

**University of Baltimore  
Orientation Video Script  
Introduction by Shelia Higgs Burkhalter, UB Associate Vice President of Student Affairs**

---

Welcome to the University of Baltimore's Online Orientation Program. I'm Shelia Higgs Burkhalter and I serve as the Associate Vice President for Student Affairs.

As a new student here at UB, there's a lot to know about finding your way through all the services and resources available to you. This online orientation experience will steer you toward the right place to take the next step in your journey here. We've recruited a few folks from around the campus to walk you through the ins and outs of orientation. You've got real questions....they'll give you real answers.

Before we get started, There are several video modules. You can watch each video before moving on to the next one, or you can skip ahead if you like. This orientation will be online for the entire year so you can go back and watch the videos any time you're looking for an answer.

Next, see the links? If you have a question that isn't answered, click the appropriate links to be directed to websites that can give you more information.

Lastly, when you're done with the videos, take a minute or two to give us feedback about the experience. You'll have the chance to let us know how it went once you're finished.

Now you don't need to listen to me go on and on. So I'm turning things over to them. You're in good hands, so let's get started!

**University of Baltimore  
Orientation Video Script  
Welcome by Robert L. Bogomolny, UB President**

---

Hello, I'm Robert Bogomolny, President of the University of Baltimore and I want to personally welcome you to the UB community. Whether you're joining us a freshman, transfer or graduate student you're taking an important step in your academic career. Take advantage of all the resources that are available to you both in and out of the classroom that can make your time here engaging more successful and enjoyable. You'll find your most important resource of course is the classroom, where you'll work with faculty who are committed to their discipline and to you.

At UB we talk about knowledge that works which means that your work here will be relevant to your career and to the world outside our campus. Many of your professors have real world experience in their fields, they are writers, poets, practicing lawyers who have argued in the supreme court, business owners who have built successful businesses and been CEO's, there have been government leaders and non-profit leaders. There is no better way to learn than from someone who has practical experience. Get to know your professors, like all of us, they are here for you.

Finally, your choice of UB automatically connects you to an extensive alumni network; fifty thousand and growing. Alumni serve as mentors and guest speakers, many provide internships and jobs. As leaders in business, law, government, technology, communication and many other areas, they are the best proof of the value of a UB education.

So welcome, I look forward to seeing you around the campus to supporting you during your time at the University of Baltimore. Good luck to all of you. Thank you.

**University of Baltimore**  
**Orientation Video Script**  
**Conclusion by Joseph S. Wood, UB Provost, Chief Academic Officer**

---

Hi, I'm Joe Wood, UB's Provost, that means Chief Academic Officer. So congratulations, you've completed the University of Baltimore's Online Orientation program. You've learned that UB has a large array of programs, services and resources designed to assist you in achieving academic success.

I know it seems a little overwhelming but, orientation isn't designed for memorization, it's about exposure and connection. Exposure to the wonderful resources that this campus has to offer and connection to the diverse group of people and experts that are here to ensure your success along your UB journey. So whether you require assistance with getting involved on campus, finding housing, financing your education, writing a paper or seeking an internship don't hesitate to connect with one of the amazing offices featured in this series. And just so you know, this online orientation experience will remain accessible throughout your first year on campus.

Now of course this orientation focused primarily on out of the classroom opportunities and tools for academic success and as provost I would be remiss if I didn't give you a few academic tips too. Strong faculty relationships will be absolutely essential to your academic journey at UB. Academic integrity is a strong UB value and we expect integrity in your work. Diversity, mutual respect, service, citizenship and civility are all hallmarks of our community. Your UB educational journey can be a transformative experience if you fully engage, attend class, ask questions, seek solutions, provide your own unique insights. My greatest hope is that your UB experience sets you on course for a meaningful and productive life full of learning. That's why we're here.

Good luck and welcome to the UB family.

