

REFERRAL SHEET FOR NEW UMW FACULTY

OFFICE or ACTIVITY	OFFICE TASKS/SERVICES (or steps to be followed)
OFFICE OF ACADEMIC SERVICES (Lee Hall 206), 654-1010	Student absences from classes; incompletes grades; exceptions to academic deadlines & policies; tutors/study skills assistance http://academics.umw.edu/academicservices/
BOOKSTORE Fredericksburg Campus Courses – (Lee Hall) 654-1017	Textbooks ordered for Fredericksburg Campus courses are sold in the bookstore. Textbook information is available online at: http://bookstore.umw.edu/site_faculty.asp?
BOOKSTORE Stafford Campus Courses	Textbooks for Stafford Campus courses are posted and ordered online at: http://bookstore.mbsdirect.net/umw.HTM
CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT (University Center, 3 rd floor)	Helping students transition from college to career. http://www.umw.edu/careercenter/
CENTER FOR TEACHING EXCELLENCE & INNOVATION (Hurley Convergence Center, 410)	professional support and mentoring on teaching and learning, pedagogical innovation, and the scholarship of teaching and learning. http://convergence.umw.edu/teaching-center/
COPY CENTER (Lee Hall, 211), 654-1935	Copying Materials for Courses (you can email them a file and they will make copies and deliver) http://adminfinance.umw.edu/copies/
COUNSELING AND PSYCHOLOGICAL SERVICES (TALLEY CENTER) (Lee Hall 106), 654-1053	For all students http://students.umw.edu/counseling/
DIGITAL KNOWLEDGE CENTER (Hurley Convergence Center, 408)	Peer tutoring to all University students on digital projects and assignments: http://dkc.umw.edu/
DIVISION OF TEACHING AND LEARNING TECHNOLOGIES (Hurley Convergence Center, 410)	For technology collaboration and partnerships with faculty and departments: http://academics.umw.edu/dtl/
DISABILITIES RESOURCES (Lee Hall 401), 654-1266	Student Academic Accommodations & Physical Accessibility Issues. http://academics.umw.edu/disability/

REFERRAL SHEET FOR NEW UMW FACULTY

HEALTH CENTER (Lee Hall 112), 654--1040	Provides convenient, effective, and quality health and medical services for UMW students. http://students.umw.edu/healthcenter/
FACULTY/STUDENT DISPUTES	In this order: Faculty Member, Department Chair, College Dean Grade Disputes: http://publications.umw.edu/undergraduate15/academic_policies/disputes/ Other complaints: http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=A72NJL5A4B39
HONOR SYSTEM (University Center, 3 rd floor), 654-1144	The Honor System and Honor Council provides information about the UMW system of honor, and also adjudicates alleged cases of honor violations when those are reported. http://students.umw.edu/honor-system/
SIMPSON LIBRARY Fredericksburg Campus	Reference Desk, 654-148; Reserve Services, 654-1747 http://libraries.umw.edu/?simpson
LIBRARY Stafford Campus	286-8025 http://libraries.umw.edu/?stafford
OFFICE OF JUDICIAL AFFAIRS AND COMMUNITY RESPONSIBILITY (Marye House), 654-1660	For advice on dealing with disruptive students http://students.umw.edu/judicialaffairs/
OFFICE OF THE REGISTRAR Fredericksburg Campus – (Lee Hall 206), 654-1063 Stafford Campus – (South Building 147), 286-8031	Drop/Add; Force-Add (Registration Override); Grade Reports and Course Rosters; Withdrawal from a course (after drop period); Withdrawal from the University. http://academics.umw.edu/registrar/
SPEAKING CENTER (Hurley convergence Center 429) 654-1166	The Center provides literature, resources, and consultation sessions to help students on all types of speaking projects. http://academics.umw.edu/speaking/speaking-center/
TECHNOLOGY HELP DESK (Hurley Convergence Center 112) 654-2525	The Help Desk is the clearinghouse for all technology-related questions. http://technology.umw.edu/helpdesk/
WEATHER ALERTS/UNIVERSITY CLOSINGS	University Hotline—654-2424 Closing notices are posted at http://www.umw.edu

REFERRAL SHEET FOR NEW UMW FACULTY

WRITING CENTER (Hurley Convergence Center 429) 654-1036	The Writing Centers offer assistance on all types of writing projects. Face-to-face consultations with trained tutors are available. The Stafford Center has online tutoring services. http://academics.umw.edu/writing-fredericksburg/
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IMPORTANT DOCUMENTS AVAILABLE ON-LINE

Academic Catalogs – <http://publications.umw.edu/undergraduatecatalog/> and <http://publications.umw.edu/graduatecatalog/>

Academic Procedures Directory – <http://publications.umw.edu/academicproceduresdirectory/>

University Faculty Handbook - <http://www.umw.edu/publications/adjfachandbook/default.php>

University Policy Manual -- <http://www.umw.edu/policies/>