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| **OFFICE or ACTIVITY** | **OFFICE TASKS/SERVICES (or steps to be followed)** |
| [**RETURN TO CAMPUS INFORMATION**](https://www.umw.edu/returntocampus/) | Details about mitigating risks as we prepare for instruction in the fall 2020 semester. |
| [**OFFICE OF ACADEMIC SERVICES**](http://academics.umw.edu/academicservices/)  (Lee Hall 206), 654-1010 | Student absences from classes; incompletes grades; exceptions to academic deadlines & policies; tutors/study skills assistance |
| [**BOOKSTORE**](https://umw.bncollege.com/shop/umw/home)  Fredericksburg Campus Courses – (Lee Hall) 654-1017 | Textbooks ordered for Fredericksburg Campus courses are sold in the bookstore. Textbook information is available [online](https://umw.bncollege.com/shop/umw/page/find-textbooks). |
| [**CENTER FOR CAREER AND PROFESSIONAL**](http://www.umw.edu/careercenter/)[**DEVELOPMENT**](http://www.umw.edu/careercenter/) **--** (University Center, 3rd floor) | Helping students transition from college to career. |
| [**CENTER FOR TEACHING**](https://academics.umw.edu/teach/) **Victoria Russell, Director (**[vrussel3@umw.edu](mailto:vrussel3@umw.edu); 654-1349) | Programs and services supporting teaching excellence; sharing experiences using evidence-based practices to maximize learning. |
| [**COPY CENTER**](http://adminfinance.umw.edu/copies/)  (Lee Hall, 211), 654-1935 | Copying Materials for Courses (you can email then a file and they will make copies and deliver) |
| [**COUNSELING AND PSYCHOLOGICAL SERVICES**](http://students.umw.edu/counseling/)[**(TALLEY CENTER)**](http://students.umw.edu/counseling/)  (Lee Hall 106), 654-1053 | For all students |
| [**DIGITAL KNOWLEDGE CENTER**](http://dkc.umw.edu/)  (Hurley Convergence Center, 408) | Peer tutoring to all University students on digital projects and assignments: |
| [**DIGITAL LEARNING SUPPORT**](https://academics.umw.edu/dls/)  (Hurley Convergence Center, 410) | provides faculty support around integration of digital tools into courses, creation of digital projects, and design of hybrid or fully online courses. |
| [**DISABILITIES RESOURCES**](http://academics.umw.edu/disability/)  (Lee Hall 401), 654-1266 | Student Academic Accommodations & Physical Accessibility Issues. |
| [**HEALTH CENTER**](http://students.umw.edu/healthcenter/)  (Lee Hall 112), 654--1040 | Provides convenient, effective, and quality health and medical services for UMW students. |
| [**HONOR SYSTEM**](http://students.umw.edu/honor-system/)  (University Center, 3rd 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. |
| **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&amp;id=A72NJL5A4B39) |

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| **OFFICE or ACTIVITY** | **OFFICE TASKS/SERVICES (or steps to be followed)** |
| [**SIMPSON LIBRARY**](http://libraries.umw.edu/?simpson)  Fredericksburg Campus | Reference Desk, 654-148; Reserve Services, 654-1747 |
| [**LIBRARY**](http://libraries.umw.edu/?stafford)  Stafford Campus | 286-8025 |
| [**OFFICE OF JUDICIAL AFFAIRS AND COMMUNITY**](http://students.umw.edu/judicialaffairs/)[**RESPONSIBILITY**](http://students.umw.edu/judicialaffairs/)  (Marye House), 654-1660 | For advice on dealing with disruptive students |
| [**OFFICE OF THE REGISTRAR**](http://academics.umw.edu/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. |
| [**SPEAKING CENTER**](http://academics.umw.edu/speaking/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. |
| [**TECHNOLOGY HELP DESK**](http://technology.umw.edu/helpdesk/)  (Hurley Convergence Center 112) 654-2525 | The Help Desk is the clearinghouse for all technology-related questions. |
| [**TITLE IX OFFICE**](https://diversity.umw.edu/title-ix/)  **(**Fairfax House) 654-5656 | Supporting and upholding the University’s *Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence.* |
| [**WEATHER ALERTS/UNIVERSITY CLOSINGS**](http://www.umw.edu/) | University Hotline—654-2424 |
| [**WRITING CENTER**](http://academics.umw.edu/writing-fredericksburg/)  (Hurley Convergence Center 429) 654-1036 | The Writing Center offers assistance on all types of writing projects. Face-to-face consultations with trained tutors are available. |

# IMPORTANT DOCUMENTS AVAILABLE ON-LINE

[*Academic Catalogs*](https://catalog.umw.edu/)

[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/)