, select a group of courses to consider taking and determine if you have completed the prerequisites. During your advising meeting, discuss with your advisor if the selected courses fulfill degree requirements, if they fulfill needed prerequisites for future classes and if there are any time conflicts. You should then register online through <https://mycapitolcaptechu.edu> or complete a registration form (obtained from the Office of Registration and Records) with advisor's approval.

Submit the registration form to the Office of Registration and Records and finalize registration with the Business Office.

Independent Study

Independent study in a course will be granted only in the most extraordinary circumstances. To request an independent study course you can obtain an independent study form from the Office of Registration and Records or online. Complete the top portion of the form and return it to the Office of Registration and Records.

Eligibility for an independent study course will be determined by a committee comprised of academic department chairs, academic advisors and academic support staff. If the committee determines that a student is eligible for an independent study course, the appropriate department chair will assign a professor and the student

will be registered for the course by the Office of Registration and Records. In some cases you may be contacted by your academic dean or department chair to obtain additional information or to suggest other options for completing the requested course.

For online learners, all meetings or discussions with any academic deans or any faculty members can occur via phone, email or video conference.

Validation Credit

If you think you know a course's material and you qualify to validate a course (see university catalog for guidelines), you may consider validation credit by exam. First, you should talk to the instructor who teaches the course and determine if the information coincides with what you already know. You should then contact the appropriate academic dean for guidance.

After you determine that you are a good candidate for validation, register with the Office of Registration and Records and pay the proper fee. Refer to the university catalog for academic policies and requirements related to validation credit.

Undergraduate Transfer Credit Approval

Currently enrolled Capitol students who are considering taking courses elsewhere and plan to transfer the credit to their degree program should first discuss the matter with an advisor. If it's determined that completing coursework outside Capitol is in your best interest, obtain a transfer credit approval form online or from the Office of Registration and Records and the course description from the university or college you plan to attend.

You need to meet with the department chair or academic dean responsible for the equivalent course for approval. This meeting or discussion could occur over the phone or via email if you are an online learner. The completed transfer credit approval form must be returned to the Office of Registration and Records to be filed in your official record. After completing the course, you must have an official transcript from the college or university sent to Capitol. If you do not have transfer credit approved in advance, you may not receive credit; you will not receive credit for courses without submitting the official transcripts.

Refer to the university catalog for academic policies and requirements related to transfer credit and any credit awarded without completing course work at Capitol.

Change of Degree Program

If you are considering a change of degree program, you are urged to talk to an advisor, faculty member or dean. You and your advisor should review your current tracking sheet and potential new tracking sheet to consider the effect of changing your degree program on your anticipated graduation date. In addition, you should meet with the director of career development to validate your assumptions about career opportunities. This meeting or discussion could occur via phone or email for online learners.

You can obtain Change in Degree Forms at the Office of Registration and Records or online. Once the department chair or academic dean signs the form, it must be returned to the Office of Registration and Records. Refer to the university catalog for academic policies and requirements related to change of degree.

Double Degree Seekers

If you are considering a double degree you should contact an advisor, faculty member or academic dean. He or she will review your current tracking sheet and potential additional tracking sheet to consider the effect of adding a degree program to your expected graduation date. In addition, you should meet with the director of career development to validate your assumptions about career opportunities. This meeting or discussion could occur via phone or email for online learners.

You could find that pursuing a master's degree after completing your bachelor's degree may be more beneficial than completing two bachelor's degrees. There is a subtle difference between two majors and two degrees. Many universities offer majors in specific fields and students with more than one major still receive only one bachelor's degree. Capitol offers degrees in specific fields, so seeking a double degree means you would receive two diplomas and two bachelor's degrees.

If you pursue a double degree, you must meet the criteria listed in the university catalog. Change in Degree Programs, request forms are available in the Office of Registration and Records. The Office of Registration and Records will complete information on the form, which must then be taken to the academic dean for approval. Once the academic dean signs the form, it must be returned to the Office of Registration and

Records. Refer to the university catalog for academic policies and requirements related to double degrees.

Dropping a Course

If you are considering dropping a course, contact an advisor. You and the advisor will review your current tracking sheet and the effect of dropping or withdrawing from a course on your academic plan and expected graduation date. In addition, you should meet with the faculty member teaching the course and discuss any challenges to determine if outstanding issues can be resolved. If you still opt to drop or withdraw, complete the process online at <https://mycapitol.capttechu.edu> or in person at the Office of Registration and Records, with advisor's approval, by completing an add/ drop form. Refer to the university catalog for academic policies, requirements, fees and deadlines related to drop and withdraw.

Auditing a Course

When a course is audited, you pay tuition for the course and have the opportunity to attend and participate in the course. However, you do not receive credit or a grade for your participation.

If you are considering auditing a course you should contact your advisor. You and your advisor will review your current tracking sheet and the effect of auditing a course on your academic plan and expected graduation date. In addition, you should meet with the faculty member teaching the course and discuss any challenges to determine if you can resolve any outstanding issues. If you still decide to audit, complete the process online or in person at the Office of Registration and Records, with advisor's approval, by completing an add/drop form. Refer to the university catalog for academic policies, requirements, fees and deadlines related to auditing courses.

Repeating a Course

If you are dissatisfied with your GPA or have failed a course, you should consider repeating courses. You should first contact your advisor. You and your advisor should review your current tracking sheet and the effect repeating a course will have on your academic plan, expected graduation date, and GPA. All course work remains on your official transcript and repeated courses are indicated on the transcript. When you repeat a course, the credits are counted only in the GPA calculation and only the higher grade is used. Refer to the university catalog for academic policies, requirements and fees related to repeating a course.

Withdrawing from Capitol

If you are considering withdrawing from Capitol, you are urged to meet with your advisor or the director of career development and student success to discuss your concerns. Students choosing to withdraw will be asked to complete an exit interview and will need to meet with a representative of Financial Aid and the Business Office. Withdrawal forms are available online and from the director of student life and residential services. Refer to the university catalog for academic policies and requirements related to withdrawing.

Course Attendance

Faculty members establish course attendance policies for each course. Although instructors may choose not to take attendance, course grades often include class participation, unannounced quizzes or both and may be affected if you miss class. Attendance is directly related to your success.

If you cannot avoid missing a class, contact your instructor in advance. If you will miss several classes due to illness or emergency, you should contact the office of student life and retention. Be prepared to provide documentation of the illness or emergency. The vice president for student engagement or director of student life and residential services will assist you in contacting any instructors.

If you miss class consistently you may be reported to the Early Alert Program, and you may be contacted by an advisor or faculty member. If you miss class consistently it is likely that your financial aid package could be cancelled. Failure to attend classes does not eliminate your academic or financial responsibilities.

Course Cancellation

In the event that any course is cancelled, the university will make an effort to contact you in advance. You may want to meet with an advisor to discuss alternate courses or consider independent study. Refer to the university catalog for academic policies and requirements related to course cancellation.

Classification of Students

A full-time student is any undergraduate attempting at least 12 credits or any graduate student attempting at least nine credits during a 16-week semester or the two terms coinciding with the semester. Students not meeting these criteria are part-time students.

Undergraduate class standing

Freshman: 29 credits or fewer

Sophomore: 30 to 59 credits

Junior: 60 to 89 credits

Senior: 90 credits or more

Verification of Student Status

Insurance agencies and others may require verification of attendance. You can obtain a verification letter request form from the Office of Registration and Records. One form should be completed for each agency requiring a letter. Return the completed form to the Office of Registration and Records for processing.

Requesting Transcripts

Unofficial transcripts are available for personal use at no charge from [https:// mycapitol.captechu.edu](https://mycapitol.captechu.edu) or the transcript and registration specialist in the Office of Registration and Records. Official transcripts can be requested from the Office of Registration and Records using the transcript request form available online or from the Office of Registration and Records. Official transcripts cost \$10 per copy. Your financial account must be in good standing to receive a transcript.

Requesting Grade Report for a Third Party

If your financial matters are handled by a third party, you may be required to send your sponsor grade reports. If you need to send a grade report to a sponsor, obtain request form online or from the Office of Registration and Records. The completed form should be submitted to Office of Registration and Records. Refer to the university catalog for policies regarding student records and FERPA rights.

Requesting Certificates

You may complete certificate programs as part of your degree or as stand-alone certificates at both the graduate and undergraduate levels. Certificates are issued only if you request the certificate. Certificate request forms are available online and from the Office of Registration and Records. Submit the completed form to the Office of Registration and Records and pay a certificate request fee to the Business Office. Academic policies, requirements and fees for certificates may be found in the university catalog.

Tracking Sheets

The requirements for each degree are listed on a tracking sheet and on the Advising page at <https://mycapitol.captechu.edu>. Tracking sheets are updated annually to reflect changes in the degree programs. Follow the tracking sheet that is current during the first semester you enrolled. You can obtain the current tracking sheet online or from the faculty office.

You can request a tracking sheet update at any time from the assistant director in the Office of Registration and Records and the tracking sheet is updated dynamically and available at <https://mycapitol.captechu.edu>. The assistant director will review your official academic record and update the current degree tracking sheet. You will know what courses you must take to graduate. All information is unofficial until the degree audit is performed after you apply for graduation.

Applying for Graduation

When you are within one academic year or two semesters of graduation, you must apply for graduation. The application for graduation is available online or from the Office of Registration and Records. Complete the form and submit it to the Office of Registration and Records by the appropriate deadline. The Office of Registration and Records, with the appropriate academic dean, will review your

academic record and determine what you need to qualify for graduation. You will be sent a letter outlining the remaining requirements. At the time of application, you also order regalia. The graduation fee is due by April 15 prior to graduation. Refer to the university catalog for academic policies, requirements and fees related to graduation.

Commencement

Each May – and only in May – the Capitol community gathers for the commencement ceremony. A tent is traditionally set up on campus for the ceremony. This arrangement allows you to invite everyone you want to attend. In the history of the campus, commencement has never been held inside. If commencement is ever held inside, the number of attendees will be extremely limited.

Capitol has partnered with a local photographer to provide professional photos of the graduating classes, photos of individual students as they cross the stage and a video of the ceremony. Forms for purchase of this service are available online around the time of commencement.

Refer to the university catalog for academic policies and requirements related to eligibility to participate in commencement.

Diplomas

Capitol confers degrees three times a year. Summer degrees are conferred in late August and fall degrees are conferred in late December. Spring conferral dates coincide with the university commencement ceremony in May.

Diplomas for summer graduates will be available for pickup or mailing by the last business day of August. Diplomas for fall graduates will be available for pickup or mailing by the last business day in January. Diplomas for spring graduates will be available for pickup or mailing following the commencement ceremony.

All obligations to the university must be met before diplomas can be picked up or mailed.

Alumni who must replace their diploma can obtain order forms from the Office of Registration and Records. Once the order is submitted, the proper fee must be paid to the Business Office.

Academic Policies

Policies regarding academic performance, suspension, dismissal, financial aid eligibility, residency, graduation requirements, transfer credit, credit worthiness and nearly any other question that could affect you are available in the university catalog. Please review these policies and be familiar with them.

FERPA

You are guaranteed certain rights regarding your student records. Capitol's policies regarding these rights and your student record can be found in the university catalog.

