HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
ELKTON STATION SITE

HOURS: Monday – Thursday 8:30 AM – 10:00 PM
Site Contact:
Jane Barfield (302) 356-6796
Tom Hurd 302-295-1180
thomas.w.hurd@wilmu.edu

SECURITY INFORMATION
✓ In case of emergency always dial 9-911 or use the nearest RED phone.
✓ Review the Emergency Procedures Guide provided by Cecil College and discuss the contents with your students on the first night of class.
✓ Security questions or concerns contact the site personnel (Dial 0)
✓ PLEASE NOTE: Students are not permitted in classrooms once class has been dismissed. Students are advised to meet in common areas, but are required to leave the premises when all other classes have dismissed.

MAILBOXES
✓ Mailboxes are located behind in the First Floor Faculty/Staff Room on the second floor.

CLASSROOM INFORMATION
✓ Classroom Assignments are posted on the video screen located on each floor and at the Receptionist desk.
✓ 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 and make sure students discard any trash, etc. If you move classroom furniture, please rearrange room to its original order before leaving.
✓ 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 Elkton Station Receptionist at (410)-392-3366 so we can let the students know when you will arrive. Students generally are released thirty (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 contact the Elkton Station Site as soon as possible at (410) 392-3366. Also, notify students via Blackboard and contact your Program Chair.
✓ To schedule a make-up class or verify a published make-up day class, contact Jane Barfield at (302)356-6796

SUPPORT SERVICES
✓ If you need AV Support during class, seek assistance from the Receptionist. Do not remove AV equipment from your classroom or take it from another classroom.
✓ Course Material Copying/Typing Request forms are available online. Advanced notice is required for large requests.
A Copy Machine is available at the Elkton site. Please limit the number of copies. Please use the on-line service.

- If students want their final term papers, projects, etc. returned, they should give you a stamped, self-addressed envelope for this purpose. **No graded work is to be left at sites for student's to pick up.**

**Student Related Information**

- If necessary, student registration can be verified via WebCampus..
- Students not on your roster as of the second class should be directed to 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.
- If a student’s name appears on the roster as of the second class, but has not been present, please contact the chair.

**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 the WilmU website at [http://calendar.wilmu.edu/CalendarNOW.aspx?fromdate=5/1/2013&todate=5/31/2013&display=Month&display=Month#](http://calendar.wilmu.edu/CalendarNOW.aspx?fromdate=5/1/2013&todate=5/31/2013&display=Month&display=Month#).
- Note any University closings and make-up dates that will impact your class.
- Textbooks are not available at the Elkton/Cecil College 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/).
- Emergency Closing Information: Check Cecil College website or call (410)-287-1000
- Students with Disabilities (Christyn Rudolf, Director – Student Life - (302) 356-6937 or christyn.e.rudolf@wilmu.edu
- Have a question or problem? Call Faculty Development & Support:
  - Bonnie Kirkpatrick 302-356-6804
  - Nancy Doody 302-356-6726
  - Taquana Woodards 302-356-6729
  - Nina Campanicki 302-356-6724