

# GENERAL LOGISTICS

## Housing

We offer a few tips for those of you looking for a place to live in the Amherst/Pioneer Valley area. Although the housing market is a bit tight, everyone manages to find a home.

### *Living on Campus*

The university does offer on-campus housing to graduate students, although it's not always certain that they can guarantee you a single room for the fall. Generally single rooms become available for the spring. Graduate dorms are located within the major undergraduate housing complex (leading to some sleep and study interruptions!). There is a nice international community within the graduate housing complex.

Married student housing is also available (same-sex domestic partners are also eligible). Applications should be requested from the Housing Office in order to be placed on the waiting list.

Notice: If you register for on-campus housing, you are automatically charged for the meal plan as well. If you do not want to be on the meal plan, you must have the charge removed at the Bursar's Office before you pay your bill.

**Contact:** Graduate Student Housing Coordinator at (413) 545-2100  
Email: [hao@gw.housing.umass.edu](mailto:hao@gw.housing.umass.edu) Website: <http://www.housing.umass.edu>

### *Living off Campus*

The UMass Off-Campus Housing Office (OCHO) is located in the Student Union, Room 428. OCHO maintains a website where you can search for available housing online. They provide listings for every possible type of living situation. You can contact OCHO and tell them what type of housing you are interested in, and they will send you a packet of listings.

**Contact:** OCHO at (413) 545-0865, Hours - Mon – Fri, 10AM-5PM, email: [info@cshrc.org](mailto:info@cshrc.org)  
Website: <http://www.cshrc.org>

There are other ways to find off campus housing. Listings are often posted on the bulletin boards in the Campus Center. Also, local newspapers such as The Advocate (a free weekly which includes entertainment news), the Amherst Bulletin, or the Daily Hampshire Gazette have housing listings. Most newspapers will send you a copy in order to look for housing.

**Contact:** Hampshire Gazette and Amherst Bulletin: Website: <http://www.gazettenet.com>  
The Advocate: Website: <http://www.valleyadvocate.com>

You can also contact realtors and ask them for local listings. Here are a few realtors in the area that specialize in rentals:

Amherst Real Estate Agency (Nathan Agency): Contact: Mimi York, Realtor - 413-367-9224  
Eagle Crest Management: Website: <http://www.eaglecrestmanagement.com>

## Health Care

You should already have received information from the University Health Services regarding health insurance and on-campus health care. UHS provides full health care and students with university funding receive partial waivers for health fees. Look for details in a mailing from UHS or you can reach them at 413-547-5000 or visit their website at <http://www.umass.edu/uhs/>.

## **Transportation**

The Pioneer Valley Transit Authority (PVRTA) operates a bus system including regular service of a 5-College shuttle throughout the area of Amherst, Northampton, and South Hadley. Some of the outlying towns are served less frequently or not at all (be sure to ask about access to the bus when looking at places to live). During the school year, bus service is **free of charge**.

**Website:** Visit the PVRTA website for routes and time schedules, <http://www.pvta.com>

## **Parking**

If you need to park your car on campus, you should contact the Parking Office **before** you get here to get your parking sticker. The price for parking stickers varies depending on which lot you select (the lowest cost is in the yellow lot at \$155 per year for graduate students). **Warning:** The line at the Parking Office at the beginning of the semester can be incredibly long if you decide to wait until you get to campus!

**Contact:** Parking office at (413) 545-0065, email: [parking@admin.umass.edu](mailto:parking@admin.umass.edu)

**Website:** <http://parking.umass.edu/>

## **UCARD**

Once you get to campus, you will need to get a UMass picture identification card, called a UCARD. You can get your card by going to the UCard Office during normal business hours. You should bring a picture ID or passport with you to verify your identity. The cost of a UCard is \$15. Depending on how you chose to use it, the UCARD may also serve as a debit card for on-campus purchases, a library card, a meal card or door access card if you are living on campus, and also as proof of active student status for athletic privileges and ticket purchases.

**Contact:** UCard Office is located at 104 Franklin Dining Hall, (413) 545 0197

**Website:** <http://www.umass.edu/ucard/>

## **Library**

You will be using your UCARD to check out books both on campus as well as from any one of the other 5-College libraries (Amherst, Hampshire, Smith, and Mount Holyoke). You may borrow books for up to four weeks. MPPA program students will be given a tour of the W.E.B. DuBois Library on Orientation Day.

Graduate students can be assigned study rooms (carrels) in the library. The rooms have a table, two chairs, and shelves. To reserve a study room, see Kathy Colon in 416 Thompson.