Grade Point Averages

GPA's appear on grade reports and transcripts. Subterm GPA's reflect your academic achievement during an accelerated term or a semester. Subterm GPA's are calculated with only those courses taken during the subterm. Term GPA's reflect your academic achievement during a semester, which may include term and subterm courses. Career GPA's reflect your academic achievement during your entire career at Capitol.

To calculate your GPA, the number of quality points earned must be determined. Quality points, which are calculated by course, are the number of credits the course is worth times the numerical value of the grade (A=4, B=3, C=2, D=1, F=0).

Quality Points = Credit x Grade Value

Once the quality points earned for each class in the subterm, term or career is calculated, sum the number of credits in the subterm, term or career. Then, sum the number of quality points earned in the subterm, term or career. Finally, divide the sum of the quality points by the sum of the credits.

Refer to the university catalog for academic policies and requirements related to GPA's and grade values.

Honor Societies

Alpha Chi National Honor Society

The Maryland Beta Chapter represents the Alpha Chi National Honor Society at Capitol. Membership is based on demonstrated service to the university community, good reputation and character, as well as high academic standing. Juniors and seniors enrolled in one of the bachelor's degree programs at Capitol for at least one year and who rank among the top 10 percent of their class are eligible for election to the chapter by the faculty.

Alpha Chi offers opportunities for public performance at conventions; publication in the Alpha Chi Recorder; leadership through National Council membership; financial assistance through National Benedict Fellowships, Nolle Scholarships and several regional scholarships; and participation in local chapter projects and activities.

Tau Alpha Pi National Honor Society

The Kappa Alpha Chapter represents the Tau Alpha Pi National Honor Society at Capitol. Membership requirements include successful completion of at least 55 semester credit hours and at least 24 semester credit hours at Capitol, enrollment in one of the degree programs, a cumulative GPA of at least 3.5 for two consecutive semesters, and a willingness to lead and serve in capacities beneficial to the university

community. Members are elected for life. The chapter recognizes new members and encourages alumni participation.

Eta Kappa Nu National Honor Society

The Kappa Mu Chapter of Eta Kappa Nu at Capitol is a national honor society for electrical engineers. HKN was founded in 1904 and has more than 175,000 members, representing 198 chapters. This prestigious organization is the only honor society solely devoted to electrical engineering. A successful candidate possesses proven character, perseverance and the ability to excel. This organization extends membership to the top juniors and seniors in the fall and spring semesters. Officers are elected in the fall.

Sigma Beta Delta

The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Membership in Sigma Beta Delta is the highest national recognition a business student can receive at a college or

university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must rank in the upper 20 percent of the junior, senior or master's class and be invited to membership by the faculty officers.

Upsilon Pi Epsilon

Upsilon Pi Epsilon is an honor society whose membership consists of outstanding undergraduate and graduate students in Computing and Information Disciplines.

Only schools that offer a degree in a computing science-related discipline may be chartered. Likewise, prospective student members must be working toward a degree in Computing and Information Disciplines at the time they are considered for membership. Yet members are chosen not only for their scholastic achievement in a computing science program, but also for distinguishing themselves as true professionals by meeting the standards of the society. Membership is limited to those who can effectively achieve the original goals of the society. Upsilon Pi Epsilon (UPE) was first organized at Texas A&M University, College Station, Texas, in 1967. The international organization now consists of chapters in various colleges and universities in North America and overseas.

Academic Conduct

It is expected that your personal integrity will prohibit all forms of dishonest conduct. For those few who do not respect the academic criteria against cheating and would violate these standards, the following regulations have been established.

Test Taking

- Look at your paper only. Cover your paper so others may not view it.
- Books, papers and all other personal belongings must be placed under your desk.
- Talking or other forms of communication will not be tolerated. If questions or other problems arise during an exam, raise your hand and your instructor will assist you.
- Crib sheets, cheat sheets and all other forms of notes are prohibited unless approved by professor.

- You are expected to come to class prepared with all necessary materials, including several pencils, an eraser and a calculator, when applicable.
- Borrowing or transferring materials is not permitted.

Labs and Reports

- Unless you are assigned to work in a group, all work must be original.
- Conclusions should reflect your own work. Plagiarism will not be tolerated.

Code of Academic Integrity

Academic dishonesty is a serious offense at Capitol because it undermines the bonds of trust and honesty among members of the community; it defrauds those who may eventually depend upon your knowledge and integrity. Academic dishonesty demonstrates disrespect for the educational process and is unfair to fellow students. Every student is responsible for ensuring that academic integrity is pursued.

Prior to the academic year, all faculty are provided with information sheets detailing the Code of Academic Integrity and information to help identify academic dishonesty.

The Code of Academic Integrity is incorporated into Capitol's Code of Community Standards.

Tips and Guidelines

What's the difference between collaboration, tutoring, helping and cheating or facilitating academic dishonesty? If the professor allows individuals to work together (collaborating) everyone should understand the assignment before it is submitted. Each member of your group should be able to identify parts of the assignment that each of you contributed. If you don't understand the assignment, you are cheating yourself, and if you don't contribute, you are cheating your group or your partner.

If the professor allows you to work with others but requires you to submit your own work (helping or tutoring), be certain that you can explain what you did and why you did it. If your explanation is "because I was told to," keep working until you understand the assignment on your own. If you are helping anyone, have that student explain the assignment to you and make corrections when off track.

Facilities and Learning Resources

Avrum Gudelsky Memorial Auditorium

The Avrum Gudelsky Memorial Auditorium offers theater-style seating for 340 attendees and a spacious stage area. The auditorium features a computer LCD projection system for presentations and a sound system with podium, handheld and lapel microphones. University-wide gatherings, such as convocations, honor society presentations, lectures and other special academic events, are held in the auditorium. Various local organizations use this facility for briefings, presentations and workshops.

Business Resource Center

The Business Resource Center, located in the Puente Library, makes available to students computers with business-specific software. A printer and laminating machine are available for projects. Pertinent business journals and reference materials can also be found in the BRC. This business-focused lab supports research needs for business and management students. The BRC is open during the normal operating hours of the Puente Library.

Chemistry and Physics Lab

The Chemistry Laboratory is in room B132 on the first floor of MCI Hall, opposite the Electronics Lab. The Chemistry Lab is a closed lab and the hours are on the syllabus for the course.

The Physics Lab is located in room B125 and operates as an open lab, which allows you to use the lab as your schedule permits. The hours when you can use the facility are posted at the entrance of the lab. The physics lab managers supervise conduct and help you with your experiments and homework. The Physics Lab has fifteen Digital Analog Training Systems, which provide students with the components, electronic devices, and testing tools required for lab experiments. The physics laboratory has 4 PCs running Windows. The computers also contain DataStudio software, which is necessary to control the PASCO laboratory equipment. To supplement the PASCO lab equipment, students also have access to multimeters, power supplies, components, and standard tools like a scale, a tape measure, weights and hangers, and thermometers.

The chemistry section of the lab is open only at scheduled, specific times and is monitored by an instructor. Students taking chemistry have two hours of required lab work per week.

The following procedures apply to both the chemistry and physics sections of the lab:

- Report any malfunction noticed in operating the equipment to the lab manager.
- When an experiment is completed, return equipment to its proper storage place or to the issuer. Clean individual experiment areas thoroughly.
- No more than three students should work together on the same experiment.
- Proper behavior and conduct are expected. Eating, drinking and smoking are prohibited in the lab.

The following procedures apply only to the physics section of the lab:

- All students must check in with the lab manager and fill out an equipment requisition form.
- Requisition forms must include the names of all partners conducting the experiment. Each member of the team must submit a Capitol ID card when checking out the equipment.
- The physics lab manager will return student ID cards after all equipment has been returned.
- All requisition forms are retained by the physics lab manager and delivered to the appropriate professor's mailbox no later than the following day.

Computer Science Laboratory

The Computer Science Lab offers Windows and Macintosh systems, and a variety of up-to-date software. High-speed connections to Internet resources can be made from the lab computers. The lab is open to all Capitol students and faculty. The hours for accessing the CS Lab are posted at the Lab's entrance each semester. The Lab has 4 Dell XPS systems and 4 iMacs.

Cyber Lab

The Cyber Lab provides hands-on experiences to increase the cybersecurity knowledge of undergraduate and graduate students enrolled in cyber and related programs. The Cyber Lab welcomes faculty and students of all disciplines, providing the infrastructure and tools for students to research, discover and apply cyber security knowledge to their related field of study. Hours for Cyber Lab student access will be posted on the door of the Cyber Lab each semester. Student lab managers will staff the Cyber Lab and are available to help students who desire to develop or improve lab skills. Laboratory hours are posted. Special

permission for off-hour access is available for students working on projects.

Electronics and Engineering Laboratories

There are two electronics laboratories: a freshman/sophomore laboratory and a junior/senior laboratory. The junior/senior laboratory has more sophisticated equipment and 15 PCs, while the freshman/sophomore laboratory has 10 PCs. This includes 16 Vostro 470 mini tower PCs with E series 21.5" monitors, and 8 dual core PCs. All of the computers in the electronics laboratories run Windows 7 Enterprise. The laboratories were designed to use an "open-lab" concept. The labs are open to the faculty and students for an average of 62 hours per week.

The equipment used in the electronics and electrical engineering programs is contained in two large laboratories. Basic test equipment, typical of what is found in industry, includes sweep oscillators, function generators, spectrum analyzers, curve tracers, data communication test sets, digital testers and logic analyzers. Advanced prototyping and design equipment includes a digital signal processing application and development system, a computer automated testing and prototyping center, a PIC18 series board development system, a PLD development workstation, engineering workstations, xLink development boards and circuit simulation facilities.

The laboratories are open six days a week (hours are posted and available online) with a manager available to assist students on evenings and Saturdays. Laboratory hours for additional assistance from faculty are posted. You may use the labs as your schedule permits.

Electronic kits for lab experiments are available in the electronics laboratory, except as noted in individual course syllabus. The following rules of conduct and procedures apply:

Rules of Conduct

- Eating, drinking and smoking are prohibited in the laboratory.
- Discard scrap paper and other miscellaneous materials in the proper receptacles.
- Report any malfunction found in the operation of equipment to the lab manager or to the lab aide.
- Return equipment to proper storage places or to the checkout window.
- Power cords and probe leads must be properly attached and secured.

Procedures

1. Lab kits are required for each electronics course being taken (other than selected design classes). These kits must be paid for at the Business Office. You can pick up the kit at the lab window upon presentation of a valid receipt.
2. You must obtain a bar-coded ID card prior to using the lab. No equipment will be issued without a valid ID card.
3. You must present your own ID card at the checkout window when requesting equipment. Equipment is checked out only for the duration of the experiment that day.
4. Data books are available at the window and can be borrowed upon presenting the ID card. However, the books are for use only in the labs; no overnight loans.

Fusion Lab

The Astronautical Engineering Department has laboratory facilities in the McGowan Academic Center. These facilities support the department's undergraduate and graduate education and research missions, as well as multiple engineer clubs.

The Fusion Lab is located next to the Space Operations Institute and is dedicated to the development of picosatellites, near-space payloads, 3-D fabrication, and rapid development projects. The lab is outfitted with the necessary hardware and software to support student-initiated projects in picosatellite and payload development, mission design and fabrication, simulation, and astronautical engineering courses and research.

Hours of operation for the ARL will be posted on the door each semester. Student lab managers will staff the ARL. The lab is also used for AE tutoring.

iPhone Apps Mac Lab

The university houses a Mac lab inside the Business Resource Center. The lab contains 10 Macintosh computers for developing iPhone applications.