**University of Baltimore  
Orientation Video  
“Keys to UB” Script**

---

The University of Baltimore's campus is the city. Every day, you're part of all of the urban energy and buzz of Mt. Vernon - Baltimore's arts and cultural district. You're down the block from The Walters Art Museum, the Lyric Opera House, the Meyerhoff symphony, and local art galleries. You're steps away from culture, art and food festivals that set up shop in Mt. Vernon all year long and you're just around the corner from some of the best shopping, restaurants, and nightlife in town.

Your home base in the city is the UB campus. And the first thing you'll want to do is get your University of Baltimore ID card – quite literally your key to student life at UB. You'll need this card just about every day for student events, activities, and organizations and most importantly – to get into the buildings on campus.

Use it to log in to the Langsdale Library and the University of Maryland libraries – or check out books. Check out laptops or other items at the Office of Technology Services also known as the OTS. Get discounted parking rates at the Maryland and Fitzgerald Garages.

So the UB campus and the excitement of the city are at your doorstep, but where exactly is your door? UB has special arrangements with several apartment complexes right here in the Midtown area to provide housing options for students. Apartment property managers are invited to UB to share information about the housing available in the area. This is a great opportunity to tour local apartment buildings and explore your housing options.

You might want a roommate. Use UB's roommate matching service to find one who's compatible. And don't worry, you won't be left stranded. UB provides Student Living Assistants who live in these apartments. They're there to answer questions, get you involved with campus and city life and just generally help you adjust and feel at home.

Getting to UB – or getting away – is easy. You've got lots of options. You can use Amtrak, the Marc Train, and the Light Rail. You can use the MTA city bus or the Charm City Circulator. You can even use ZipCar. If you're driving, you can park in any one of the lots available on campus or in the Maryland Avenue or Fitzgerald parking garages. Remember - use your UB student ID to get discounted rates at these garages.

Try the UB shuttle service. It's free for UB students faculty and staff. You can log in to the Next Bus website to find out what time the next bus arrives.

In terms of security, UB's got you covered! The University of Baltimore Police Department has uniformed police officers and security guards who are on call 24 hours per day, seven days a week. The UB Police also run the University's text-alert system. This text service is used to notify students of nearby traffic issues, weather related closing and delays and campus emergencies. DEFINITELY sign up for this. There probably will be ice and snow and you're gonna want to know if you've got class. Signing up is easy. On the MyUB Portal page, go to the “Campus Text Alert System” icon and follow the instructions.

**University of Baltimore**  
**Orientation Video**  
**“Keys to UB” Script**

---

One of the greatest parts about UB is that it’s right in the city in this awesome neighborhood, but it is the city and you’ve got to be sure to stay safe. Use common sense: Do not leave books, laptops and other personal belongings sitting there unattended in your car, at the library or in any other public place.

Has someone mentioned the MyUB portal yet? It’s basically your “mission control” for all of the really important details about your student account.

Here’s what you can do on MyUB:

- check billing information on tuition and fees
- see your class schedules
- register for classes
- review your grades (even if you don’t want to)
- find all of your academic records
- check your UB email
- find network files
- and just generally access all kinds of other campus resources.

The other thing you’re going to need to know about is UB Online. UB Online is basically the online classroom for UB – think virtual classes, group chats, one-on-ones with faculty – stuff like that. It’s a critical piece of a lot of the classes you’ll take. UB Online uses the same netID and password as the MyUB portal and e-mail.

MyUB Portal and UBOnline are key to your time here at UB, so get familiar with both of them.

**University of Baltimore  
Orientation Video  
“Academic Support & Student Services” Script**

---

College is all about independence, but you don't need to go it alone all the time! UB has lots of people that are here to help you while you're working on your degree.

**Office of Community Life and the Dean of Students**

No matter what kind of help or answers you're looking for, start with the Office of Community Life and the Dean of Students. The Office of Community Life is here for students – to look out for you, step in when you need help, and point you to the right person when you need to talk to somebody. Have a tough conflict with someone? We can help you come up with a solution. We also look out for student privacy, handle residency assessments, and set the bar for UB's general standards and policies for students. We oversee the student handbook, which spells out the academic integrity policies, the code of conduct, disciplinary procedures and the formal process for filing grievances if you need to.

