

## Academic Advising Updates for Fall 2017

**Faculty Open Labs:** *topics covered will include an overview of the EAB Campus Tool (advising profile, scheduling tool, advising notes) and the Banner Advising profile. Open labs will occur on:*

Wednesday, September 6: 9:00-10:00am

Thursday, September 7: 3:30-4:30pm

Monday, September 11: 3:00-4:00pm

Tuesday, September 12: 3:30-4:30pm

Thursday, September 14: 9:30-10:30am

Monday, September 18: 9:00-10:00am

*\*all sessions will be held in HCC-130*

Please contact Samuel Shortt ([sshortt@umw.edu](mailto:sshortt@umw.edu)) with any questions – we hope to see you at one of the above trainings!

### Important Dates for Faculty

|  |  |
|--|--|
| Instructor-initiated drops                               | Friday, September 1                      |
| Declaration of Major (BA/BS students only)               | Tuesday, September 26                    |
| Last day of classes (1 <sup>st</sup> 8 week term)        | Friday, October 13                       |
| Fall Break   | Saturday, October 14-Tuesday, October 17 |
| Pre-Registration Advising                                | Wednesday, October 18-Friday, October 27 |
| Mid-semester Deficiency Reports                          | Thursday, October 19 – 12 Noon           |
| Classes begin (2 <sup>nd</sup> 8 weeks term)             | Monday, October 23                       |
| Grades due (1 <sup>st</sup> 8 week term)                 | Tuesday, October 24 – 12 Noon            |
| Instructor-initiated drops (2 <sup>nd</sup> 8 week term) | Friday, October 27                       |
| Last day of classes                                      | Friday, December 8                       |
| Final Examinations                                       | Monday, December 11-Friday, December 15  |
| Grades Due   | Tuesday, December 19 – 12 Noon           |

### Academic Services

| <b>Name:</b>             | <b>Call for:</b>   | <b>Contact Information</b> |
|--------------------------|--|----------------------------|
| Wes Hillyard             | Exceptions to policy, advising, EAB Campus                         | 540-654-1264               |
| Charlotte Corbett Parker | Alerts, appointment scheduling, general questions                  | 540-654-1010               |
| Samuel Shortt            | Appointment scheduling, general questions, EAB Campus              | 540-654-5649               |
| Jennifer Cirbus          | Tutoring and Academic Success Programs                             | 540-654-1395               |
| Charles Tate             | Transfer Students  | 540-654-1675               |
| Brian Strecker           | Students on Probation, on Suspension, or Returning from Suspension | 540-654-1272               |

### Office of the Registrar

| <b>Name:</b>     | <b>Call for:</b>  | <b>Contact Information</b> |
|------------------|---|----------------------------|
| Rita Dunston     | Academic policy, FERPA, Degree Requirements   | 540-654-1265               |
| Kevin Caffrey    | All Graduate programs; BSN; COB & COE course scheduling                                 | 540-286-8008               |
| Brian Ogle       | Degree audit issues, Data analysis; special majors                                      | 540-654-1258               |
| Evie Sherlock    | CAS Course scheduling; pre-reqs and out of sequence                                     | 540-654-1254               |
| Mary White       | Degree and non-degree registration assistance/general questions (Fredericksburg Campus) | 540-654-1063               |
| Liz Sanders      | Degree and non-degree registration assistance/general questions (Stafford Campus)       | 540-286-8031               |
| Patricia Sarkuti | Transfer Credits & Veterans Benefits (Fredericksburg)                                   | 540-654-2140               |
| Bob Louzek       | Veterans Benefits (Stafford)  | 540-286-8075               |
| Evelyn Torres    | Senior Check sheets; reviews degree candidates  | 540-654-1549               |
| Susanne Tomillon | Major/Minor Exceptions; Incompletes; Cancellations; Leave of Absences                   | 540-654-1259               |
| Angie Lynch      | Individual Studies; Internships; SAGE and Honor Council                                 | 540-654-1256               |
| Sharon Williams  | Major/Minor Declarations; all facets of diploma ordering                                | 540-654-1255               |

**Career Center**

| <b>Name:</b>     | <b>Call for:</b>  | <b>Contact Information</b> |
|------------------|---|----------------------------|
| Tim O'Donnell    | IDIS Curriculum<br>Department Connections   | 540-654-1252               |
| Rose Maddox      | Employer Relations<br>Programs and Events<br>Job Postings   | 540-654-1271               |
| Bianca Hightower | Internships<br>Peer Career Consultants<br>Career Coaching   | 540-654-1091               |
| Kyle Danzey      | Marketing and Communication<br>Handshake<br>Peace Corps Prep<br>Workforce Development<br>Program<br>Career Coaching | 540-654-1022               |
| Mary Becelia     | Roadmap (FY Program)<br>Career Coaching   | 540-654-5646               |

**Office of Disability Resources**

| <b>Name:</b>   | <b>Call for:</b>  | <b>Contact Information</b> |
|----------------|---|----------------------------|
| Sandra Fritton | Housing Accommodations<br>Foreign Language Substitution | 540-654-1262               |
| Alison Grimes  | STEP AHEAD<br>First-Year Students/Orientation           | 540-654-2159               |
| Kim Lawson     | Accommodation Letters                                   | 540-654-1266               |

**James Farmer Scholars Program**

| <b>Name:</b>     | <b>Call for:</b>  | <b>Contact Information</b> |
|------------------|---|----------------------------|
| Bianca Hightower | Admission and Program Design  | 540-654-1091               |
| DiShanté Fryer   | Saturday Sessions and Field<br>Trips, Attendance and General<br>Inquiries | 540-654-2119               |

**Rappahannock Scholars Program**

| <b>Name:</b>  | <b>Call for:</b>                               | <b>Contact Information</b> |
|---------------|--|----------------------------|
| Rita Thompson | RSP Student Concerns and<br>Community Outreach | 540-654-1670               |

**Student Transition Program**

| <b>Name:</b>  | <b>Call for:</b>                      | <b>Contact Information</b> |
|---------------|---------------------------------------|----------------------------|
| Justin Wilkes | STP Student Concerns<br>EDUC 101, 102 | 540-654-1726               |

**Writing and Speaking Centers**

| <b>Name:</b>     | <b>Call for:</b>                  | <b>Contact Information</b> |
|------------------|-----------------------------------|----------------------------|
| Gwen Hale        | WI Requirements, classroom visits | 540-654-1337               |
| Anand Rao        | SI Requirements, classroom visits | 540                        |
| Amanda Rutstein  | Questions about the Centers       | 540-654-5987               |
| Molly Garthwaite | Appointments                      | 540-654-5653               |

**Teaching Center**

| <b>Name:</b> | <b>Call for:</b>                                       | <b>Contact Information</b> |
|--------------|--|----------------------------|
| Mary Kayler  | Teaching Center Programs and Development Opportunities | 540-654-1577               |

**Quality Enhancement Plan/ 1st Year Experience**

| <b>Name:</b> | <b>Call for:</b>                                | <b>Contact Information</b> |
|--------------|---|----------------------------|
| Anand Rao    | Guide – Student Application<br>FSEM             | 540-654-1546               |
| Leah Tams    | Guide – Student Application<br>FYE/FSEM Website | 540-654-5988               |