William G. McGowan Academic Center

The William G. McGowan Academic Center, contains a computer lab and several multimedia classrooms featuring the latest technology. The building's unique feature is a control center for the Space Operations Institute, an area that allows students in the Space Operations program to control and track satellites and other spacecraft. Space for meetings and special events is available in several areas such as the lyceum and conference room. The McGowan Academic Center is also home to the computer science department.

MCI Telecommunications Laboratory

Computers and computer parts are available for you to use as part of your laboratory hardware experience. You can build and test computers and study computer hardware. You can build computer networks and test them using network monitoring equipment. The lab also contains other computer networking equipment such as routers and hubs, which allow you to design, configure and test alternate network topologies. Lab hours are posted and available online.

Networking Laboratory

The Computer and Networking Laboratory contains computer hardware and software that allow student to assemble, program and test computers in various configurations. Included in the lab are numerous routers, switches and cabling that enable students to design, build and test networks of differing topologies.

Numerous computers are also provided for students to set up projects that include the design of databases, implementation of client server architecture, integration with PLCs to study SCADA and other current technologies. Students studying computer science may use the lab to complete various course requirements that require dedicated computers and specialized software. Laboratory hours are posted.

Special permission for off-hour access is available for students working on projects.

Space Operations Institute/Space Flight Operations Training Center

Housed at the Space Operations Institute in the McGowan Center, the SFOTC provides real-time training in satellite command, control, and telemetry, utilizing a dynamic flight simulator provided by The Hammers Company.

Puente Library

The John G. and Beverly A. Puente Library, on the ground floor of MCI Hall, has been designed to serve as a complete educational resource center for students, faculty, administration and alumni. Its main mission is to provide learning resources to augment the university curricula.

The library specializes in materials that support the technical and general studies curriculum of the university. Holdings include more than 10,000 books, DVDs, computer-based information, electronic databases and periodicals. The library's collection is devoted to computer, electronics, telecommunications engineering technology, and business. The library also includes a fiction collection to support academic coursework and a general love of reading. Access to materials owned by the Puente Library is provided via an online public access catalog (OPAC) and the Virtual Library, which can be accessed via the library's page on the MyCapitol portal. Library facilities include group study rooms, WiFi ready library access, and individual network-ready study carrels that allow you to use laptop computers and other electronic study aids. Software required by the faculty is installed on the library computers. These are available during the hours the library is open.

Library Cards

You must have a valid Capitol photo ID card in order to check out material from the library or use the electronic lab facilities. ID cards may be obtained in the Office of Student Life room C264.

The director of library services sets all lending policies. Materials may be borrowed for 14 calendar days and can be renewed once. Fines will be assessed at 25 cents per day, per item. Materials overdue after three weeks will result in a suspension of your library and lab privileges. All unpaid fines or unresolved occurrences will be turned over to the Registrar's Office and the Business Office.

Online Public Access Catalog (OPAC)

The electronic card catalog will give you a thorough overview of the various books, DVDs and magazines in the library and can be accessed from any networked computer or from the university's website.

McGowan Center (L102)

The William G. McGowan Center for Innovative Teaching provides the latest resources in teaching technology. The center is equipped with a projector system, 21 computers and various software packages.

Employment Opportunities

The Puente Library offers semester employment for currently enrolled students. Applications are available at the circulation desk.

Regulations for the Puente Library

Overdue items

All borrowed materials must be returned on time. All materials are due no later than the last day of class in each semester. Fines are charged and collected for all overdue or lost items.

Items on reserve

Instructors may place items on reserve. These items are available for a two-hour loan period at the circulation desk.

Internet notice

It is inappropriate to display erotic or offensive material in a public setting such as the Puente Library. Violators will have their names forwarded to the director of student life and residential services for a non-academic disciplinary hearing.

Library Hours

Fall and Spring: 9 am to 4 pm

Summer Monday-Thursday 9 am to 10 pm; As posted Friday-Saturday

Virtual Library

Through the Library's webpage on the MyCapitol Portal you will be able to access the library's virtual library, which is home to both digital databases, journals, and e-books. On the MyCapitol homepage on the far right under quick links select the Virtual Library link. You will be taken to a new screen with a prompt to log-in with your Capitol email username (the part before the @ symbol) and email password; after which you'll have full access to all available databases unless otherwise noted.

Student Success Center

You can visit the Student Success Center, located in C258, for one-on-one, free instruction in math, electronics, English, computers and other subjects. Tutors will work through math problems, answer questions about course material, review computer programs and provide feedback on writing projects. Appointments are not necessary. Peer tutors in the Student Success Center are trained to provide tutoring, assistance in resume writing, and assistance with writing cover letters. Hours are posted. The center offers semester employment for currently enrolled academically eligible students. For more information, contact the Office of Student Life.

Developmental Education Program

Capitol is firmly committed to helping all students build a strong foundation of core skills in English and math. Experience has shown that deficiencies in these areas hinder the completion of upper-level coursework. The curriculum has been designed to allow you every opportunity to succeed. Therefore, students whose records have been reviewed for admission and who do not have a reasonable level of proficiency in English, math or both will be asked to take evaluation tests to determine skill levels.

If you are a non-native speaker of English, you will be required to take the Comprehensive English Language Test. If your score indicates that you need specialized instruction in English, you will be assigned to one of the two courses in American English (ESL-099 or ESL-100). Both of these courses will be three credits, which are not applicable toward graduation requirements.

Some students whose English test performances are low will be required to take EN-001 Basic Writing Skills, a course designed to build reading and writing skills. Upon successful completion of the course, you will earn three semester credits, which are not applicable toward graduation requirements.

Students whose performance on the math evaluation test is low will be required to take MA-005, which meets three hours per week. Three credits will be earned for MA-005, which are also not applicable toward graduation requirements.

The grading method for EN-001, ESL-099, ESL-100 and MA-005 is P, pass, or R, repeat. Students earning an R must retake the course.

Office of Financial Aid

Commonly Asked Questions—Financial Aid

What can financial aid be used for?

Funds received from the financial aid programs may be used to cover the following education expenses:

- tuition and fees
- transportation expenses
- room and board
- personal expenses
- books and supplies
- miscellaneous expenses

Certificate programs are not approved for federal, state or institutional aid. The only aid available for this program is private loans.

Who may apply for financial aid?

Any student enrolled, accepted or applying to a program of study, who is either a U.S. citizen or eligible noncitizen (refer to the Free Application for Federal Student Aid instructions for definition of eligible noncitizen) may apply for federal, state and institutional financial aid and a number of private loans. You may be required to provide documentation including proof of citizenship or residency status. No aid is disbursed until the university has verified your eligibility. You must also not be in default on any educational loans or need to repay any federal grants. You must also be enrolled with at least six credits in each academic term you want to receive financial aid and maintain satisfactory academic progress.

International students are ineligible for federal, state and institutional aid. They may be able to secure loans through some private or alternative education loan programs. Contact individual lenders for specific requirements.

International students are required to document their ability to meet the cost of attendance at Capitol before a visa is issued. Therefore, it is unlikely that they would be eligible for financial aid.

How do I apply for financial aid?

To apply for federal and non-federal financial aid, you must complete the online Free Application for Federal Student Aid (FAFSA) annually. Capitol's federal school code is 001436. The online FAFSA simplifies the application process and can be found at www.fafsa.ed.gov. The FAFSA data goes through a needs analysis to determine expected family contribution (EFC) from you, your parents, or both. The university does not determine the EFC. According to federal law, the same formula for determining the EFC is applied to all student applications, regardless of where students attend school. However, if the Department of Education selects your application for the federal verification process, the financial aid office will ask you

to submit federal income tax transcripts and other documents, as appropriate. If there are concerns about the formula or federal methodology used to determine the EFC, contact the aid office or call the Federal Student Aid Hotline at 800-4-FED-AID.

Financial Aid Programs

Capitol understands that paying for college is a major hurdle for you and your family. To help you meet tuition and living expenses, the university offers a variety of financial assistance programs including loans, work-study, scholarships and grants. Regardless of your income level, you are encouraged to apply for assistance. Most aid programs are available to full- and part-time undergraduate students. Graduate students are eligible for loans and federal work-study.

The financial aid program at Capitol consists of federal, state, private and institutional grants and scholarships, federal loan programs including the Federal Perkins, Federal Direct Loan, and work-study programs.

General Eligibility Requirements

- Demonstrate financial need
- Be admitted as a regular, degree-seeking student
- Be a U.S. citizen or eligible noncitizen
- Be enrolled for at least six (6) credits for most federal programs. The federal loan programs require at least six (6) credits. The federal Pell grant program requires at least three (3) credits. State and institutional programs require at least twelve (12) credits. Some audited courses, repeated courses, and credit by examination do not meet these enrollment requirements.
- Demonstrate that you are making satisfactory progress toward your degree
- Have a high school diploma or general education degree
- Have a valid social security number (unless you are from the Republic of the Marshall Islands, the Federated State of Micronesia or the Republic of Palau). If you need a social security number, you can find out more about applying for one at www.ssa.gov
- Register (if you haven't already) with the Selective Service; if you're a male between the ages of 18-25
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal loan and that you do not owe money on a federal student grant

Applying for Federal, State and Institutional Aid Programs

You must complete and submit the Free Application for Federal Student Aid (FAFSA) before the starting term. You can apply on the Internet at www.studentaid.gov. The FAFSA on the WEB Worksheet can be obtained from the Office of Financial Aid. Capitol's code is 001436.

Financial Aid Awarding Process

Capitol will notify you of your financial aid awards after your eligibility documents are received from the Department of Education. Financial aid awards are made based on meeting basic eligibility requirements, demonstrated financial need, and availability of funds. Completing the FAFSA ensures that your family contribution is calculated and reported. Some funds are limited and are awarded on a first-come, first-serve

basis.

Repeats and Audits

You can receive financial aid for only one repeat of a course that was not completed successfully. You will not receive financial aid for audited courses.

Types of Financial Aid

The financial aid program at Capitol consists of grants, scholarships, loans and work-study employment. Detailed information about each aid program is available from the Office of Financial Aid.

Scholarships

The scholarship program at Capitol is designed to reward students for their academic accomplishments, leadership qualities or other special talents. The scholarships come from a variety of sources and donors, and each scholarship has its own set of criteria and annual value, ranging from \$1,000 to full tuition. Student support is available to full-time undergraduate students enrolled for 12 credits or more per semester. Scholarships do not have to be repaid.

Scholarships for (Federal) Service

Capitol encourages qualified students interested in federal government careers to apply to federal SFS (Scholarships for Service) programs. Student services are available to refine and hone your application package. Programs include, but are not limited to, Department of Defense Information Assurance Scholarship Program (IASP – annual application window is approximately November through January); Science Mathematics and Research for Transformation Scholarship (SMART – annual application window is approximately August – December).

Institutional Scholarships

Every full-time undergraduate student is automatically considered for an institutional scholarship when applying for admission to the university. Initial institutional scholarship notification is sent by the Office of Admissions and is based on prior academic performance and SAT or ACT scores. For eligibility requirements, contact the Office of Admissions. All of the scholarships are annually renewable to recipients who maintain at least a 3.0 GPA and complete 24 credits each year. Scholarships are limited to four years. Scholarships may be prorated if the student is on an approved co-op or internship with a limited time span. Contact Financial Aid for more information.

