

WELCOME FROM THE CAMPUS DIRECTOR

Our campus is entering an exciting period of change: residence halls, growing enrollment, new undergraduate and graduate programs, and other exciting events and initiatives. But the lifeblood of any institution of higher education is made up of the passion and commitment of our faculty who work so hard inside and outside the classroom, coupled with the dedication and success of our students. We thank you for your hard work that enriches our campus, as well as our community.

-Terrence Cheng, Campus Director

IMPORTANT UNIVERSITY POLICIES AND PROCEDURES

There are many university policies and procedures for faculty and staff to uphold. The Faculty Resource Guide aims to highlight a handful of the university's policies and procedures. It is encouraged for faculty to educate themselves on the various university policies and procedures by accessing them via <http://policy.uconn.edu/>.

Below are brief descriptions of some of the policies and procedures we wanted to highlight for our faculty.

ACADEMIC MISCONDUCT

UConn utilizes a specific process for processing misconduct concerns. Below is a link to the information on academic misconduct from the community standards website. It contains useful information such as the specific protocol time frame, submitting an academic integrity referral form, etc. You are encouraged to review this information as there are several steps you will have to take should you come across academic misconduct in one of your classes.

<http://community.uconn.edu/academic-misconduct-procedure/>

POLICY AGAINST DISCRIMINATION, HARASSMENT, AND RELATED INTERPERSONAL VIOLENCE

UConn is committed to maintaining a safe and non-discriminatory learning, living and working environment for all members of the University community – students, employees, and visitors. Academic and professional excellence can exist only when each member of our community is assured an atmosphere of safety and mutual respect. All members of the University community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, discriminatory harassment or interpersonal violence.

<http://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence/>

FERPA

Many of UConn's services are protected by the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal privacy law that gives parents certain protections with regard to their children's education records. Such records may include grade reports, transcripts, disciplinary records, contact and family information, and class schedules. For more information on FERPA please visit the following website.

<https://ferpa.uconn.edu/guidelines/>

CIVIL DISCOURSE, RIGHTS, AND RESPONSIBILITIES

At this university, students and faculty are afforded an academic environment that allows for intellectual expression. Challenging issues and ideas may arise, but none of these should be expressed in an inappropriate manner either verbally or in writing. One of the goals of a university is to challenge us to think again about what we know (and all that we don't know). This demands that we all share responsibility for creating and maintaining a civil learning environment in our classrooms and in the larger university community. We will be conscious of and accept responsibility for what we say and do, how we act, how our words and actions have consequences, and how our words and actions affect others. As part of this awareness, we will avoid sexist, racist, and heterosexist language.

PEOPLE WITH DISABILITIES, POLICY STATEMENT

UConn is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from consideration for employment, participation in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity.

<http://policy.uconn.edu/2011/05/24/people-with-disabilities-policy-statement/>

ACADEMIC ACCOMMODATION REQUESTS

Any student requesting academic accommodations must be registered with the Center for Students with Disabilities (CSD) *before* accommodations can be made. Students may register for CSD at csd.uconn.edu. If you need further assistance, please contact Disabilities Coordinator at 203-251-8508.

USE OF STUDENTS IN OUTSIDE EMPLOYMENT

The Code of Ethics for Public Officials preclude public employees from accepting other employment which will impair the employee's independence of judgment or otherwise create a conflict of interest. The policy provides guidance on the employment of students by faculty and staff for work external to the University.

<http://policy.uconn.edu/2011/06/02/use-of-students-in-outside-employment/>

SYLLABUS REQUIREMENTS

Faculty are expected to distribute a syllabus to students during the first day of class. The syllabus should indicate topics to be covered, student assignments, classroom and examination policies, and evaluation and grading methods. A copy of this syllabus MUST be forwarded to the Registrar's Office for file. Send this electronically to prior to the start of the semester. All syllabi must include the following policies:

- Academic Misconduct
- Civil Discourse
- Policy on Harassment and Discrimination
- People with Disabilities Policy Statement

OFFICE OF STUDENT SERVICES

It is often said that if you have a question, a concern or a problem to solve, and you are not sure where to begin, the Office of Student Services is a great place to start.

Student Services can assist you with a wide range of services; from changing your major, course selection, rescheduling a final exam, to credit overload, campus change appeals, late drops and much more.

The Office of Student Services at UConn Stamford is a team of professional and support staff committed to the personal, social and academic development of students. Through our programs and services, we assist students through each stage of their academic transition. Programs and services within the department are geared toward helping students to become responsible, productive, well-educated citizens who contribute to their various communities

Below, please find a brief overview of the various areas that fall within the Office of Student Services. Also, please feel free to visit the Office of Student Services website at <https://stamfordstudentlife.uconn.edu/>.

THE ADVISING CENTER

The Advising Center works with students in the ACES (Academic Center for Exploratory Students) program, as well as students in the Bachelor of General Studies (BGS) program and non-degree students. Advisors work closely with students to assist them in course selection, choosing and working towards a specific major, and applying to their preferred program. The professional advisors are generalists, which enables all advisors to work with any student regardless of the student's academic background or interest.

CENTER FOR CAREER DEVELOPMENT AT STAMFORD

The Center for Career Development provides individual and group career counseling services to undergraduate degree students, as well as general services to all students and alumni. We have developed strong relationships with 2,000 area companies and organizations that post thousands of positions in the Center for Career Development annually. Moreover, approximately 750 companies list internships with the Center for Career Development. These postings can be found on

HuskyCareerLink (<https://career.uconn.edu/huskycareerlink/>). Our office is located in Rm. 2.13. Students and alumni may stop by at any time during regular business hours for assistance.

