



COLLEGE of SOUTHERN MARYLAND



Student *Handbook*

2025-2026

csmd.edu/earlycollege

Welcome

Academic Year 2025–2026

We are delighted that you are participating in our Early College Program. Rest assured, CSM offers a robust network of free support services to support each student’s growth and success as a college student. In this handbook, you will find information regarding administrative policies, college resources, key terms, tools, and frequently asked questions. So, let’s get started!

Again, welcome to the CSM family. You are officially a Hawk!
Early College Team

earlycollege@csmd.edu
csmd.edu/earlycollege



Important Contacts

Dr. Linda M. Forrest
lmforrest@csmd.edu | 301-934-7824

Beverly Russell
bdrussell@csmd.edu | 240-725-5309

Latasha Baker
lbaker@csmd.edu | 240-725-5456

Sylvia Royster
saroyster@csmd.edu | 301-934-7566

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Advising and Career Services

Whether selecting a program of study, preparing to transfer to another institution, or planning for your career, it's easy and convenient to meet with an academic advisor:

- Log into myLearning and select Connect to Student Support.
- Visit the Hawk Hub on campus in the Student Resources (SR) Building lobby on the La Plata Campus, Building A lobby on the Prince Frederick Campus, Building C lobby on the Leonardtown Campus, or Regional Hughesville Campus.
- Call 301-934-7574

| Learn more at csmd.edu/advising.

Articulation System for Maryland Colleges and Universities (ARTSYS)

Students looking to transfer to another Maryland college can explore how their CSM coursework aligns with other colleges' programs by visiting artsys.usmd.edu.

Hawk Hub

Hawk Hub navigators guide incoming and current students with enrollment and registration, accessing courses in myLearning, connecting to student services, and more.

| Learn more at csmd.edu/hawkhub.



Academic Support Services

Learning Support Services (LSS)

This team of professionals oversees the Learning Support Centers (LSC) on each campus and works with students individually to develop skills for college success. They can meet with students to discuss time management, study strategies for different subjects, and more. Learn more at csmd.edu/learningsupport or email learningsupport@csmd.edu.

Learning Support Centers (LSC)

These study-hall-like spaces on campus offer academic assistance, computer stations to work on assignments, and quiet places to study or do homework. Writing help and tutoring for subjects other than math are offered here on a walk-in basis—no appointment needed.

Math Resource Center (MRC)

Tutoring support for math and many science-based courses is available through the MRC. Learn more at csmd.edu/mathresourcecenter or email mathhelp@csmd.edu.

Office Hours

Your instructors have scheduled office hours for you to discuss course topics, grades, or assignments. You may meet with them virtually or in person. Students can also use Fridays and Hawk Time to schedule these types of appointments.

Hawk Time

There will be open time in the schedule throughout the week to:

- Visit the Math Resource Center (MRC), Learning Support Services (LSS), or library
- Meet with instructors during office hours
- Work with student support staff
- Participate in scheduled Student Life events

Preview Week

Preview Week is the week before the official beginning of classes for each 15-week and 7-week session. Course shells open for classes in myLearning seven days before the first day of class. Students are encouraged to log in early to review the syllabus and course content to become familiar with the course's flow.

Tutoring

CSM offers free in-person and virtual tutoring through the LSC and MRC at scheduled times. Students can join tutoring sessions in myLearning or by signing in at an on-campus kiosk. Free online tutoring and homework help are also available on demand, 24/7, through the ThinkingStorm platform. Learn more at csmd.edu/tutoring.

Workshops

A variety of free online workshops are available to help with academics and learning. Topics include being successful in online classes, overcoming procrastination, avoiding plagiarism, and more.

| Learn more at csmd.edu/learningsupport.

Counseling

CSM offers up to eight counseling sessions per semester to support students' mental health and emotional well-being. Counseling services are free and completely confidential.

If you're not ready to talk, you can anonymously connect with us to receive support for your mental health.

| Learn more at csmd.edu/counseling.



Disability Support Services (DSS)

DSS is dedicated to helping students with disabilities reach their personal, academic, and career goals. We work to remove barriers that limit opportunities and to provide equal access to everything the College of Southern Maryland has to offer.

Please note: High school accommodation plans do not automatically transfer to CSM. Students must request services each semester.

| Learn more at csmd.edu/disabilityservices.

Email and Technology Resources

CSM Mobile App

The CSM Mobile app connects students to their campus community and helps them stay up to date with what's happening at CSM. Students can access campus information on the go, join discussions with peers, organize class assignments, and chat with friends.

Help Desk

Students can get help with all CSM technology-related services. If you have issues logging into your student email, accessing courses, or need other general technology assistance, reach out to the Help Desk.