Corporate and Foundation Scholarships

A number of corporations and foundations have invested funds with the university to be awarded annually to students meeting their individual criteria or requirements. Awarding requirements typically include academic merit, donor specifications and financial need. If you continue to meet the eligibility criteria you will be considered for subsequent awards. However, corporate and foundation scholarships are not automatically renewed.

To apply, submit a completed scholarship application, no later than March 30 before the academic year you want to be considered for a scholarship. Applications can be found on the Capitol website.

Maryland State Scholarships

Maryland students seeking Maryland state scholarships should complete the FAFSA by March 1. Out-of-state residents should check with their state scholarship agency for available scholarships, application procedures and deadlines.

Grants

Grants are available to undergraduate students who demonstrate financial need. Grants do not have to be repaid.

Richard A. Wainwright Grant

This grant is the highest level of institutional grant and is offered to the most qualified students who have academic ability and demonstrate financial need.

Pell Grant / Federal Supplemental Educational Opportunity Grant

Funded by the Department of Education, these grants are based on need and awarded to eligible students through the Office of Financial Aid.

Maryland Part-time Grant

These grants are funded by the Maryland State Scholarship Administration. You must complete the FAFSA, have demonstrated financial need, and be enrolled for at least 6 credits during the semester you are receiving this award.

Maryland Campus-based Educational Assistance Grant

These funds are awarded to Maryland residents who are full-time Pell Grant eligible students who filed their FAFSA after the state's March 1 deadline. Funds are limited.

Loans

Loans are a serious financial obligation that must be repaid. Both undergraduate and graduate students can apply for loans. Students must be enrolled at least half-time (6 credits each semester) and cannot borrow more than their cost of attendance minus other financial aid received.

Federal Direct Loan Program

Capitol is a participant in the Federal Direct Loan Program. In the Direct Loan Program, the Department of Education acts as lender.

The Direct Loan Program offers many benefits to students and their parents including:

- borrowing loan funds without worrying about where the funds are coming from;
- a simple application process;
- quick receipt of funds;
- borrower-friendly terms and repayment plans -- low interest rates;
- prompt and friendly customer service.

If you have questions regarding the Direct Loan Program, please contact the Financial Aid Office at 301.369.2800, Ext. 2324 or you may e-mail us at the following address: finaid@captechu.edu.

Conditions for Loans

- You must be enrolled at least half-time (6 credits per semester).
- You must have completed the Free Application for Federal Student Aid (FAFSA)
- If you are a first-time borrower you must complete a master promissory note and a loan entrance counseling session (www.studentloans.gov).
- Your repayment period varies from 10 to 25 years, depending on which repayment plan you choose. Contact the Financial Aid Office for further information on repayment choices.
- A loan origination fee will be deducted by the Department of Education from each disbursement. Disbursement will be made once all verification documents are submitted; enrollment status and satisfactory academic progress are verified.
- Unless otherwise noted, funds are posted directly to your tuition account. A refund check will be issued for funds in excess of direct charges.

Subsidized Direct Loans

- Awarded to undergraduate students with financial need.
- You must be enrolled at least half-time (6 credits per semester).
- Eligibility is determined by completing the FAFSA.
- You are responsible for repayment of the loan.
- Interest rates on Subsidized Direct Loans are fixed and capped depending on when the loan was first disbursed and year in college of the borrower. Loans first disbursed between July 1, 2021 and June 30, 2022 are fixed at 3.73% for undergraduate borrowers. Loans first disbursed between July 1, 2020 and June 30, 2021 are fixed at 2.75% for undergraduate borrowers. (Graduate students are no longer eligible for subsidized loans). The interest rate for each year is determined by the 10-year Treasury bond plus an add-on each June preceding the award year.
- Half-time enrollment (6 credits per semester) must be maintained or the loan goes into repayment.
- You must complete a Direct Loan Master Promissory Note (MPN) and Direct Loan Entrance Interview. You may complete both the MPN and Entrance Interview at www.studentloans.gov.

Unsubsidized Direct Loans

- Awarded to undergraduate and graduate students who do not demonstrate financial need, are unable to borrow their yearly limit under the Subsidized Direct Loan, or are ineligible for subsidized loans.
- Eligibility for a Subsidized Direct Loan must be considered prior to application for an Unsubsidized Direct Loan.
- You must be enrolled at least half-time (6 credits per semester).
- You are responsible for repayment of the loan.
- Interest rates on Unsubsidized Direct Loans are fixed and capped depending on when the loan was

first disbursed and year in college of the borrower.

Loans disbursed on or after July 1, 2021 and before June 30, 2022 are fixed at 3.73% for undergraduate borrowers and 5.28% for graduate students. Loans first disbursed between July 1, 2020 and June 30, 2021 are fixed at 2.75% for undergraduate borrowers and 4.30% for graduate borrowers. The interest rate for each year is determined by the 10-year Treasury bond plus an add-on each June preceding the award year.

- Half-time enrollment must be maintained or the loan goes into repayment.
- You must complete a Direct Loan Master Promissory Note (MPN) and Entrance Interview at www.studentloans.gov.

Direct Parent Loan for Undergraduate Students (PLUS)

- Made to parents of dependent undergraduate students to help pay for the student's education, regardless of financial need.
- You must complete the FAFSA
- Loan is based on credit history. Parents must have a good credit history.
- Parents may borrow up to the cost of attendance minus any other aid for which the student qualifies.
- Interest rates vary based on when the loan is first disbursed but capped at 10.50%. For the academic year 2021-2022 the interest rate is 6.28%. The interest begins accruing upon disbursement. The interest begins accruing upon disbursement.
- Repayment begins immediately after the final disbursement.
- Must complete a Master Promissory Note at www.studentloans.gov
- Beginning with loans with a first disbursement after April 1, 2015, parent and graduate borrowers may be required to complete a PLUS entrance counseling session prior to approval.

Direct Graduate PLUS Loan

- You must complete the FAFSA.
- Applicant may not have an adverse credit history.
- Repayment begins on the date of the last disbursement of the loan.
- Interest rate of 7% for the Direct Grad PLUS.
- You must complete a Master Promissory Note.
- Beginning with loans with a first disbursement after April 1, 2015, graduate borrowers may be required to complete a PLUS entrance counseling session prior to approval.

Alternative Loan Programs

These loans are available if additional funds are needed beyond what you receive under the federal, state and institutional financial aid programs. Contact the Office of Financial Aid for more information.

Federal College Work-Study and Capitol Technology University

Work-Study

On-campus jobs are available under the Federal College Work-Study Program and the Capitol Technology University Work-Study Program. These work-study programs allow students to earn money to meet educational and personal expenses during the year and to get on-the-job experience.

Eligibility for Federal Work-Study is determined by the Office of Financial Aid. Funding is made available through the U.S. Department of Education and the University. During fall and spring semesters, you cannot work more than 20 hours a week.

If you are not awarded Federal Work-Study, you can consider employment under the Capitol Technology University Work-Study Program. Various campus departments provide funding for this program. Admitted students can contact the Office of Financial Aid for more information. By university policy no student may work more than 20 hours a week in a position designated for student employment, however your employer will determine the maximum hours available to you for work each week based on the needs of that department.

Other Forms of Financial Aid

In addition to federal, state and institutional financial aid programs, there are private organizations that offer funding for a university education.

Many community clubs, religious organizations and other groups provide scholarships to deserving students. Visit your public library to research these possible sources or contact organizations such as the American Legion, 4-H, Kiwanis, Jaycees, Chamber of Commerce, Girl Scouts and Boys Scouts. Don't forget about organizations connected with your family, friends and field of interest, such as the American Society of Professional Engineers or the Society of Women Engineers. A packet of private scholarships is available on the MyFA portal to serve as a resource for your search.

Financial Need

Aid from most federal programs is awarded on the basis of financial need (except for the unsubsidized and all PLUS and consolidation loans). When you apply for federal student aid, the information reported on the FAFSA is used in a formula established by Congress. The formula determines your expected family contribution (EFC), an amount you and your family are expected to contribute toward your education (this amount may not exactly match the amount you and your family actually contribute.)

All types of aid – federal, state, institutional, scholarship (private and institutional), tuition assistance, veterans' benefits and vocational rehabilitation benefits – will count toward meeting your financial need.

If the Office of Financial Aid becomes aware that you are receiving aid from unreported sources, and those benefits exceed your financial need, federal aid will be reduced to remove the over-award of funds. You must notify the Office of Financial Aid of any anticipated awards.

Your need (eligibility) for financial aid is based on the following calculation, where the expected family contribution (EFC) is derived from the FAFSA:

Cost of Education - EFC = Financial Need Cost of Education includes

- Tuition and fees
- Books and supplies
- Room and board

- Transportation
- Miscellaneous or unusual expenses

The FAFSA covers

- Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal College Work-Study
- Federal Direct Loan Programs
- State scholarships
- Capitol Technology University grants and scholarships

Helpful Hints for Completing the FAFSA

These suggestions should help you smoothly complete the financial aid process on an annual basis.

- Read the application instructions thoroughly before filling out the FAFSA. If you are submitting your FAFSA on-line, complete the FAFSA on the WEB Worksheet before beginning your on-line application. Be sure you have all the required signatures before mailing or submitting electronically.

- Using the IRS Data Retrieval Tool is recommended. This tool allows the IRS

to populate the data fields drawn from your federal tax return. As long as the federal tax return was filed at least one week prior to completing the FAFSA, the IRS Data Retrieval Tool may be used when completing the FAFSA. This eliminates the need to obtain and submit an IRS Tax Transcript if selected for verification.

- Be sure that you list Capitol's school code 001436, on the FAFSA. Your FAFSA information will be electronically forwarded to the university.

- Submit the FAFSA by the March 1 filing deadline.

- Keep a photocopy of all documents you submit to the Office of Financial Aid.

- Keep your address up to date. Don't rely on the post office to forward your mail in a timely manner. The financial aid process involves deadlines that must be met. If you move, notify the Office of Financial Aid and the Office of Registration and Records.

Verification Process

The U.S. Department of Education and Capitol often confirm the accuracy of the information you provide on the FAFSA through a verification process. If you are selected for verification, you cannot receive federal and state financial aid until the process is complete. Verification must be completed within 45 days of starting the semester.

Vocational Rehabilitation

Assistance is available to individuals with physical disabilities, mental disabilities or both. For more information, contact the Vocational Rehabilitation Service office near you.

Financial Aid Award Notification

After reviewing your processed FAFSA, the Financial Aid Office will make the financial aid awards for which you are eligible. Students may review, accept, and decline their financial aid through the university's MyFA portal. This portal is located within MyCapitol and is available for all students. MyFA will be used to replace all award letters and missing information letters. Students will be emailed a notification when it is time to accept their aid and when missing information is required. Current students will not need an additional login to use this service.

Students using this service will be able to:

- Review their student budgets and awards the term/year
- Accept, decline or reduce loans
- View loan history and lifetime documents
- Print required financial aid forms

Revisions of Awards

All financial aid awards are subject to change. Listed below are a few reasons why your award can be changed or cancelled.

