HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
VINELAND, NJ CUMBERLAND CAMPUS

NJ Senior Director: Louise Babuschak
Site Manager: Amanda Ota
Site Associate: Andreia Mack
Site Associate: Jeanna Bussey

Security Information
✓ Public Safety Department is open 7 days a week, 24 hours a day.
✓ Emergency telephones are placed throughout the campus (Ext.777) or from cell phone dial (856) 691-8600 Ext.777 for medical emergencies, lockouts, jumpstart of car, and escort to car.
✓ Emergency Messages for Students - will be taken by the Public Safety Department

Mailboxes
✓ Located in University Center, Office #5

Classroom Information
✓ Classroom Assignments are available on your WebCampus (faculty portal) under “Academics”, “My Schedule” or you can contact the University Center Office #5 or contact Site Manager or Site Associates at (856) 691-8600 Ext. 551 or 552.
✓ Teach in your assigned classroom so that you and your students can be located in case of an emergency.
✓ Classroom layout can be changed. However, it is your responsibility to put the classroom back to the way it was before you changed it.
✓ Clear the boards after your class – make sure students discard any trash, etc.
✓ Do not remove tables/chairs from lobby areas.
✓ 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 Site Manager or Associates at (856) 691-8600 Ext.551 or 552 so they 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.
✓ To cancel a class, please complete the “Class Cancellations/Notifications” form available on the Faculty Development & Support website at Class Cancellation Notification. Also, please notify your Program Chair and place an announcement on Blackboard. If you cannot access the cancellation form, please contact the site at 856-691-8600, ext. 552 or ext. 551 and someone will complete the form for you.
✓ To schedule a make-up class or verify a published make-up day class, contact Amanda Ota at amanda.z.ota@wilmu.edu or (856) 691-8600 Ext.552 or Site Associates at (856) 691-8600 Ext. 551
✓ If classroom is locked, call security to open it.
Support Services

If you need to reserve AV equipment for Cumberland, contact AV Support at mfarinelli@cccnj.edu and cc: amanda.z.ota@wilmu.edu or call Andreaia or Jeanna at (856) 691-8600 Ext. 551 to reserve equipment—please provide 48 hours advanced notice. For problems during class, contact AV Support at Ext. 479 from the telephone in the hall of the University Center. We respectfully request that you do not remove AV equipment from your classroom or take it from another classroom.

- If you reserved your own equipment through mfarinelli@cccnj.edu, please provide them with 48 hours advanced notice and the following information: Building, Room Number, Dates for 7 or 15 weeks, Time and Equipment needed. Please note in the email that you are a Wilmington professor. It will be delivered to your classroom.

- The rooms in the University Center are already equipped to show power point presentations and have a VHS, DVD player and internet access. Professors do not need to request a computer cart, TV/VHS/DVD for this building.

- There is an open computer lab in the University Center. If needed, please reserve this in advance through Site Manager or Site Associates.

- Course Material Copying- email material to amanda.z.ota@wilmu.edu, andreia.r.mack@wilmu.edu or jeanna.r.bussey@wilmu.edu --two days in advance is preferred.

- Copy Machine – Located in University Center, Office #5

- Make-up Exams can be proctored by Site Manager or Site Associates between the hours of 11:00 AM-4:00PM by appointment only. Email a completed request form (available online) and the electronic version of the exam to amanda.z.ota@wilmu.edu or andreia.r.mack@wilmu.edu. You may also drop off the request form and a copy of the exam to Office #5 in the University Center. All exams will be proctored in the University Center at Cumberland.

- It is a university expectation that you set up your Blackboard site so that students can submit assignments electronically. However, in the event that an assignment cannot be submitted electronically and students would like their assignments returned to them, please ask them to provide you with a stamped, self-addressed envelope for this purpose. No graded work is to be left at sites for student’s to pick up.

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 Transportation Policies and Procedures --- Section I summarizes the form(s) that must be completed before any travel.

Student Related Information

- If necessary, student registration can be verified via WebCampus on your classroom computer or by checking with the Site Manger in your building. (University Center, Office #5).

- 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 to notify the Registrar’s Office or Assistant Site Manager when the student intends to drop your course.

Please record attendance each week (via WebCampus). As a reminder, it is expected that faculty members at Wilmington University will take weekly attendance and submit it through the WebCampus portal. In order to maintain compliance with federal regulations for financial aid, attendance-taking is required for all course types, including those with non-standard meeting dates such as PLA, INT, CAP, etc. Attendance should be recorded weekly throughout the duration of the course. Student attendance is a predictor of academic success. Tracking attendance helps the University look for patterns in the hope of developing initiatives to help students succeed. As part of the attendance policy, students who have missed the first two sessions of a course will be administratively dropped from that course. Being administratively dropped from a course may have unintended consequences on a student’s financial aid and/or standing with the University.

Miscellaneous Information

The Academic Calendar is available on WebCampus and on the WU webpage at Academic Calendar.

Note any University closings and make-up dates that will impact your class.

Student Success Center/Online Tutoring: Check availability at Student Success Center.

Emergency Closing Information #: 302-356-6701 or Wilmington University Web Site

Students with Disabilities (Christyn Rudolf, Director – Student Life - (302) 356-6937 or christyn.e.rudolf@wilmu.edu

Wilmington University Drop Box – Located in University Center outside area of office #5

The University Center provides an Adjunct/Faculty room – Office #7 – equipped with a computer with internet access and a printer. Student are not permitted in this area.

Please contact your program chair with questions related academics, academic polices, the courses you are teaching or your teaching schedule.

Parking Information

Parking permits are required for faculty and staff. Permits may be obtained from the information desk in the Student Services Building.

Recommendation – park in lot J or K

Faculty Development and Support

If you have questions related to faculty development services, please contact a member of our department.

- Dr. Patricia Ramone, 302-295-1140, Director of Faculty Development
- Nancy Doody, 302-356-6726, Associate Director of Faculty Development & Support
- Josh Simpson, 302-295-1132, Manager of Faculty Development
- Taquana Woodards, 302-356-6729, Administrative Assistant