TO: Graduate Center Faculty  
FROM: Graduate Center Staff  

HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY  
WILSON GRADUATE CENTER  

Security Information
✓ In case of emergency always dial 911.  
✓ Review all posted emergency information in your classroom and discuss with your students on the first night of class.  
✓ Security questions or concerns, contact security at 302-420-8378 or 302-295-1185. Please program this number into your cell phone.

Internet Access
✓ Login Name: wildcats\student or your WU Email username  
✓ Password: none (just press [enter]) or your WU email password

Mailboxes
✓ Faculty mailboxes are located in the tall gray file cabinet near the faculty offices.  
✓ Please check your mail file before class and during your break.

Classroom Information
✓ Classroom assignments are posted at the reception desk and on bulletin boards at all rear entrances. You may also see your room number at the top of your roster which is available in your WebCampus in the “Academic” section of the menu – click on “My Schedule”.  
✓ 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.  
✓ 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 Graduate Center at 302-655-5400 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.  
✓ 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 302-655-5400.  
✓ To schedule a make-up class or verify a published make-up day class, contact Fran Panarello at 302-295-1119 or fran.j.panarello@wilmu.edu.
**Support Services**

- If you need AV Support during class, contact the Help Desk at 1-877-708-2905 or visit [http://www.wilmu.edu/techres](http://www.wilmu.edu/techres). We respectfully request that you do not remove AV equipment from your classroom or take it from another classroom. Please be sure all equipment is turned off at the end of your class.
  
- Course Material Copying/Typing Request forms are available online or from the Student/Faculty Services Staff at the front desk at the Graduate Center.
  
- A Copy Machine is also available for faculty use at the Graduate Center. See front desk for code.
  
- Make-up Exams: Contact front desk personnel so we can log in your test and make arrangements to proctor your exam.
  
- 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.**

**Student Related Information**

- If necessary, student registration can be verified via WebCampus on your classroom computer or by checking with the Administrative Assistant in your building.
  
- 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.

**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](TransportationPoliciesAndProcedures) --- 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 [Academic Calendar](AcademicCalendar).
  
- Note any University closings and make-up dates that will impact your class.
  
- Student Success Center/Online Tutoring: Check availability at [Student Success Center](StudentSuccessCenter).
  
- 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

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

Have a question or problem? Contact the Graduate Center at 302-655-5400.
Tom Hurd, WGC Site Director        Melanie Baldwin, Senior Director
302-295-1180                        302 295-1181

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

o Dr. Bonnie Kirkpatrick 302-356-6804-Senior Director of Faculty Development
o Nancy Doody 302-356-6726-Associate Director of Faculty Development and Support
o Josh Simpson-Manager of Faculty Development
o Taquana Woodards 302-356-6729-Administrative Assistant