- You could be over-awarded if the Office of Financial Aid discovers that you have received funds from another institution or from sources outside the university.
- The Department of Education conducts database matches with several government agencies. Your financial aid will not be processed until you have cleared any conflicts.
- Your aid could be cancelled if you fail to make satisfactory progress toward your degree. You must meet progress standards with a minimum 1.7 cumulative GPA (fewer than 30 credits) or a 2.0 (more than 30 credits or second academic year, whichever is first).
- Graduate students must maintain 3.0 GPA

Federal Satisfactory Academic Progress (SAP) Standards

The Department of Education has passed a new federal satisfactory academic progress policy effective July 1, 2011. This policy applies to both undergraduate and graduate students receiving federal financial student aid funds. This financial aid SAP policy is separate from the university's general satisfactory academic progress policy.

Under the Federal SAP policy there are two (2) components: a qualitative SAP component (Grade Point Average) and a quantitative SAP standard (earned credit hours versus attempted credit hours). Students receiving federal student aid must be in compliance with both standards in order to be considered making financial aid satisfactory academic progress.

Undergraduate Student Requirements

Qualitative Standard (Grade Point Average Component)

A minimum cumulative Grade Point Average of 1.7 for undergrad students who have attempted fewer than 30 semester credit hours; a minimum Grade Point Average of 2.0 for undergraduate students who have attempted 30 semester credit hours or more or have completed their second academic year, whichever

comes first. Transfer credits are also counted in the earned credit hours.

Quantitative standard (number of credit hours attempted versus number of credit hours earned)

Under the quantitative component of the financial aid satisfactory academic progress standard, an undergraduate student must successfully complete coursework within a certain time frame. Charts showing the minimum number of credits you must earn each enrollment period and year of study are in the table on the next page and on the university website. Additionally, for an undergraduate the time frame cannot exceed 150% of the published length of the program measured in academic years or credit hours attempted, as determined by the university. For instance, if the published length of your academic program is 120 credit hours, the maximum period must not exceed 180 (120 x 1.5) attempted hours.

To be in compliance, you must complete your credit hours as listed in the chart:

Half-time Students												
Year	1	2	3	4	5	6	7	8	9	10	11	12
Credits (5.5 credits per semester)	11	12	33	44	55	66	77	88	99	110	121	132
Three-quarter-time Students												
Year	1	2	3	4	5	6	7	8	9	X	X	X
Credits (7.5 credits per semester)	15	28	44	59	73	88	103	117	132	X	X	X
Full-time Students												
Year	1	2	3	4	5	6	X	X	X	X	X	X
Credits (11 credits per semester)	22	44	66	88	110	132	X	X	X	X	X	X

Not meeting these standards will place you on financial aid warning for one (1) semester. A student on financial aid warning will receive financial aid for one (1) more semester. However, before registering for classes the student must meet with the University advisor to develop a success plan and to receive approval for courses the student wishes to register for during the warning period.

A student under financial aid warning will have his/her financial aid terminated if the standards (GPA and credit hour) are not met following the warning period.

Graduate Student (Master's and Doctoral) Financial Aid Progress Requirements

Master's and doctoral students receiving federal student aid must maintain a 3.00 Cumulative Grade Point Average. Not meeting this standard will place you on financial aid warning for one (1) semester. A student on financial aid warning will receive financial aid for one (1) more semester. However, before registering for classes the student must consult with their advisor on the best course options.

A student under financial aid warning will have his/her financial aid terminated if the GPA standard is not met during the warning period.

Repeated Coursework

A student may receive financial aid for any coursework previously taken in the student's program, as long

as, the repeated course is not a result of more than one repetition of a previously passed course.

Financial Aid Termination – Undergraduate & Graduate (Master's and Doctoral) Students

An undergraduate or graduate student whose financial aid is terminated following the warning period will not receive financial aid again unless the student has submitted an appeal requesting financial aid reinstatement. In your letter of appeal, you must explain the reason for your poor academic performance and provide medical documentation or other documents which help to explain your exceptional circumstances.

Your letter of appeal and accompanying documentation will be sent to the university's Financial Aid Appeals Committee for review and must be received prior to starting the next semester. You will be notified in writing of the Committee's decision. If your appeal is granted you will be placed in a probationary status for one (1) semester.

Revised Award Letters

If additional information is received that alters your estimated financial need, a revised award will be issued. The same procedures must be followed with the revised award letters as with the original.

Special Circumstance

If unexpected or unusual circumstances occur that affect you or your family's ability to meet the expected family contribution, you may petition the Office of Financial Aid to reconsider the aid package. Unusual circumstances include changes such as loss of employment, decrease in income, disability, separation of parents and divorce. You must notify the Office of Financial Aid that the situation exists before you can be helped. If in doubt, please contact the office.

Financial Aid Disbursal

After the last day for 25 percent refund, the financial aid staff reviews the enrollment status of all financial aid recipients. Most financial aid awards are prorated based on enrollment status. Only courses taken for a grade and that apply towards the intended degree count toward enrollment status. After adjustments based on enrollment status are made, Pell grants, Supplemental Educational Opportunity Grants, loan funds, institutional, corporate and foundation scholarships are automatically credited toward tuition and on-campus housing costs.

Financial aid in excess of tuition, fees and on-campus housing expenses will be refunded to you by check within 10 days after all financial aid paperwork has been finalized and after disbursements are received.

Refund Policy

Tuition refunds are prorated based on the date you officially drop a course or withdraw from the university. Refunds are based on payment periods and are handled differently for first-time students of the university and continuing students.

Weeks are counted from the first day of classes. All program changes and withdrawals must be made in writing. The effective date of withdrawal is when the university receives written notification. If no official withdrawal notice is received, the withdrawal date will be the last determined date of attendance. Fees are not refundable after the first day of class. Work-study earnings are not considered when determining refunds.

The following types of financial aid are based on student enrollment status after the fourth week of

the semester: Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Maryland state scholarships and Capitol scholarships. Withdrawing from the university will result in a prorated portion of these awards based on current federal regulations. If you withdraw after applying for a Direct Loan to pay tuition costs, a portion of your funds can be returned to the Department of Education to reduce your student loan debt. Contact the Office of Financial Aid for more information on refunds.

Refunds will be made in the following order: Unsubsidized Direct Loan. Subsidized Direct Loan, Perkins Loan, Direct PLUS (Graduate Student), Direct PLUS (Parent), Pell Grant, Supplemental Educational Opportunity Grant, and finally, you.

Federal Return of Funds Policy

If you receive federal financial aid you have the responsibility to follow the university's withdrawal procedures.

The 1998 Reauthorization of the Higher Education Act requires the university to calculate a return of federal funds if you withdraw from all classes (officially or unofficially) on or before the 60 percent attendance point of semester or term. If you stop attending all classes without officially withdrawing, you will also be subject to a fund return calculation at the end of the semester, which is based on the last documented date you attended classes as determined by instructors. A pro rata schedule is used to determine the percentage of the semester you attended, based on your withdrawal date. The number of days counted includes all calendar days in the semester, excluding university breaks that exceed four days in length.

How we calculate your percent of attendance:

Number of days you attended / Number of days in the semester = Percentage of semester you attended

The percentage of the semester attended is used to calculate how much of your aid package is considered unearned and must be returned. For example, if you attended four weeks of a 16-week semester, then you attended just 25 percent of the semester. The government says you earned 25 percent of the funds it gave you, but since you did not attend 75 percent of the semester, 75 percent of your federal aid package must be returned.

The unearned portion of federal aid funds received must be returned to the appropriate aid programs according to federal law. The order of return is Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and other Title IV programs.

If you withdraw before the disbursement of aid, you may still be eligible for a disbursement. Your records will be reviewed in this case, and you will be notified if you are eligible for additional aid.

Capitol is required to return the lesser of the unearned Title IV aid or the unearned institutional charges. You are responsible to return any difference owed if the unearned institutional charges are less than the unearned Title IV aid.

Unearned institutional charges are calculated by multiplying the percentage of the semester that was not attended by the student's tuition fees. Per federal regulations, Capitol is responsible for its returns of funds first, followed by your return of funds.

You are responsible for returning:

Amount of unearned Title IV aid – the amount of aid the school returns = amount you return

If you are required to return Title IV funds to a federal loan program, the loan may be repaid according to the existing terms of the loan program. If you are required to return grants, the law allows you to repay only 50 percent of the unearned grant money, rather than 100 percent of what is due. Examples of the federal Title IV return of funds calculation are available in the financial aid office.

Capitol is required to return its portion of unearned Title IV aid to the appropriate federal program within 30 days of the date of your withdrawal. You must return unearned grant aid to Capitol within 45 days of the date you are notified in writing of the outstanding debt. Regulations require that Capitol refer accounts to the U.S. Department of Education if you fail to pay Capitol within 45 days of notification.

In this situation, you would be considered in overpayment status and would not be eligible for additional aid at any postsecondary institution participating in the Title IV aid programs until you have resolved the debt with the Department of Education. If you are reported as being in overpayment status, you should contact the Department to make arrangements to repay the necessary funds.

Should you withdraw from the university after applying for Direct Loan funds to pay tuition costs, you may have a portion of those funds returned to the lender to reduce your student loan debt.

Corporate, Endowed and Foundation Scholarships and Awards

General Eligibility Requirements

- You must be enrolled full-time (12 or more credits per semester) for the academic year (August-May). Part-time students are not eligible.
- You must be a citizen or permanent resident of the United States.
- You must be enrolled in one of the associate or bachelor's degree programs.
- You must maintain eligibility throughout the award period, including 3.0 GPA.
- Exception: students in a documented co-op or internship may receive prorated scholarship funds for part-time enrollment. The exception is limited to two years.

Scholarship Application Procedure

1. Complete the Capitol scholarship application(s) and a short essay on the assigned topic. There are three applications with different criteria, all of which may be found on the Financial Aid Portal and MyFA.
2. Applications must be received by March 30 to be considered for a scholarship for the next academic year.
3. You will be notified of your awards in May.

Corporation, Foundation and Endowed Scholarships

Complete descriptions of scholarships and eligibility are available on the university website at <https://mycapitol.captechu.edu>.

- * endowed scholarship ** endowed, Millennium Society Scholarship Fund
- ** JDSU Scholarship Fund

*Acterna Scholarship Fund

* Alcatel USA Scholarship

** The George I. Alden Trust Scholarship

** Anonymous Foundation Scholarship

* BAE/Vitro/Wayne Shaffer Scholarship

* Frederick J. Berger Scholarship

* Thomas and Barbara Capshaw Memorial Scholarship

** Anthony and Anna L. Carozza Foundation Endowed Scholarship

* Charles and Helen DeVore Memorial Scholarship

* Carl and Sandra English Endowed Scholarship Fund

* The France-Merrick Foundations Scholarship

** The Giannopoulos Fund

Patrick Gibbon Memorial Scholarship

Golf Tournament Scholarship

* The Gottsman Family Fund Scholarship

* Avrum Gudelsky Memorial Scholarship

Homer Gudelsky Memorial Scholarship

* William Randolph Hearst Endowed Scholarship Fund for Women

** Ian Howard Memorial Scholarship

** Leonard Jarrell Memorial Scholarship

* Brigadier General Harold R. "Johnny" Johnson and Maria Baci Johnson Scholarship

Marilyn and Seymour Levenson Memorial Award

MCI Scholarships

** Micros Systems Inc. Scholarship

** Motorola Foundation Scholarship

** M&T Bank Foundation Scholarship

** Northrop Grumman Litton Foundation Endowed Scholarship Fund

* Northwest Iowa Telephone Co. Inc. Scholarship

Karl R. Peterson Memorial Fund Scholarship

* Walter N. Pike Scholarship

- * Prince George's Chamber of Commerce Foundation, Inc. Endowed Scholarship
- * John Puente Scholarship

Radio Club of America/John and Mary Dettra Scholarship

- * Rietzke Family Fund Scholarship
- ** Hal and Kay Scholl Family Scholarship
- * LTC Lawrence D. Sites Scholarship
- ** H. Brian Thompson Scholarship

Niranjan and Mira Vaidya Scholarship

- ** Verizon Foundation Scholarship
- * Vitro/Wayne Shaffer Scholarship
- * W. Waverly Webb/Prince George's County Young Men's Educational Foundation Inc. Scholarship
- * The Harvey and Susan Weiss Scholarship

Outside Scholarships

In addition to the programs already described, many other local and private sources of assistance are available. The Office of Financial Aid strongly encourages you to pursue all available sources and has developed a scholarship packet which may be found on the Financial Aid portal (MyFA). Financial aid administrators are available to assist you with your application.

