TO: Brandywine Site Faculty
FROM: Faculty Development & Support (FD&S)

HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
BRANDYWINE SITE

Site Hours:
Monday – Friday   8:30am – 8pm

Site Manager: Lori Marvain   (302) 478-2491   lori.a.marvain@wilmu.edu

Security Information
✓ In case of emergency always dial 911
✓ Review any emergency information provided by Wilmington University and discuss with your students on the first night of class.
✓ Security questions or concerns contact the site personnel or call Allied Barton guard/Wilmington University constable on-site at (302) 293-7427. Concord Plaza’s mobile on-site security can be reached at (302) 218-2339 after 4 pm Mon - Fri.
✓ PLEASE NOTE: Students are not to be in classroom once class has been dismissed.

Mailboxes
✓ There are no mailboxes assigned for this site. Please contact Lori Marvain with questions.

Classroom Information
✓ Classroom assignments are posted on bulletin board in main hallway crossroads.
✓ Always teach in your assigned classroom so that you and your students can be located in case of an emergency.
✓ Clear the boards after your class – make sure students discard any trash, etc. If you move the classroom furniture please place back into original configuration before leaving. Furniture may not be moved in computer labs for any reason.
✓ Special Needs students may have requested a specific type of table/chair – these will be designated – please make sure that other students do not sit in this designated space.
✓ If you will be late, contact the site at 302-478-2491 so we can let the students know when you will arrive. Students are released 30 minutes after the scheduled class time (and given credit for attendance) unless you specify that they should wait for you.
✓ If you cancel a class, please complete the “Class Cancellations/Notifications” form available on the Faculty Development & Support website at Class Cancellation Notification. If you cannot access the form, please contact the site office as soon as possible at 302-478-2491, contact your Program Chair, and post an Announcement on your course's Blackboard site.
✓ To schedule a make-up class or verify a published make-up day class, contact Lori Marvain at the contact number above.

Support Services
✓ If you need AV Support during class, contact the site associate on duty. Do not remove AV equipment from your classroom or take it from another classroom.
Course Material Copying/Typing Request forms are available online. Advance notice is required for large requests.
A Copy Machine is available in the student lounge.
All instructor stations in classrooms print to the copier located in the student lounge area.
Make-up Exams: Contact Lori Marvain at number above.
If students want their final term papers, projects, etc. returned, they should give you a stamped, self-addressed envelope for this purpose.

Student Related Information
- If necessary, student registration can be verified via WebCampus on your classroom computer or by checking with site personnel.
- Students not on your roster as of the second class should be directed to the site office or the Registrar’s Office to rectify their registration status prior to continuing in the class.
- It is the student’s responsibility (not yours) to notify the Registrar’s Office when the student intends to drop your course. You are not able to drop them from the class.
- Student printing is only to be done from the designated laptop at the Student Services desk. The Site Associate on duty can assist with student printing requests.

Taking your students away from your assigned site?
- Prior to any student travel (away from your home site), please read the “Student Transportation Policies & Procedures” available online at [http://www.wilmu.edu/studentlife/forms/student_transportation_policies_and_procedures_2011-2012.pdf](http://www.wilmu.edu/studentlife/forms/student_transportation_policies_and_procedures_2011-2012.pdf) --- Section I summarizes the form(s) that must be completed before any travel

Miscellaneous Information
- The Academic Calendar is available on WebCampus and on the WU webpage at [http://www.wilmu.edu/registrar/calendar.aspx](http://www.wilmu.edu/registrar/calendar.aspx). Note any University closings and make-up dates that will impact your class.
- **Textbooks are not available at the Brandywine location.** They may be purchased through our website at the online Bookstore. Undergraduate books can be purchased at the New Castle Campus Bookstore. Graduate books can be purchased at the Graduate Center Bookstore.
- Student Success Center/Online Tutoring: Check availability at [http://www.wilmu.edu/ssc/](http://www.wilmu.edu/ssc/) or see a Site Associate for more information.
- Emergency Closing Information: Check [www.wilmu.edu](http://www.wilmu.edu) website or call: (302) 356-6701
- Students with Special Needs: contact Christyn Rudolf at 302-356-6937 or christyn.e.rudolf@wilmu.edu
- Have a question or problem? Call Faculty Development & Support:
  - Patricia Ramone, Director ([patricia.a.ramone@wilmu.edu](mailto:patricia.a.ramone@wilmu.edu))
  - Nancy Doody, Associate Director ([nancy.c.doody@wilmu.edu](mailto:nancy.c.doody@wilmu.edu))
  - Charles (Josh) Simpson, Manager ([charles.j.simpson@wilmu.edu](mailto:charles.j.simpson@wilmu.edu))
  - Taquana Woodards, Administrative Assistant ([taquana.c.woodard@wilmu.edu](mailto:taquana.c.woodard@wilmu.edu))