**Website:** <http://www.library.umass.edu/libraries/dubois.html>

# CPPA FACILITIES

The Center for Public Policy & Administration is located on the 4th floor of Thompson Hall. The Program's main office is in Thompson 416. **Your mailing address** here will look like this:

Your Name  
Center for Public Policy & Administration  
Thompson Hall  
University of Massachusetts  
Amherst, MA 01003-7508

## **Mainzer Common Room**

The Lewis Mainzer Common Room (Thompson 412) is a library and reading area for the use of Program students, faculty and staff only; you will be assigned a key to this room. The room should be kept locked whenever it is after normal business hours and it is vacant ; please be sure to lock this room if you are the last one to leave. Food and drink are not encouraged in the Mainzer Room.

The books, journals, and magazines similarly are for the use of Program students, and we urge you to peruse them regularly. However, all materials must stay in the Mainzer Common Room.

## **419 Thompson / Mailroom and CPPA Computer Lab**

You will have individual mailboxes in 419 along with CPPA's faculty and staff, and while we mainly communicate via email, you should check your mailboxes frequently and the bulletin boards on the 4<sup>th</sup> floor of Thompson and in the CPPA Lowrise area regularly for job and internship announcements, guest speaker announcements and other notices. If you are a CPPA research or project assistant (RA or PA), you will also have access to the small computer lab in Thompson 419.

Everyone will have access to the copier located in the mailroom. It is only for occasional use, not for large-volume copying. Your ID number (the last 4 digits of your student number) will allow you to access the copier. You will be billed for the number of copies you make on the copier **and** on the printers at the rate of 5 cents per copy with payment due before the close of the semester.

## **10 - 20 Thompson Lowrise**

CPPA student rooms 10 through 20 in the lowrise of Thompson Hall are reserved for CPPA student use only. There are computers, a printer, and a telephone as well as a small conference room and microwave that are available for your use. You will have keys to this area and like the Mainzer room, these rooms should be kept locked when they are not in use or if you are the last to leave.

## **Telephones, Computers and Electronic Mail**

A telephone in room 14 Lowrise (the number is 545-0629) is provided for campus and local telephone calls. You should provide this number to people trying to reach you during the day as long as you are normally in the room (you should not give them the Program's telephone number except in the case of emergencies). To place phone calls on-campus, dial "5", "6", or "7" plus the four-digit extension (for example, to reach 545-3940, dial 5-3940.) For local calls (Amherst, Belchertown, Deerfield, Hatfield, Holyoke, Montague, Northampton, Pelham, Sunderland and Whately) dial "9" for a dial tone and then the seven-digit number. Please limit your time on the telephone to brief or professionally relevant calls.

All students are expected to have an email account through the UMass Office of Information Technologies (OIT) and to check it regularly. This will be the principal means by which faculty, staff, and students will communicate general messages, such as the cancellation of a class, internship and job opportunities, speaker announcements and the like. It is important to set up an email account as soon as possible after arriving on campus. In order to set up an email account, bring your UCard to the University Computer Services office at A109, Lederle Graduate Research Center (also known as the Grad Tower). They will set you up with an account that will give you access at home as well as on campus; you will need to provide additional information about your home computer. Instructions are available at the OIT Help Desk, (413) 545-9400.

The Center operates a server for our webpage and for faculty and student files. Each student will have a unique password-protected account on the server, which enables access to files from any CPPA computer. You will have a private directory on the server to store your own files, and there are shared directories for files you want to share with other students, for things such as group projects. Further, students will have private Microsoft Outlook accounts, which enable individual access to email and an electronic calendar, task list, address book, etc. Your customized Outlook account is accessible from any Center computer. Once you have your email account established for on-campus, let Kathy Colon know and she will get you set up on the server.

Email listserves will be established so that you can easily communicate messages to groups of students, faculty, and staff. This includes one for all of our new students ([newstudents-1@pubpol.umass.edu](mailto:newstudents-1@pubpol.umass.edu)) where your current email address will be used until you get your UMASS email account. Once your campus email account is established, please provide Kathy Colon, the Center's Office Manager, with your new email address so the First Year student listserv can be established. Please note that messages sent to the listserv are broadcast to *everyone* on the list. Be particularly careful - especially in replying to mail from a listserv - that you only send messages to the listserv that you intend for **all** to read.