Know this: we've got your back. But know this too: if you're in the wrong when it comes to the code of conduct or student policies, we're also the ones who handle disciplinary action. Know the code. Read the handbook.

**Achievement and Learning Center**

Getting an education isn't all about your GPA – there's a lot more to learning you can explore. The Achievement and Learning Center can help you work on a well-rounded set of skills. They do one-on-one and group tutoring for really tough courses. They host workshops in a lot of areas - writing, speaking, learning, test preparation and computer skills – to be sure you can master everything you need to succeed.

The ALC also provides face-to-face and online writing and math help. The Online Writing Link, or OWL, is on the MyUB Portal. You can also check out files of tutoring sessions called “Elluminate” sessions. These are live tutoring sessions that are recorded and available for you to replay. You can view sessions on a variety of topics.

**Center for Educational Access/CEA**

Sometimes, some of us need a little extra help, extra attention, or some tools in order to get things done. If that's the case, you need to know about The Center for Educational Access – or CEA. The CEA offers academic assistance, instructional resources and accommodations for anyone who has a documented disability.

What kind of help can you get?

- there's accommodated testing
- alternative resource lab equipment
- materials available in large print, Braille, and MP3 files

as well as support like note takers, sign language interpreters, or screen readers, TTY/TDD phones, and more.

If you are someone who needs assistance, you should talk to the CEA to learn more about how you can get it.

**University of Baltimore  
Orientation Video  
“Academic Support & Student Services” Script**

---

**Counseling Center**

No doubt about it – college can be stressful. There’s a lot of change going on, you’re under tons of pressure, and the responsibility’s all on you. If it gets to be too much, make an appointment with the Counseling Center to talk it out.

They have two full-time board certified Psychologists who provide psychological and counseling services.

Sessions are free and confidential. You need to make an appointment, but if it’s an emergency, they’ll work to get you in as soon as possible.

**The Career Center**

For some advice on how to connect what you study with what you’ll do after college, check into the Career Center. Here you’ll find Career Counseling, Workshops, and special programs like Resume Roundup and Career Boot Camp.

They host job fairs and on-campus recruiting events, and they’ve got the scoop on who’s looking for you through UBworks, which is a database of jobs and internships.

If your work life includes working here on campus while you’re in school, The Career Center handles that too. Just click the UB Works icon on the MY UB Portal.

And coming soon, look for Advance UB. Advance UB is a new program that will provide you with the tools you need to move your career forward. You’ll work with a coach to discover what you’re good at, do activities to build your skills, talk with your coach about how you’re doing, build your network, and then create a plan that will put your career in motion. You’ll also earn a certificate that you can add to your resume.

**University of Baltimore  
Orientation Video  
“Enrollment Services” Script**

---

Behind the scenes of your academic experience, there are a lot of critical details to manage. You need to keep track of it all and that’s where enrollment services comes in to the picture.

**Office of Financial Aid**

Paying for college might be one of the biggest worries you have. Get to know The Office of Financial Aid. They can help you get the financial resources you need to cover your school expenses.

The first thing you need to know is that to apply for Aid, you MUST complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The earlier you submit it the better – but you can apply for aid throughout the school year.

Once the Office of Financial Aid gets your FAFSA and you have been admitted, they put together an aid package and email a notice to your UB email account. You’ll be directed to the MyUB portal where you can view the aid package and check out other financial resources.

**Office of the Bursar**

Next stop, the Office of the Bursar. This is where you will handle your financial transactions with the University.

They’re here to answer questions regarding charges and payments on your student account. They also handle tuition waivers, mailing financial aid refund checks, student loan check disbursement, and emergency loans.

There are many things that can affect your student account, so stay on top of it. Go to your MyUB page any time to review account details.

**Office of Records and Registration**

The Office of Records and Registration is where all of your enrollment records and the details of your academic standing are kept.

This is where to go for anything that requires Enrollment Verification, Official Transcripts, Graduation Processing, Course and Exam Schedules and formal documentation.

