HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
NEW CASTLE (MAIN) CAMPUS

Campus Support Contact: New Castle Site Support
(302) 356-6736
Christina Darrah, NC Site Support Manager
Phone: (302) 279-1196
E-mail: christina.c.darrah@wilmu.edu

Security Information (302) 325-3333
✓ Review the emergency information posted in your classroom (white card with emergency exit information, etc.) and discuss with your students on the first night of class.
✓ Review the “Emergency Procedures Guide” that is attached to the white/black board in your classroom. This guide contains information relating to security situations that may arise during your class time.
✓ Questions or concerns, call Security at 325-3333.

Mailboxes
✓ Your first class of the week will determine the location of your Mailbox and should be checked every week that you are teaching. Mailboxes are located at secretary stations in the Peoples Building (2nd floor lobby area), Audrey K. Doberstein Admissions Center (DAC, 3rd Floor), and the Alumni Center (ALU). Mailboxes (and your mailbox number) will change from term to term.
  o If you teach in a classroom located on the Green (GRE), your mailbox will be located in the Alumni center
  o Information for students to pick up should not be left in your mailbox. There are student pick up locations in each College’s office location.

Classroom Information
✓ Classroom Assignments are available in WebCampus by clicking on Academic, My Schedule. To schedule a make-up class or verify a published make-up day class, contact Shannon Michelinie at shannon.m.michelinie@wilmu.edu or 356-6922 OR Claire Czekaj at claire.e.czekaj@wilmu.edu or 356-6923. All makeup classes must be scheduled with the Registrar’s Office.
✓ 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. If you need additional tables/chairs, contact the New Castle Site Support at 356-6736, Monday – Friday, 9 am – 8 pm (a minimum notice
of 24 hours is required). We will contact Maintenance and attempt to meet your needs, but cannot guarantee that we can provide the additional chairs/tables.

- 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 New Castle Site Support at 356-6736 so s/he 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. In addition to completing the form, please notify your Program Chair and post an announcement your course’s Blackboard site. If you cannot access the form, please contact 302-356-6736.

**Support Services**

- **AV Equipment:** contact AV Support at helpdesk@wilmu.edu or 877-708-2905. For problems during class, please call 877-708-2905 or see the person at the workstation on your classroom’s floor or the Alumni Center (if you are teaching on the Green). We respectfully request that you do not remove AV equipment from your classroom or take it from another classroom. Reserve equipment needed at classroomtech@wilmu.edu.
- **Copying/Typing Service:** Course Material Copying Request forms are available online at http://www.wilmu.edu/faculty/documents-and-forms.aspx (attach the documents you would like copied). Site support staff can also assist with printing/copying and are stationed in the PEO (second floor), DAC (3rd and 2nd Floors), and Alumni Center (after 4:30 pm). Advance notice is required (5 days for typing and 3 days for copying).
  - In an effort to be “green,” please place large handouts in your course on Blackboard for students to access.
- **Copy Machines:** Copiers are available in PEO (1st and 2nd floors), DAC (2nd and 3rd floors), and ALU. Copier code is 20099; then hit “ID” button.
- **Make-up Exams:** Tests/exams can be proctored by request. Make-up exams should be submitted to the testing center by completing the online request form at http://www.wilmu.edu/testing/make-up-exams-instructors.aspx. Exams should be submitted at least 24 hours before the student is eligible to take the test. One form per student is required. Contact (302) 356-6736 with any questions regarding make-up exams.
- 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 or in your mailbox for students to pick up.**

**Student Related Information**

- If necessary, student registration can be verified via WebCampus on your classroom computer or by checking with the University Information Center.
- 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 when/if they intend 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](#) --- 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](#). 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
- Please contact your program chair with questions related academics, academic polices, the courses you are teaching or your teaching schedule.

**Faculty Development Office**

- If you have questions related to faculty development or support services, please contact a member of our department or email [facultyinformation@wilmu.edu](mailto:facultyinformation@wilmu.edu).
  - Dr. Patricia Ramone, 302-295-1140, Director of Faculty Development & Support
  - Nancy Doody, 302-356-6726, Associate Director of Faculty Development & Support
  - Josh Simpson, 302-295-1132, Manager of Faculty Development