**The computers** and laser printer in the low rise are for the use of CPPA students only. They are connected with the Center's server, and are equipped with Microsoft Office Suite; including Internet Explorer, Word, Access, Excel, Powerpoint, and Outlook. Also, STATA for Windows version 8.0, a statistical program is available. Files should be stored only on your **personal** directory or on appropriate shared directories on the server; you will have only temporary space on the hard drive of the local machine. Any files stored on the local hard drive will be erased periodically, so please store any permanent files on your server directory. As with any computer system, and particularly one that is shared, we strongly urge you to back up all files on either a 3½" floppy, zip disk or a flash drive. The Program is not responsible for loss of electronic files stored on these computers. Virus software is installed on all of the machines; please do not change the settings on this software as it scans any new disks, downloaded files, etc. This is for your benefit as well as other users. If you have any problems with the computers, please bring them to the attention of Kathy Colon; she will identify the appropriate person to handle the problem.

There is additional access to computers around campus including terminals on the first floor of Thompson in the Open Source Computer Lab and Email Stations, in the Lederle Graduate Research Center, and the Learning Commons at the W. E. B. DuBois Library. OIT offers frequent workshops on computer use, from word processing to e-mail, in either a Windows or Mac environment. Wireless capability is also available in many locations across the campus.

# LIFE BEYOND SCHOOLWORK . . .

For those of you coming from life in the city, rural Massachusetts may take some adjustment. There is a great deal of activity in the Pioneer Valley however, particularly among the 5-Colleges, which include Amherst College, Hampshire College, Smith College, and Mount Holyoke College in addition to the University of Massachusetts.

## **Five College Events Calendar**

This monthly on-line calendar lists the cultural, academic and social events at the 5-Colleges. Visit <http://calendar.fivecolleges.edu/FiveCol/calendrome.cgi>

## **Coffee! (And food)**

Right in Thompson Hall on the first floor we have a café with wireless access. They serve coffee, breakfast options and snacks as well as sandwiches and drinks for lunch.

Most graduate students agree that the best coffee on campus is found at the People's Market in the UMass Student Center. This student-run cooperative also offers great bagels, natural snacks and is a good bet for breakfast and lunch.

Another good option for lunch is Earthfoods, a student-run vegetarian cooperative dining hall located across from People's Market. You can always find salad, rice and beans, and daily special entrees.

The Campus Center offers the Bluewall, a coffee/sandwich shop with ice cream, pizza and a main eating area; The Hatch, which offers breakfast sandwiches, Mexican food, and burgers; and other dining options.

Your UCARD can be used as a debit card to buy meals at any of these places on campus but you must first put money on it.

In Amherst, there are a number of cafes and inexpensive restaurants. Rao's, the Black Sheep, and Starbuck's are the most popular cafes. For an inexpensive lunch we recommend Antonio's for pizza, Bueno y Sano or La Veracruzana for burritos and tacos, and Amherst Chinese and Panda East for Chinese food, among many others.

You can also find many terrific restaurants and cafés across the river in Northampton.

## **The Arts**

The Performing Arts Division (413) 545-6176 is located in the basement of Bartlett Hall and offers music and dance lessons to students at reasonable rates. Classes usually start a few weeks after the beginning of the semester

The UMass Fine Arts Center attracts internationally renowned performance artists and the 5-College area attracts a number of good performers. Check out The Advocate (a free local weekly newspaper) or the Fine Arts Center's website at <http://www.umass.edu/fac/index.html> for listings. The area also has several movie theaters, including budget and "art house" theaters. Once again, the Advocate has show time listings for all local theaters.

The 9,000-seat [Mullins Center](#) is UMass Amherst's state-of-the-art, multi-purpose arena. Mullins hosts events as varied as David Copperfield; speakers Maya Angelou, Elie Wiesel, and Bill Cosby;

and rock concerts ranging from Alanis Morissette, Phish, and the Indigo Girls to Red Hot Chili Peppers, Elton John, Counting Crows, and Jurassic 5. When you're in the mood for something more physical, you can head to the Mullins Center to ice skate for free on the Olympic-size practice rink, or cheer on the hockey team and the men's and women's basketball teams.

### **The Great Outdoors**

Western Massachusetts provides many opportunities for hiking, camping, canoeing, skiing, etc. The UMass Outing Club (a student organization) offers trips to members and non-members, as well as very affordable equipment rentals to members. (413) 545-3131.

### **Legal Services Office**

The Legal Services Office (545-1995), located on the ninth floor of the Campus Center, offers legal advice free-of-charge to graduate students who have paid their Grad Senate Tax (which appears on your bill). In addition, Legal Services can help represent students in court in cases dealing with landlords, car accidents, etc (they cannot, however, represent students in cases involving the University). Should you need them, the people at the LSO are very helpful!

### **Banks**

Most local banks will have representatives in the Campus Center during the first week of the semester. They will tell you about their services and can sign you up for an account on the spot. Bank America has an ATM machine located in the Campus Center, lower level. There is also a University Credit Union in the Campus Center, which provides checking accounts and a complete line of other banking services.