As a reminder, the Help Desk cannot assist with high school-issued laptops. If a high school laptop is lost or broken, please contact your high school. For more information or to live chat with the Help Desk, visit csmd.edu/helpdesk.

my.CSMD

The my.CSMD student portal allows students to access their account information, download unofficial transcripts, and order official transcripts to be sent with four-year

college applications. The portal also includes student services such as billing and financial aid. Log in at my.csmd.edu.

myLearning

The myLearning platform is where students access online content for their courses. Students can view assignments, course materials, grades, due dates, announcements from instructors, and more.

Each course at CSM includes a syllabus in its myLearning course shell. The syllabus provides instructor contact information, course objectives, grading expectations, and other important course information. Students can log in at mylearning.csmd.edu.

Students should review each course syllabus for required supplies, books, and materials. Required course materials are paid for by the school system; extra materials are the student's responsibility. Most items can be found in the CSM Bookstore or listed in myLearning before each session begins.

The Math Resource Center (MRC) has calculators available for loan. Basic supplies are also available in the Learning Support Centers (LSC).

Email

Students are assigned a personal CSM student email address, accessible through my.csmd.edu. This is the official method of communication from the college and instructors. Students are encouraged to check their email frequently. Most faculty respond only to student communications sent from a CSM student email account.



Course/Pathway Information

Registering for Classes

Courses are selected for Early College students following a schedule designed to keep them on track to complete their program/pathway and graduate from high school. Students may not drop, add, or retake classes without prior authorization.

A student may be considered for other classes when:

- The student has previously taken the same course at CSM.
- The student has taken and passed the AP course exam for the equivalent course.
- A course required for graduation/pathway is not available and a substitution is required.

Completion/High School Graduation

Students will be on track to graduate from high school when:

- The student passes all courses fulfilling high school graduation requirements.
- The student completes all state graduation requirements.

Students may be recommended or required to return to high school when:

- They have earned a failing grade in a course required for high school graduation.
- They have failed to meet the obligations of enrollment, including:
 - Dropping from a course and not successfully completing the course/pathway. (Students must drop within the refund period — six days after the start of class for 15-week classes, or two days after the start of 7-week classes.)
 - Withdrawing from a course. CSM allows students to withdraw from a class up to about three-fourths of the way through without penalty to their GPA. A “W” grade is assigned, and the course can be made up later. Payment must still be made in full for the course, regardless of whether the student withdraws or stops attending. Students who withdraw may not be on track to graduate or complete their pathway and may be ineligible to remain in the Early College Program.

- Receiving an Incomplete grade. CSM offers students with extenuating circumstances (such as health or personal issues) the option of an Incomplete. In these cases, instructors work with the student and Learning Support Services to develop a completion contract.

Completion/CSM Pathway

Students who have failed a class may be considered to remain at CSM on a case-by-case basis when:

- The student has met all high school graduation requirements and is in good academic standing in the remainder of their classes.
- The student participates in an academic support plan, which may include mandatory tutoring and/or support courses. (School system requirements may vary.)

Students may require more time to complete a course or pathway when:

- The student fails a prerequisite course.
- The student fails a pathway requirement.

Students may have to repeat/retake a course if a passing grade is not obtained. Opportunities to retake courses are limited, and not all courses are offered every semester. The school system will not pay for repeated classes.

Academic Standing

Maintaining good academic standing is important for all students. To take a full schedule of classes, students must maintain:

- A GPA of at least 1.5 for 6–18 credits of work.
- A GPA of at least 1.75 for 19–31 credits of work.

Absences due to illness are addressed by the instructor. Students must work with their instructors individually to make up missed work.

Instructors are not required to excuse absences or work with students who miss a scheduled class. Attendance is recorded by instructors and reported to the school system.

Missed or late work may not be accepted. Instructors are not required to accept late assignments, and most do not. Late or missing work can affect your course grade. Students should work directly with their instructor if they need assistance.

Additional Notes

- A grade of D may not transfer to some institutions.
- The school system will not pay for extra courses or for courses during winter or summer sessions. Students must receive prior authorization to retake a class.
- Students must pay for failed classes to replace a grade on their CSM transcript; the school system will not pay for retakes of repeated classes.
- Students must pass all courses and earn a 2.0 GPA to receive a CSM certificate or degree.



After High School/ Transfer Services

The school system will not pay for classes after high school graduation. Students must enroll as general population students before registering for classes at CSM after high school.

Continuing at CSM After Early College or Dual-Enrollment

Students who wish to continue their education at the College of Southern Maryland (CSM) after completing the Early College or Dual-Enrollment program must reapply for admission as traditional college students. As part of the reapplication process, students will be required to:

- Update their demographic information.
- Select a new program of study (major).

