

REFERRAL SHEET FOR UMW STUDENTS

June 2008

Absence From Classes	-	Office of Academic Services (GW 203), x1010
Allied Health Programs	-	Michael Killian (Jepson 400), x1413
Auditing Courses	-	Office of the Registrar (GW 215), x1063
B.L.S. Office	-	duPont 205, x1120
Career Counseling	-	Office of Career Services (GW 305), x1022
Career Information	-	Office of Career Services (GW 305), x1022 Faculty Career Advisor (in each department)
Catalog, Academic (UMW)	-	Office of Admissions (Trinkle 106), x2000 Office of Academic Services (GW 203), x1010
Catalog (Other Institutions)	-	Individual College/University websites
Counseling (Personal)	-	Psychological Services Center (Mercer 305), x1053
Credential Files (Juniors & Seniors)	-	Office of Career Services (GW 305), x1022
Disabilities Academic Accommodations Physical Accessibility	-	Office of Disability Services (GW 203), x1266
Add/Drop	-	Office of the Registrar (GW 215), x1063
Education/Licensure, Teacher	-	Department of Education (Trinkle 213), x1034
Exceptions To Academic Deadlines & Policies	-	Office of Academic Services (GW 203), x1010
Faculty/Student Disputes	-	In this order: Faculty Member, Department Chairperson, Office of Academic Affairs (GW 309), x1052
Force-Add	-	Office of the Registrar (GW 215), x1063
Grade Reports	-	Office of the Registrar (GW 215), x1063
Health Problems	-	Health Center (Mercer First Floor), x1040
Honor Council	-	Honor Council President (Mercer Hall, Room 205), x1144
Incompletes	-	Office of Academic Services (GW 203), x1010
Internships	-	Office of Career Services (GW 305), x1022
Jobs (On Campus)	-	Office of Financial Aid (Annex B – Modular units between Fairfax House and Custis), x2468
Jobs (Permanent, Part-Time & Summer)	-	Office of Career Services (GW 305), x1022
Leave Of Absence	-	Office of the Registrar (GW 217), x1063
Loans, Scholarships, Etc.	-	Office of Financial Aid (Annex B – Modular units between Fairfax House and Custis), x2468

Majors (Declaring, Changing, General Information)	-	Office of Academic Services (GW 203), x1010
Overloads/Underloads (Course)	-	Office of Academic Services (GW 203), x1010
Physical Therapy Advising	-	Dr. O'Dell (Jepson 433), x1417
Pre-Law Advising	-	Dr. Frackelton – Business (Chandler 316), x1452 Dr. Schleef – Sociology (Monroe 308A), x1505 Dr. Ambuel – Classics, Philosophy, and Religion (Trinkle 234), x1344
Pre-Med and Pre-Dental Advising	-	Dr. Loesser-Casey (Jepson 333), x1416
Pre-Vet Advising	-	Dr. Lewis (Jepson 332), x1415
Residential Issues	-	In this order: Head Resident, Graduate Resident Director or Assistant Directors of Residence Life, Director of Residence Life (Marye House), x1058
Senior Checksheets	-	Degree Auditing, Office of the Registrar (GW 217), x1256
Special Degree Programs	-	Office of Academic Services (GW 203), x1010
Standardized Testing (CLEP)	-	Sue Lafayette, (College of Graduate and Professional Studies), 286-8012
Standardized Testing (GMAT, GRE, LSAT, Praxis)	-	Priscilla Sullivan, (College of Graduate and Professional Studies), 286-8015
Standardized Testing (MAT)	-	Dean Cox, Office of Academic Services (GW 203), x1010
Student Government Association (SGA)	-	(Seacobeck, Rose Room Entrance), x1150
Study Abroad	-	Office of International Academic Services (GW 209), x1870
Study Skills	-	Office of Academic Services (GW 203), x1010
Summer School	-	Office of Associate Vice President of Academic Affairs (GW 309), x1052
Suspension/Probation	-	Office of Academic Services (GW 203), x1010
Transcript Requests	-	Office of the Registrar (GW 215), x1063
Transfer Credit From Other Institutions	-	Office of the Registrar (GW 217), x1063
Tutors	-	Office of Academic Services (GW 203), x1010
Veterans' Benefits	-	Stacey Floyd (GW 217), x1063
Withdrawal From A Course (After Drop Period)	-	In this order: Course Instructor, your Faculty Advisor, Office of the Registrar (GW215) x1063
Withdrawal From The College	-	Office of the Registrar (GW 217), x1063