Veterans Affairs

Veterans Benefits

To qualify for veterans' benefits, you must be enrolled in a degree program and submit all necessary transcripts. Non-degree students are not eligible for veterans' benefits or federal financial aid.

A counselor is available to assist veterans, active duty personnel, and spouses and children of deceased veterans who may be eligible for educational assistance through the Department of Veterans Affairs. Contact the Office of Registration and Records for assistance.

Veterans Benefits Program

You must notify the Office of Registration and Records if you are eligible for veterans benefits. Failure to do so will result in delayed processing of forms. Changes in enrollment status, such as adding and dropping credit hours or withdrawing from the university, or address changes must also be reported to Veterans Affairs.

Academic Progress

Veterans Affairs regulations require that veterans make satisfactory academic progress to continue receiving their benefits. Those placed on academic probation will be required to achieve a 2.0 GPA or their benefits can be terminated.

Vocational Rehabilitation

If you are eligible for vocational rehabilitation benefits you can receive subsistence allowances, full tuition and fees or a line of credit for all required books and supplies. Vocational rehabilitation will pay only for supplies that are required of students in the same program of study. Supplies may only be charged during the first two weeks of classes. Any questions about vocational rehabilitation may be directed to the Office of Registration and Records.

Student Complaints

A student who wishes to file a complaint against the university should contact the Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401, 410.260.4500 and/or the university's accrediting agency: Commission on Higher Education, Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (215.662.5606).

Business Office

The Business Office manages the billing for and collection of your tuition, fees and on-campus housing charges. When you register before a semester's start date, you are sent a statement of student charges with specific information on when payment must be received.

Undergraduate Tuition Payment Options

You have two options to pay for your tuition:

- Full payment at the time of registration.
- Deferred-payment plan. The university offers a deferred-payment plan for undergraduate students who are unable to pay their full tuition balance at registration. The deferred-payment plan allows semester students to pay their tuition in three installments as specified in the academic calendar. The cost of the deferred payment plan is \$30, which is due with the first installment.

Graduate Tuition Payment Options

You have two options to pay for your tuition:

- Full payment at the time of registration.
- Deferred-payment plan. The university offers a deferred-payment plan for graduate students who are unable to pay their tuition balance in full at registration. The deferred-payment plan allows semester and term students to pay their tuition in two installments: 50 percent at registration and the balance of tuition is due four weeks after classes begin. There is a \$30 fee associated with this plan due at the time of the first installment. Nonpayment of tuition or deposits can result in registration cancellation.

Sponsored Tuition Payment

Sponsored students must submit tuition assistance paperwork in lieu of the first payment. If you are receiving financial aid, contact the Business Office to discuss payment options. Course registration is official once the first tuition payment is received.

Undergraduate students who are reimbursed by their employers need to follow one of the payment options listed. Graduate students who are reimbursed by their employers should go to <http://www.captechu.edu/prospective-students/graduate/tuition-fees/graduate-payment-options> for payment options.

Book Vouchers

If you receive financial aid or have a credit on your account in excess of tuition and additional fees, you can be considered for a book voucher. The Business Office must receive all financial aid proceeds, including Federal Direct, PLUS and private loans, for you to receive a book voucher. Contact the Business Office for more information on book vouchers.

Renewal of Financial Aid

You are required to apply for aid every academic year. The entire aid application process must be completed every year in order for your request for federal, state and institutional aid to be considered. Financial aid is not automatically renewed, unless otherwise noted. Follow the annual financial aid application priority calendar to ensure that your aid is processed.

Student Services

Commonly Asked Questions—Career Services

What is the Online Career Center?

The Online Career Center is an online job posting and resume database site created for the exclusive use of Capitol students and alumni. You can post your resume and search job postings for part-time, full-time, co-op, and on-campus employment. The Office of Career Services also uses this site to post information on upcoming workshops and career fairs that are held at Capitol and throughout the area.

Who should register with the Online Career Center?

All undergraduate or graduate students looking for career-related employment, either full-time or part-time, should register.

What does registering with the Online Career Center do for me?

Registering with the Online Career Center allows the Office of Career Services to provide you with information to maximize your career search. At the site, you can

- upload up to 10 resumes and cover letters and use them to apply for posted employment opportunities. It also allows you to choose a default resume that the Office of Career Services can refer to potential employers.
- search for on-campus and off-campus, full-time and part-time positions.
- learn about career workshops and career fairs on campus and in the surrounding area.

When should I begin working with Career Services?

If you are interested in co-op positions, contact the Office of Career Services early in your sophomore year. Undergraduate students seeking full-time employment upon graduation should contact the Office of Career Services during their junior year. Graduate students should contact the office six to nine months prior to completing their program.

Office of Career Services

The Office of Career Services is available to help students and alumni with a variety of career search activities. Services provided include:

- Career coaching and exploration
- Assistance with resume preparation
- Online Career Center (job postings and resume referral)
- Job-hunting and other career related workshops
- Interview preparation
- Cooperative education

The Office of Career Services is located in room C264. Service hours are posted and vary each semester. See the career services section of MyCapitol for current hours. Appointments are strongly encouraged to ensure the best possible service is provided to students. For an appointment, contact the Office of Career Services.

Career Development

You can set up career coaching sessions to discuss getting help with academic or vocational choices.

Cooperative Education

Cooperative education is the best method to start a rewarding career. Through a co-op you can apply classroom theory while often getting paid. Co-op opportunities can be formal employment programs with various companies throughout the area or general full- or part-time work in your field of study. You can work either full- or part- time while taking classes. Employers are often flexible and will work around classes. All co-op and related positions are posted to the Online Career Center or the internship group on LinkedIn. Contact the director of career services for more information about co-op positions.

Career Services Online

The Office of Career Services website provides an extensive collection of information, resources and links to assist career-related topics, such as career exploration, employer research and resume guides. You can also log into the Online Career Center where you can post your resume and search job postings.

While most of the information for students is provided through the career services website, the office maintains a library of reference materials in the Office of Career Services.

Online Career Center

The Online Career Center is a resume exchange and job-posting site. You may access the center by going to the career services section of the portal [https:// mycapitol.capttechu.edu](https://mycapitol.capttechu.edu)

Create a username, password and complete a brief profile the first time you log on to the system. After creating an account, you can upload resumes and search the job postings. You do not need to post a resume to search for jobs, but you must post a resume in order to apply for off-campus job postings.

Once you upload a resume, you can apply for posted off-campus jobs; staff will also begin referring student resumes to various employers.

You are strongly encouraged to update your profile (especially your contact information) each semester

and keep your resume up to date. The information in the profile allows Career Services to alert you to career opportunities and provide information about upcoming events.

After applying for a posted position, or after a resume is referred, you will be identified by employers for interviews. If you are contacted, you are encouraged to contact the director of career services for help preparing for any interviews.

Resume Preparation

If you do not have a current resume, contact the director of career services or the Student Success Center mentors for assistance in creating your first resume. The assistant director will work closely with you and evaluate your academic performance and experience. After initial consultation, you will have a resume outline. You will compose a draft resume and make revisions until completing a final resume, which can then be posted to the Online Career Center.

Sports and Recreation

Capitol provides sporting equipment such as footballs, men's and women's basketballs, volleyballs and wiffle balls. A valid student ID is required to borrow this equipment. See the Office of Student Life to borrow this equipment. Capitol sponsors campus tournaments such as 3-on-3 basketball, 3-on-3 volleyball and flag football. Watch for sign-ups in the fall and spring. In addition, the university assembles teams to participate in the Laurel recreation leagues. For more information, contact the Office of Student Life.

Indoor Facilities

- Food-vending area

Campus Center

- Lounge chairs and table seating
- Ping-pong table
- Pool table
- Projection TV/Video
- Shower room
- Ethernet 10baseT Network and wireless connections

Outdoor Facilities

- Athletic equipment checkout
- Athletic field
- Basketball court
- Picnic tables and benches
- Volleyball

Campus Store

Textbooks for students are available online through the website. Students are encouraged to order their textbooks early and read the first two chapters prior to the start of class. Students should take note of the Capitol Virtual Bookstore's policies for future reference.

Spirit wear is available for purchase at www.shopcapitoltech.merchorders.com

Mega-Byte Café

The Mega-Byte Café and Market provide food service for resident and non- resident students, as well as faculty, staff, and administrators. Both are located in the MCI Hall Student Center. The Mega-Byte Café also provides catering for the University community, as well as, groups using Capitol facilities. The Market is stocked with cold items such as salads, wraps, sandwiches, snacks and drinks.

Café and Market Procedures

- Meals can be purchased by means of Cash, Credit Card, or Capitol Bucks
- Trash should be properly disposed of and tables cleared of dishes after use
- Visitors are welcome in the Student Center and may pay a per-meal cost at the cashier's station

Café and Market Hours

The Mega-Byte Café and Market are open 7 days per week during the Fall and Spring semesters. Operating hours will be posted outside the Mega-Byte Café and Market.

Community Resources

Listed below are agencies and self-help groups that provide support and treatment for alcohol and other drug-related issues. Help is provided for the individual with the problem, as well as for family and friends. For individuals who need help identifying the most appropriate treatment option, please contact the Office of Student Life and Retention.

Area Self-help Groups

Alcoholics Anonymous

202.966.9115

Narcotics Anonymous

202.399.5316

410.876.4316

Al-Anon/Alateen

1.888.4AL.ANON, 202.882.1334

Chemically Dependent Anonymous

301.369.6556

Outpatient Services

Laurel Regional Hospital

301.725.4300

P.G. County Health Department

301.772.1192

OASIS - Youth and Family Services

301.498.4500

Adult Mental Health Services for D.C.

202.727.1000

Suburban Hospital

301.896.3100

Montgomery General Hospital

301.774.8870

Hotlines

Alcohol Hotline

800.ALCOHOL

Cocaine Hotline

800.COCAINE

Additional Information

National Clearinghouse for Alcohol and Drug Information

301.468.2600

Commonly Asked Questions—Student Life

How do I start a new club or organization?

Gather three or more people who are interested in starting the organization. Contact the Office of Student Life in C-264 or studentlife@captechu.edu to discuss your idea. Each club or organization needs a faculty/staff advisor.

How do campus organizations get funds from the Student Leadership Advisory Board?

Complete a program proposal form and have it approved by the Office of Student Life. Once your program is approved, contact the executive board of S-LAB or attend one of their general meetings. S-LAB will review the approved proposal and determine how much, if any, funds they will contribute as a co-sponsor.