## **Student Organizations at UMASS**

### **Graduate Employee Organization (GEO)**

If you have a Research or Project Assistantship, the graduate student employee union, known as GEO, represents you. In the past few years, GEO and the administration have agreed to grant waivers of the curriculum fee and substantial waivers of the health fee to graduate employees, in addition to the tuition waiver. Occasionally, GEO holds membership meetings, particularly during contract negotiations.

### **Graduate Student Senate (GSS)**

GSS serves as the graduate student government. In addition, we receive the majority of our budget from GSS. GSS also occasionally helps campus organizations fund events. Each department selects two representatives to GSS.

### **Other Organizations**

Several student groups welcome graduate student members, although a few allow only undergraduates. Student Organizations hold an informational fair in the Campus Center early in the semester.

# Funding Alternatives

## On-Campus Options

Many students are interested in other sources of funding. The following is a partial list of contacts for University funding:

Office of Minority Graduate Student  
Recruitment (OMGSR)  
Contact: Michael Alderman  
528 Goodell Building  
Phone: 413- 545-5284

Student Employment Office  
243 Whitmore Administration Building  
Phone: 413-545-1530

Graduate Assistantship Office  
236 Whitmore Administration Building  
Phone: 413-545-5287

[www.umass.edu/gradschool/assistantship/job\\_post.html](http://www.umass.edu/gradschool/assistantship/job_post.html)

Other offices that may hire graduate students include tutoring services such as the Minority Engineering Program (413-545-2030), Committee for Collegiate Education of Black and other Minority Students (413- 545-0031), and the Bilingual Collegiate Program (413-545-1987). The Writing Program Office (413-545-0610), often hires graduate students to teach writing classes.

Housing Services employs graduate students as Resident Directors (RD, ARD) and Resident Assistants (RA). Details of Resident Assistant opportunities are available from the Prince/Crampton offices. Resident Assistant positions are only open to students residing on-campus. Resident Director position information is available from Housing Services.

## Financial Aid

If you want to take out a student loan (even if you are receiving an assistantship) it is important to contact the Financial Aid office as soon as possible to get the process started. Otherwise you may have to wait until mid-semester to get your loan check! Call Financial Aid at (413) 545-0801.

Emergency loans for books, etc. are available from the Financial Aid Office. The maximum is \$100.00 to be repaid in one month. The loan will be disbursed the day after you request it from Financial Aid.

## Grants Office

The Graduate Student Grants Service in the Goodell Building can help students locate external sources of funding in the form of scholarships toward the cost of attending grad school. The Grants Service schedules workshops throughout the semester and is also available for individual consultation. Call: (413) 545-5273 or 5279. Or check their website at <http://www.umass.edu/research/gsgs/bulletin.html>.

Finally, the Graduate School maintains an on-line Student Handbook with information on campus life, academic policies and much more for graduate students throughout the university. The address is: <http://www.umass.edu/gradschool/handbook>.

# ACADEMICS

## **Advisors**

Advisors will be assigned at the end of the summer. At orientation you will receive notice of your advisor and their contact information so you can schedule to meet with them at your convenience early in the fall semester.

## **Registering for Classes**

If you plan to attend as a full time student, you will be taking four 3 credit courses per semester. You can register now for the three First Year Core Courses: Politics and the Policy Process, Economics and Public Policy, and Policy Methods. However, you can wait until Orientation on September 2<sup>nd</sup> to register, as you are guaranteed a seat in these classes. If you are a full time student, you will be required to take one elective in addition to the three core courses. Program Electives and general Electives are listed on our Fall 2008 Courses listing. We also have a listing of suggested electives from departments across campus.

## **Satisfactory Academic Progress**

All students admitted into the Master's Program in Public Policy and Administration are required to complete 48 graduate credits in order to graduate with the MPA degree. In addition, all full-time students must complete an approved summer internship, normally after the first year of full-time study. Prior to beginning the internship, it must be approved by the Program Associate Director. Part-time students must complete the same coursework, although the internship requirement may be waived with approval of the Program Associate Director.

Students must have a minimum grade point average (GPA) of 3.0 in each semester of study. If a student's cumulative GPA falls below 3.0 in any semester, the student may be dismissed from the Program. If the student is permitted to continue, s/he will be placed on probationary status. In the first semester of probationary status, the student's total GPA and semester GPA both must be at least 3.0, at which point the student will be removed from probation. The student will be dismissed from the Program if not removed from probation after one semester. In extraordinary circumstances, students may appeal the decision to the Program Associate Director.

For more information, go to:

<http://www.masspolicy.org/pdf/requirements.pdf>