

Referral Sheet for UMW Students August 2012

- Absences from Classes** – Office of Academic Services (Lee Hall 206.8), x1010
- Allied Health Programs** – Michael Killian (Jepson 400), x1413
- Auditing Courses** – Office of the Registrar (Lee Hall 206.6), x1063
- B.L.S. Office** – Michael Howard, Lee Hall, X2050
- Career Counseling** – Office of Career Services (Lee Hall 308), x1022
- Career Information** – Office of Career Services (Lee Hall 308), x1022 & Faculty Career Advisor (in each department)
- Catalog, UMW Academic** – Office of Admissions (Lee Hall 301), x2000
- Catalog (Other Institutions)** – Individual College/University Websites
- Counseling, Personal** – Counseling and Psychological Services Center (Lee Hall 106), x1053
- Credential Files (Juniors & Seniors)** – Office of Career Services (Lee Hall 308), x1022
- Disabilities** – Office of Disability Resources (Lee Hall 401), x1266
- Add/Drop** – Office of the Registrar (Lee Hall 206.6), x1063
- Education/Licensure, Teacher** – College of Education (Trinkle 213), x1034
- Exceptions to Academic Deadlines & Policies** – Office of Academic Services (Lee Hall 206.8), x1010
- Faculty/Student Disputes** – In this order: Faculty Member, Department Chairperson, Office of Academic Affairs (GW 314), x1052
- Force-Add (Closed Class Permission)** – Professor teaching the course and, if approved, then the student must add the course to their schedule. Questions: Office of the Registrar (Lee Hall 206.6), x1063
- Grade Reports** – Office of the Registrar (Lee Hall 206.6), x1063
- Health Problems** – Health Center (Lee Hall, Suite 112), x1040
- Honor Council** – Honor Council President (honor@mail.umw.edu)
- Incompletes** – Office of Academic Services (Lee Hall 206.8), x1010
- Internships** – Office of Career Services (Lee Hall 308), x1022
- Jobs (on campus)** – Office of Financial Aid (Lee Hall 206.1), x2468
- Jobs (FT, PT, and summer)** – Office of Career Services (Lee Hall 308), x1022
- Leave of Absence** – Office of the Registrar (Lee Hall 206.6), x1063
- Loans, Scholarships, etc.** – Office of Financial Aid (Lee Hall 206.1), x2468
- Majors and Minors** (declaring, changing, general information) –online in EagleNet
- Overloads**– Office of Academic Services (Lee Hall 206.8), x1010

Physical Therapy Advising – Dr. O’Dell (Jepson 433), x1417
Pre-Law Advising, Business – Dr. Frackelton (Chandler 316), x1452
Pre-Law Advising, Classics, Philosophy, & Religion – Dr. Ambuel (Trinkle 234),
x1344
Pre-Law Advising, Sociology – Dr. Schleef (George Washington 205), x1505
Pre-Med & Pre-Dental Advising – Dr. Gallik (Jepson 331), x1419
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 (Lee Hall 206.6),
x1063
Special Degree Programs – Office of Academic Services (Lee Hall 206.8), x1010
Standardized Testing (CLEP) – Sue Lafayette (Stafford Campus), 286-8012
Standardized Testing (GMAT, GRE, LSAT, Praxis) – Priscilla Sullivan (Stafford
Campus), 286-8015
Standardized Testing (MAT) –Office of Academic Services (Lee Hall
206.8), x1010
Student Government Association (SGA) – (Seacobeck, Rose Room Entrance),
x1150
Study Abroad – Center for International Education (Lee Hall 436), x1870
Study Skills – Office of Academic Services (Lee Hall 206.8), x1010
Summer School – Office of the Registrar (Lee Hall 206.6), x1063
Suspension/Probation – Office of Academic Services (Lee Hall 206.8), x1010
Transcript Requests – Office of the Registrar (Lee Hall 206.6), x1063
Transfer Credit from Other Institutions – Office of the Registrar (Lee Hall 206.6),
x1063
Tutors – Office of Academic Services (Lee Hall 206.8), x1010
Veterans’ Benefits – Patricia Sarkuti, Office of the Registrar (Lee Hall 206.6),
x2140
Withdrawal from a Course (after drop period) – In this order: Course Instructor,
your Faculty Advisor, Office of the Registrar (Lee Hall 206.6), x1063
Withdrawal from the University – Office of the Registrar (Lee Hall 206.6), x1063