How can I enroll in a Student Health Insurance program?

Student health insurance forms are available in the Office of Student Life and Retention. Capitol works with the Sentry Student Security Plan. Please direct specific questions regarding health insurance to the director of student life and residential services. Recently enacted laws allow dependent children to remain on their parent's health insurance until the student reaches the age of 26.

Who can I talk to about campus housing or finding a roommate?

The Office of Residence Life, C264, will be able to assist you with on-campus housing and finding an off-campus apartment.

Student Activities

Student activities are a part of your university life. Get involved. Have fun! Watch for planned megaventures, such as Spring Fling, Casino Night and carnivals.

Clubs and organizations are an important part of university life. Join a club!

Adventure Club	Creative Juices (art club)
Astronomy Club	Disk golf club
Bonsai and Plant	Drone and RC club
Capitol Disc Golf Club	Robotics Club
Capitol Athletic Club	Rocketry Club
Capitol Running Club	Video Game Fight Club

Or start one. It's easy! Call the Office of Student Life and Retention to get help starting your own club.

Organizations

Institute of Electrical and Electronics Engineers (IEEE)

IEEE is the largest worldwide organization of engineers. Through its many societies relating to different aspects of electrical, electronic, and IT industries, and through publications generated by these societies, IEEE keeps engineers up to date with emerging technologies. In addition, it provides an environment where networking between engineers is encouraged. Come see how IEEE can make a difference in your career.

National Society of Black Engineers (NSBE)

Active at the regional and national levels, its mission is to encourage minorities to pursue engineering and technical-related degrees at undergraduate and graduate levels. NSBE offers free tutoring for members and service to the university and community.

Society of Women Engineers (SWE)

SWE is the largest nonprofit educational and service organization representing student and professional women in engineering and technical fields. Its mission is to stimulate women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life and demonstrate the value of diversity.

Student-Leadership Advisory Board (S-LAB)

S-LAB acts as the student voice and representative on campus and plans and supports on-campus events such as Casino Night, Carnival Extravaganza and Finals Relief Week. Join S-LAB and take an active role or just help.

Student Life and Retention

Counseling

Counseling is available by appointment or just walk in. To discuss an academic or personal problem or crisis with a trained advisor, stop by or call the Office of Student Life.

Disabled Student Services

The vice president for student engagement and university development is responsible for helping students with special needs to gain equal access to services and programs at the university. Students requesting accommodations must do so 30 days prior to class starting. Appropriate documentation will be required.

Health Information

- Information on student health insurance programs and applications
- Trained advisors who discuss health-related problems and recommend appropriate referrals
- Health awareness presentations and information

Housing Referral (off campus)

The Office of Residence Life, C264, will be able to assist you with finding an off- campus apartment.

Locker Rental

Locker rental in MCI Hall is \$5 per semester. See the Student Life Office, Room C264.

Residence Life

Innovator's Hall is managed, coordinated and supervised by the Office of Residence Life. Contact the residence life office for on-campus housing information and a residence application.

To discuss a residence life problem, contact the Office of Residence Life ext. 2491, or residencelife@captechu.edu.

Student Advocacy

The Office of Student Life can help you voice your concerns, suggestions or criticisms to the Capitol faculty and administration. The office can also offer advice and support on matters important to you.

Conduct Review

The Office of Student Life administers the Conduct Review Process. Please familiarize yourself with the policies and procedures.

Identification Cards

You need a current ID card to use lab equipment, to borrow library resources and for admission to university social events, whether free or at a reduced charge. ID cards are made in Room C264.

Room Reservations

Individual students and campus organizations may reserve rooms on campus. Please contact one of the administrative assistants in the executive suite to reserve the campus center, the boardroom, auditorium, atrium, seminar room and the library conference rooms. Computer classrooms may be reserved through the IT department. All traditional classrooms can be reserved through the Office of Registration and Records. Make your reservations three to five working days before your meeting.

Parking

Each member of the university community can use one parking space at a time. Every member of the community who will park a car on campus is required to register each car that will be parked on campus.

The community member to whom the car is registered is responsible for ensuring the car is appropriately parked regardless of who last drove the car. Members of the community who wish to park more than one vehicle on campus at a time must petition and receive the permission of the Vice President of Finance prior to parking a second vehicle on campus.

Parking Registration

Capitol requires that all cars on campus be registered. Students, faculty, and staff will complete a parking registration annually between July 1 and July 30 or within 2 business days of the car's arrival on campus. Student Life will enter license plate information into the parking directory. Parking registration can be completed via MyCapitol on the Student Life tab or by completing a form available in the Office of Student Life C246.

Designated Parking

Handicapped Parking

Only those with designated license plates or state issued hangtags may use handicapped parking spaces.

Visitor Parking

Cars parked in these spaces must display a visitor pass on the dashboard and the license plate number must be documented in the visitor's log maintained by the Admissions or Student Life Departments.

President's Office Parking

Cars parked in these spaces must display a pass on the dashboard and the license plate number must be documented in the visitor's log maintained by the President's Office.

Overnight Parking

Overnight Parking is only available in the lot between the residence halls and the forest /Springfield Rd (Lot C).

Parking Violations

Cars parked in service drives, fire lanes (indicated by painted yellow curbs), or traffic lanes will be towed without a warning being issued.

Cars parked in designated parking without the proper tags or passes or parked in lots A, B, or D (those closest to the academic buildings) between midnight and 6am:

- First offense will result in a warning being placed on the car and documented in the parking violations log. Owners of registered vehicles will also receive an email. The warning will include a statement that future violations of any unregistered vehicle will result in the car being towed with no additional warnings being issued.
- Second offense of a registered vehicle will result in a fine of \$50 and a statement that no further warnings will be issued. Any future violations will result in the revocation of parking privileges and the car will be towed with no further warnings being issued.
- Second offense of an unregistered vehicle will result in the vehicle being towed without additional warning.

International Students

Welcome to Capitol! Contact a member of the international student services team if you need any help.

Immigration Requirements for International Students/Maintenance of Legal Status

If admitted to the United States with an F-1 visa, you must meet certain obligations to maintain your lawful status. Failure to maintain lawful status will result in being placed "out of status." If you are out of status, you lose all benefits of your F-1 status. You must apply for reinstatement or leave the United States.

The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 narrows the acceptable situations that an out-of-status student may be reinstated. It also places the responsibility for maintaining status solely on you. The USA Patriot Act of 2001 and the Enhanced Border Security and Visa Entry Reform Act have made it even more difficult to be reinstated to lawful status and require the university to report your status to the U.S. Department of Citizenship and Immigration Services each semester.

To maintain status, you must:

- maintain a full course of study at Capitol. A full course of study is at least 12 credits per semester for undergraduate. You are permitted, but not required, to take courses during the summer. Exceptions to this rule are few, but if you are considering of taking less than a full course load, you should contact the foreign student advisor, who is the only school official who can provide authorization. If you do not get authorization, you will be placed out of status;
- maintain residency via campus-based courses. At least nine credits must be on-campus in a traditional classroom setting (any credits taken above 12 may be online);

- not accept any off-campus or on-campus employment without authorization from the foreign student advisor and or the INS. Accepting employment without authorization is against the law, making you subject to deportation. The USCIS and Department of Labor take unauthorized work very seriously. Contact the foreign student advisor before taking any work;
- apply for program extensions at least 60 days prior to the I-20 expiring; (See Program Extension)
- follow USCIS procedures if transferring to another school and;
- report change of address to the USCIS and the Office of Registration and Records within 10 days.

Payment of Tuition and Fees

As an international student, you are required to pay all tuition and fees in full at registration.

Employment for International Students

Employment options for F-1 students are limited. The F-1 visa is a student visa, not a work permit.

On-Campus Employment

You are eligible to work on campus from the day you arrive, with permission of the foreign student advisor, if you can find a job. Once you are offered a job from a campus department, you must get a work authorization form from the Office of Financial Aid. Your supervisor and the foreign student advisor must sign the form, which must be returned to the Office of Financial Aid. Work is limited to 20 hours per week during the semester, but you can work up to 29 hours during the summer and school breaks.

Off-Campus Employment

There are several programs available for work off campus. All employment requires that you are enrolled as an F-1 student for at least one academic year. You must have a social security number, and you are responsible for payment of all local, state and federal income taxes, except the social security tax.

Curricular Practical Training

Curricular practical training is off-campus work in your major that is an important part of the educational experience. The work experience must be approved by the International Student advisor each semester before beginning work. It is generally part-time work (20 hours a week or less) and designated for a specific period of time. Full-time work (40 hours a week) is possible over the summer.

To be considered for curricular practical training, the job must:

- be related to the degree program and an important part of your curriculum;
- be no more than 20 hours per week during the school year; no more than 40 during the summer and;
- have a beginning and end date. Co-op positions cannot last more than one year. You must stop working as of the end date. Continuing work is against the law; you could be deported.

To be considered for curricular practical training, you must:

- be enrolled full time (except for the summer);
- have a minimum cumulative 2.5 GPA, and once employed, maintain a 2.2 cumulative GPA or higher;
- have been enrolled for at least one academic year and;
- contact the international student advisor prior to looking for employment to receive all necessary forms and learn the procedures.

Optional Practical Training

All F-1 students are entitled to up to one year of full-time work at the completion of their program. The work must be in their field of study and requires approval of the INS. You can apply up to 60 days prior to completion of your degree. You should see the foreign student advisor at least 90 days prior to the completion of your degree requirements to pick up all the necessary forms and information. (This means 60 days prior to completing the last class; not the graduation day.)

Economic Hardship

If facing an unforeseen, economic hardship, you can apply to the INS for employment authorization. This authorization allows you to work anywhere part time during the school year and full-time during vacations for up to one year. This program requires approval of the INS and takes 30 to 90 days to process. See the foreign student advisor for more information.

Tax Returns

All F-1 students are required to complete an Internal Revenue Service income tax return whether or not they have worked. If you did not work you must file a return by June 15. If you did work, file by April 15.

Health Insurance

You are required to carry health insurance while in the United States. You must provide proof of insurance to the foreign student advisor or assistant director of student life and residential services, if living on-campus, within 30 days of initial registration. You must then provide proof of insurance each fall registration. If you do not show proof of insurance, you will not be permitted to register and will be placed out of status. Information about health insurance can be obtained from the foreign student advisor or the director of student life and residential services.

International Travel

You are permitted to travel abroad during vacation periods. If you intend to travel outside the United States, see the foreign student advisor at least one week before you travel to have your I-20 validated. If you are planning to travel to a country other than your home country, you should obtain all necessary visas.

The F-1 visa is valid while you remain in the United States and in legal status, even if it expires. If the visa expires and you plan on traveling outside the United States, you must renew it before re-entering. You cannot renew your visa from within the United States. You can renew your visa only at a U.S. embassy outside the United States, preferably within your home country. You should allow ample time to renew your visa, so your return will not be delayed. Before leaving, obtain a copy of your transcript and pre-register for the next semester's classes. This will help the visa- renewal process.

If you are traveling to Canada and will return within 30 days, you can re-enter the United States with an

expired visa as long as your I-20 is valid.

International Program Extension

If you need more time to complete your degree program, you need to apply for an extension of stay. You must see the foreign student advisor at least 60 days prior to your I-20 expiration. It is your responsibility to see the foreign student advisor before the I-20 expires. If you fail to see the foreign student advisor before it expires, you jeopardize your student status.