Admissions process: Detailed steps for reapplying are available at csmd.edu/apply-register/credit.

| Need help? For questions about reapplication, email aod@csmd.edu.

Transferring to Another College or University

Students in the Early College (EC) or Dual-Enrollment (DE) programs who plan to transfer to another college or university after high school must follow freshman application timelines and procedures. Although these students will have earned college credits (through CSM or AP), most institutions still consider them first-time freshmen because they have not yet graduated from high school.

Transfer Support Services at CSM Include:

- College transfer fairs.
- Guidance on transfer timelines and requirements.
- Information about articulation agreements (credit transfer partnerships with other institutions).

| Learn more at csmd.edu/student-services/transfer-services.

Students are encouraged to connect with an Academic and Career Advisor early in the process to plan effectively.

| Contact: bdrussell@csmd.edu

Graduation

Graduation from the CSM program is not automatic. All students must submit a formal application to be considered for graduation. They must meet program requirements and hold a cumulative GPA of 2.0 or higher.

The application window typically opens in mid-February and closes in late March. During this period, the Tri-County Academic and Career Advisor will contact eligible students with detailed instructions on completing the application process. The advisor will provide support through small group sessions and individual appointments as needed.

Once the application is submitted and processed, students will begin receiving communication from the Registrar's Graduation Team. This communication will include important information such as:

- Graduation ceremony dates and times.
- Ceremony location.
- Instructions for ordering guest tickets.
- How to order regalia.



Library Services

On a student's journey to earning a degree, scholarly research is essential. Library Services teaches academic, digital, media, and information literacy skills—such as using academic databases for research and critically analyzing and evaluating information.

Students have 24/7 access to online library databases and can print up to 25 pages of school-related material per day. Learn more at csmd.edu/library or email library@csmd.edu.

Public Safety

At CSM, the safety of students, employees, visitors, and community members is a top priority. Public Safety officers are present on each campus every day, and processes are in place for handling threats and emergencies. These procedures are regularly reviewed to ensure the best possible responses.

It is important for all members of the CSM community to stay aware of their surroundings and know how to respond appropriately to suspicious activity.

Lost and Found

If you lose a phone, textbook, or other belongings, contact Public Safety. Visit csmd.edu/safe for locations and contact information.

CSM Safe App

The CSM Safe app puts emergency and public safety information at your fingertips. You can call 911, contact CSM Public Safety, locate the nearest emergency call box, report an incident, and more—straight from the app.

Student Information

Family Educational Rights and Privacy Act (FERPA)

This federal law protects students' private college information. Faculty and staff cannot disclose student information to a third party—including a parent—without the student's permission, even for students of high school age. Learn more at csmd.edu/ferpa.

CSM regularly communicates with school system administration about student progress. Students can also share their progress directly through myLearning.

Student Code of Conduct

The Student Code of Conduct outlines expectations and the process for holding members of the CSM community accountable when academic and behavioral standards are not met. The code applies to all individuals taking courses at the college, and students are encouraged to review it.

The full document, including procedures and the range of sanctions, can be found at csmd.edu/about/policies/student-code-of-conduct.html.

Student Life Activities and Clubs

All Early College students are eligible to join student clubs and participate in Student Life events on campus. Students must complete the Student Activity Release Form at csmd.edu/_pdfs/student-life/student-activity-release-form-lapl.pdf to participate in activities.

Students may also continue participating in high school clubs and activities held after school.

Sports

Early College and Dual-Enrollment students are not eligible for CSM sports due to NCAA rules. Students are encouraged to continue participating in high school sports that take place before or after the school day.

Food

Students may pick up breakfast and lunch at their high school and bring it to campus or bring lunch from home. Hot vending machines are available on all campuses, and the La Plata Campus has a full-service cafeteria.

Student centers have microwaves for heating food, but no refrigerators are available.

Transportation

Bus transportation is provided by the school system. Students may also drive to campus instead of taking the bus—parking is plentiful and free.

On inclement weather days:

- If the school system is closed and CSM is open, students will participate in virtual learning.
- If CSM is closed, students will not attend classes on campus.

Refer to the Early College Calendar for specific closure dates.

Schedule

Early College students attend classes on campus in place of their high school schedule. Classes run from 8:30 a.m. to 1:30 p.m., following the regular CSM academic calendar, with some exceptions for spring break.

Fridays are virtual days for most students. Some programs and activities such as internships/practicums or tutoring may occur on Fridays. Refer to your school system for specific information about transportation.

Notes

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Scan the QR code or visit csmd.edu/earlycollege to learn more.