And don’t worry – your privacy is covered. Records can’t be released without permission. Come here to fill out a Federal Educational Rights and Privacy Act or FRPA release. This lets you determine what information the university can share, and with whom.

**Office of Graduate and International Admission and Enrollment**

If you’re an international student, there are some special details you have to attend to. The Office of Graduate and International Admission and Enrollment is here for you.

This office manages the F-1 Student and the J-1 Exchange Visitors. Need help with visas and immigration assistance? This is where you get it. And if you’ve graduated and are doing post-graduation Optional Practical Training employment in the U.S., this office can continue to help you.

**University of Baltimore  
Orientation Video  
“Student Involvement” Script**

---

A huge part of college is what you do outside of class. So while you're at UB, get involved! Not only are you going to make more friends and have more fun, but look at the practical side - some of these activities can actually get you some real skills **like budgeting, organizational planning, and team building**. Those are things you can put on your resume, too, so they will help in a lot of ways.

**Student Center**

Get started here at the Student Center! The Information Desk on the first floor can answer questions about the Student Center and the rest of the campus. Ask 'em anything!

When it comes to getting involved, you might find inspiration in the 200-seat theatre, in one of the multipurpose rooms where people meet, maybe in the art gallery or a computer lab. Heck, maybe even in the great views. You'll also find great spots to chill and unwind, lounges for studying, maybe a quiet spot to reflect.

Once you've figured out what you'd like to do, you'll find all the student organization and student affairs offices right here.

**Spotlight UB**

Spotlight UB is all about the performing arts on campus. We produce reasonably priced arts programming for the campus community and its surrounding neighborhood. The schedule is packed with great performances - concerts, poetry slams, plays, comedy improv, and films—at a low cost or often, for free!

If you're really into the arts, you can audition, work as an usher, or help backstage and see that performance for free.

**Henry and Ruth Blaustein Rosenberg Center for Student Involvement**

Check into the Henry and Ruth Blaustein Rosenberg Center for Student Involvement – or CSI. They can hook you up in just about any area of student life including special events, community service, leadership skills development, and student government.

Leadership UB is an opportunity for students to explore leadership through activities, workshops, reflections, and intentional service.

Community Service Day is an annual day of service where hundreds of UB students, faculty, staff and alumni travel to more than a dozen service sites all over the city to beautify neighborhoods, rehab houses, repaint schools, mentor youth, provide food to those in need, and more.

CSI puts on a number of events you can participate in – like Welcome Weeks, Drug and Alcohol Awareness events, giveaways, workshops and keynote presentations. Check it out.

**Student Organizations**

There are more than 70 organizations you can get involved with here at UB. And if you can't find one that speaks to you, well then, start your own.

**University of Baltimore  
Orientation Video  
“Student Involvement” Script**

---

If student government appeals to you, University of Baltimore Student Council (UBSC) is the advocate for student needs and works with faculty and administration to solve problems and increase student involvement on campus.

Maybe you like event planning. Check out the Student Events Board. (SEB) They plan special events, host speakers and organize trips. Joining is a snap – log onto MY UB and click the CSI icon.

**Campus Recreation and Wellness**

For you athletes, recovering couch potatoes, and anyone who’s trying to avoid the Freshman 15...Campus Recreation and Wellness is your boot camp. This group covers everything having to do with Fitness and Wellness, intramural sports, sport clubs, and the Recreation Center.

The Rec Center has a gymnasium, weight room, cardio equipment, a recreation room, racquetball courts, group exercise studio and a golf room.

Here’s a little tip for anyone looking for a job - Campus Recreation and Wellness is also the largest single employer of work-study students on campus. If you’re looking for work, click the UB Works icon on the MYUB Portal.

**Diversity and Culture Center**

Are you looking for a real cultural experience? Head for the Diversity and Culture Center. Here’s where to come to learn about how to study abroad, spend a semester at sea, or find an opportunity to spend a break having an unforgettable cultural experience as a volunteer, student, or traveler.

International students should check in with the Diversity and Culture Center for help acclimating to life here in the U.S. The Friendship Family Program and International Students Association provide international students with a chance to build relationships with American students, faculty and staff.