International Student Services Team

Gregory M. Hughes, Director of Registration and Records

Gregory is an auxiliary-designated school official. He can sign your I-20 for travel if Cameron Newsome is not available.

Jaycee Kusko, Director of Student Life and Residential Services

Jaycee is the director of student life and residential services. She is responsible for orientation and programming and oversees the residence facilities. Contact Jaycee if you have any personal problems or need help in nonacademic areas of student service. She provides information to international students on obtaining driver's licenses and social security cards. Contact her if you need help in these areas.

Britany Sanner, Assistant Director of Advising and Student Success

Britanny is available to assist with course selection and to provide assistance with academic adjustment. John advocates for students and will refer students to academic department chairs as needed.

Information Services

Purchasing a Computer

All technology majors are encouraged to purchase a computer, printer and appropriate software in accordance with the specifications detailed in the Enrollment Guide. If you have your own system, you can perform much of your homework and laboratory assignments from home.

Start Assignments Early

It is strongly recommended that computer students get started early with lab assignments. You should leave time to become acquainted with the software being used in assignments.

Allow time to design and debug your programs if taking a programming course. Debugging programs can be a lengthy process until you become familiar with the language and compiler.

Getting Help

The IT staff is here to help you. If you need assistance, contact the IT staff in room C149, at 240.965.2454 (ext. 2454), or ithelp@captechu.edu.

You can receive assistance for class-specific software from faculty members whose office hours are posted on their office doors.

Health Risks

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Anything that alters your mental process can hurt you and everyone in the university community.

Counseling and Treatment: Getting Help on Campus

The Director of Student Life and Residential Services can provide students and employees with the following services:

- confidential personal alcohol and drug abuse counseling referral
- information on alcohol and drug abuse, such as free booklets and discussions
- referrals to public and private alcohol and drug abuse treatment programs
- access to the Maryland Database Drug and Alcohol Prevention & Treatment Programs Directory
- further descriptions of state and local laws and sanctions, and the Capitol Conduct Review process.

Resident students can also contact the Office of Residence Life for help. Employees needing help can contact the director of human resources Watch for and attend the special drug and alcohol abuse prevention education programs that will be scheduled this year.

Health Risks Associated with Drug Use

Narcotics

Drugs included in this classification include opium, morphine, codeine, heroin, hydromorphone, meperidine, methadone and other opium derivatives and synthetics. The effects of narcotics last three to six hours and include euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Effects of an overdose include slow and shallow breathing, clammy skin, convulsion, coma and possible death.

After developing a physical dependence, withdrawal from narcotics may include any or all of the following: watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Stimulants

Drugs included in this classification include cocaine (e.g., coke, crack), amphetamines (speed), phenmetrazines, methylphenidate and other stimulants. The effects of stimulants last between one to four hours and include increased

alertness, excitability, increased pulse rate and blood pressure, insomnia and loss of appetite. Effects of overdose include agitation, convulsions, and possible death. After use, withdrawal from stimulants may include any or all of the following: apathy, long periods of sleep, irritability, depression and disorientation.

Hallucinogens

Drugs in this classification include LSD (acid), mescaline (peyote), amphetamines, variants, phencyclidine (PCP) and its analogues and other hallucinogens (e.g., psilocybin, psilocyn). The effects of hallucinogens last from eight to 12 hours and up to a day and include illusion, hallucinations and poor perceptions of time and distance. Effects of an overdose include longer, more intense "trip" episodes, psychosis and possible death.

Cannabis

Drugs in this classification include marijuana tetrahydrocannabinol (THC), hashish and hashish oil. The effects of cannabis usually last two to four hours and include euphoria, relaxed inhibitions, increased appetite and disoriented behavior.

Effects of an overdose include fatigue, paranoia and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity and sometimes a decreased appetite.

Depressants

Drugs in this classification include barbiturates, benzodiazepines, methaqualone (Quaaludes), chloral hydrate, glutehimide and other depressants such as ethyl alcohol. The risk of physical and psychological dependence ranges from high (barbiturates and alcohol) to low (benzodiazepines). The effects of depressants last four to eight hours and include slurred speech, disorientation and drunken-like behavior with or without the odor of alcohol. Effects of an overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. After developing a physical dependence, withdrawal from depressants may include any or all of the following: anxiety, insomnia, tremors, delirium, convulsions and possible death.

Annual Security Report

The Student Right-to-Know and Campus Security Act, (Public Law 101-542) requires colleges and universities to report the following: (1) an annual campus security report to include crime prevention issues and sex offense policies (2) statistics on the number of specified crimes (murder, forcible or nonforcible sex offenses including rape, robbery, aggravated assault, burglary and motor vehicle theft) and the number of arrests for liquor law violations and weapons possessions, which have occurred on campus or been reported to local police authorities.

Crime statistics are collected electronically by the Department of Education and published at the following website:

<http://ope.ed.gov/SECURITY/instDetail.asp?UNITID=162061>

Policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus.

Emergencies requiring police, fire or medical aid can be reported in person or by dialing 911 from any phone on campus. Telephones located on the campus (private or public) are tied to the 911 emergency system. In order to report a crime or public safety emergency, contact the campus security staff at 301.938.2928 every day of the week. Security patrols the campus and often is posted at the entrance of the campus by the residence hall in the guard booth. Residential life staff can be reached by anytime at 301.655.2116 for incidents that occur in the residence halls.

In response to a call or report, a security guard or staff member will take the necessary action, which can include calling 911, gathering staff members, or contacting the Prince George's County police or fire department. After any initial emergency or immediate response is concluded, the staff member involved must complete an incident report and provide it to the director of student life and residential services. The director of student life can file the report for informational purposes, including inclusion in the annual security report, or can initiate campus conduct proceedings based on the report.

For the purpose of providing timely warnings to the campus community, occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession should be reported to Melinda Bunnell-Rhyne, vice president of student engagement and university development; security; and the assistant director of student life and residential services.

The Office of Student Life is responsible for the timely warning of the campus community of occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession. In the event that such an offense is alleged to have occurred on campus, the vice president of student engagement and university development or her designee will use the campus email system, campus mail system and fliers to notify campus of the alleged occurrence. If there is reason to believe there is an ongoing and immediate threat to the campus community the text notification system, Business Notifier, will be used to notify registered users.

The vice president of student engagement and university development is responsible for the compilation of the annual security report. The vice president of student engagement and university development maintains a log tracking the number of reported occurrences of murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and arrests for liquor law violations, drug law violations and illegal weapons possession. The vice president of student engagement and university development also works closely with Prince George's County Police Department to provide statistics based on reports made to the local police and arrests made on campus. The final report is reviewed and revised by the President's Council and distributed to the campus community.

A report of a criminal offense should be made to at least one of the following: AVP of student engagement; security; and the director of student life and residential services; director of human resources.

Victims or witnesses may make a confidential report of a crime for inclusion in the annual disclosure of crime statistics by submitting Confidential Crime Report Form. This form is available on the Student Life tab of MyCapitol and hardcopies are available in the Office of Student Life and outside of the Office of Registration and Records. The university will investigate all reports of crimes which occurred on campus or in university-controlled locations. However, no effort will be made to determine the identity of any individual who made the confidential report. Without identifying information from the victim or witness the investigation is expected to be substantially impeded.

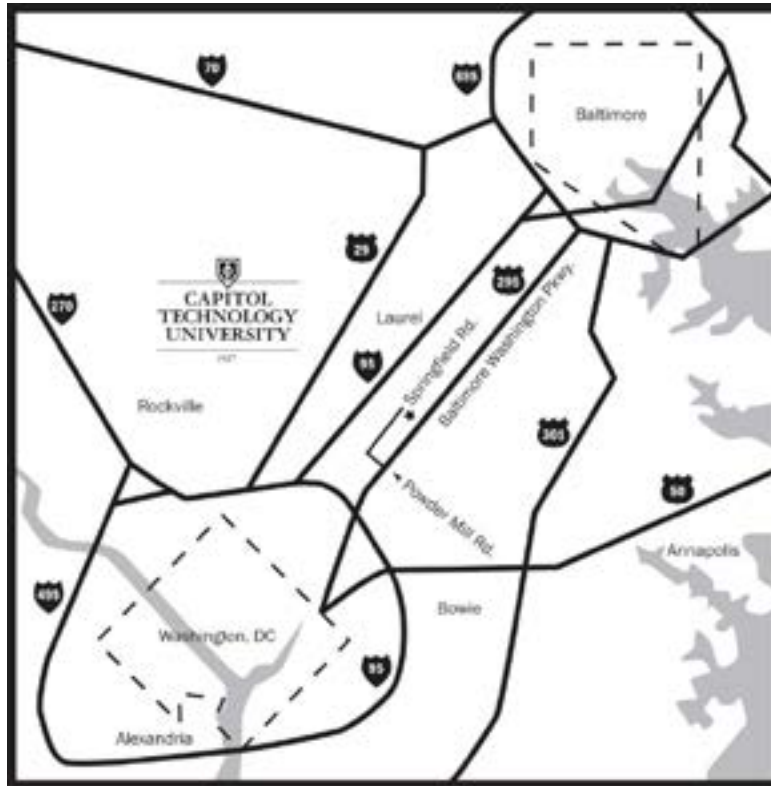
A statement of policy regarding emergency response and evacuation procedures

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. An evacuation is implemented under conditions when it is no longer safe for students, employees and visitors to remain in a building or a specific area in a building. These situations requires occupants to move out and away from a building to a designated building, area of refuge, or out and away from specific areas within a building. An evacuation is commonly used when there is a suspected fire, hazardous material spill in a building. Evacuation procedures may also be used if the decision is made to evacuate after a Bomb Threat has been made.

Evacuation Procedures

- a. If fire or smoke is detected in the building, the nearest fire alarm should be pulled and 911 called.
- b. When the fire alarm sounds all occupants will follow the evacuation route, leave the building immediately and proceed to the pre-determined assembly area as outlined. After leaving the building, no one will be allowed to reenter until given permission by a member of the Emergency Team or the Fire Department.
- c. Elevators will not be used during an evacuation. Disabled persons requiring assistance will be taken to the fire exit stairwell and remain on the landing. Fire Department officials will be notified and will assist with the evacuation of these individuals.
- d. If smoke is encountered during an evacuation, stay low and crawl, if necessary, to the predetermined assembly areas (see below).

Building	Assembly Area
MCI Hall	Center of Field
Telecom Hall	Center of Field
Avrum Gudelsky Auditorium	Center of Field
McGowan Academic Center	Parking Lot in Rear of Building
MA-Com Hall	Center of Soccer Field
Innovator's Hall	Center of Field



Directions from Washington, DC and points south of Laurel, MD:

Take the Baltimore/Washington Parkway (Exit 22 North off I-95) to the Beltsville Powder Mill Road exit. Turn left on Powder Mill Road and take the first right onto Springfield Road. Follow Springfield Road one mile. Capitol is on the right.

Directions from Baltimore, MD and points north of Laurel, MD:

Take the Baltimore/Washington Parkway (Exit 7 South off I-695) to the Beltsville Powder Mill Road exit. Turn right on Powder Mill Road and take the first right onto Springfield Road. Follow Springfield Road one mile. Capitol is on the right.

Capitol Technology University

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