MENTAL HEALTH RESOURCE CENTER

College can be an exciting and fulfilling time in a student's life, but it can also present many challenges that can overwhelm a student's current ability to cope.

The Mental Health Resource Center meets with students to address areas of concern that could interfere with academic success or social development in college. The MHRC Case Manager assesses each student's individual needs and connects them to mental health services in the community. This can include therapists, psychiatrists, food and/or housing insecurity, etc. Please refer any student who you think can benefit from services to our office. We can also consult with faculty related to other classroom student issues. The MHRC also holds events and workshops addressing a variety of areas, such as wellness, nutrition, sexual violence, suicide prevention, and mental health awareness.

CENTER FOR STUDENTS WITH DISABILITIES AT STAMFORD

The University of Connecticut is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from consideration for employment, participation in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. This policy derives from the University's commitment to nondiscrimination for all persons in employment, academic programs, and access to facilities, programs, activities, and services.

The Center for Students with Disabilities (CSD) is vested by the University with the authority to engage in an interactive process with each student and determine appropriate accommodations on an individualized, case-by-case, class-by-class basis. This practice is in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) as amended (2008), which provides that no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by the University because of a disability.

Any student inquiring about an academic accommodation or a faculty needing guidance on assisting a student with an accommodation may be in communication with UConn Stamford's Disability Coordinator. For additional information pertaining to disability services please visit www.csd.uconn.edu/regional-campus-contacts/ and <http://stamfordstudentlife.uconn.edu/disability-services/>.

Any student requesting accommodations must be registered with the Center for Students with Disabilities (CSD) **before** accommodations can be made. If you need further assistance, please contact Student Services at **203-251-8508**.

- CSD Home Page and Registration: <https://csd.uconn.edu/>

- Documentation Guidelines: <https://csd.uconn.edu/documentation-guidelines/>
- Faculty and Staff Resources: <https://csd.uconn.edu/resources-faculty-staff/>
- Student Resources: <https://csd.uconn.edu/resources-current-students/>

STUDENT ACTIVITIES

The mission of the Student Activities Office is to support the academic mission of the institution by enhancing the undergraduate student experience through campus involvement outside of the classroom. The office serves as a resource and support for students wishing to develop a new student organization or sponsor a program, in addition to facilitating program coordination for all registered student organizations. The office continues to increase campus communication through our weekly emails titled, This Week on Campus. Additionally, the office is involved in advising the SGA (Student Government Association); providing leadership development opportunities for students; and implementing social, educational and cultural programming for the campus. Student Activities is located in room 2.02. For additional information on Student Activities, please visit <https://studentactivities.stamford.uconn.edu/>.

FITNESS CENTER

The Fitness Center is located on the first floor of our campus in room 1.26. This facility offers freeweight equipment, Cyber equipment, Life-Fitness and Cyber cardiovascular equipment, bodybars, exercise/medicine/physio balls and a large stretching area with mats. The Fitness Center is free for all current faculty, staff and students. Fitness Center users will need to complete a liability and consent waiver to utilize the space as well as provide a UConn ID.

ENROLLMENT SERVICES

OFFICE OF ADMISSIONS

The Admissions office provides a local contact point for those in need of information regarding admission procedures, programs and degrees offered at the Stamford Campus and Storrs. The office provides direction to prospective students, family and community members regarding freshman and transfer admission to the University. Students may register for a student-led campus tour and information session online.

OFFICE OF THE REGISTRAR

The Stamford Campus Office of the Registrar supports the academic progress of students and the community while helping faculty and staff. The office provides enrollment services, as well as information and resources on academic regulations. The office publishes the undergraduate course schedule and the final exam schedule for the Stamford campus. The office receives transcript and enrollment verification requests, assigns classroom space and collects syllabi. The office is responsible for protecting student records confidentiality in accordance with the Family Educational Rights and

Privacy Act and for maintaining student records accuracy. In addition, the office is a regional campus contact for UConn Husky OneCard services and immunization requirement information for Student Health Services.

BURSAR OFFICE

The Bursar Office is responsible for the collection of all student tuition and fees on a per semester basis. The Bursar also collects all fees for non-degree study, summer and winter session. The Bursar meets with all students who are requesting deferments to their fee bills based on financial aid, third party payments and special needs. The Bursar office initiates refunds as deemed appropriate, and serves as a liaison to financial aid. The Bursar is also responsible for serving as the School Certifying Official for Veterans Benefits and certifies all veteran-related forms related to admission and tuition. The Bursar office also complies with the Family Educational Rights and Privacy Act.

CAMPUS AND CLASSROOM SUPPORT

WELCOME CENTER

The Welcome Center is the first point of contact for most visitors and members of the campus community. Services provided are: daily campus activity schedule, guest pass for shuttle bus, campus schedules, handouts, lost & found, and much more. The staff can also communicate to technology services, facilities, and custodial service requests to the appropriate personnel.

INFORMATION TECHNOLOGY SERVICES

<http://s.uconn.edu/stamfordits>

STAMFORD CAMPUS IT HELP CENTER

203-251-9599

stamfordhelpcenter@uconn.edu

Stamford Information Technology Services provides technical services and support for the Stamford campus community, helping to create a robust technological environment that is fundamental to the University's success. The campus has over 45 High-Tech Classrooms that help deliver a better teaching environment for both students and instructors. Training requests on the use of equipment in these rooms can be made by contacting the Stamford Campus IT Help Center.

The Stamford Campus IT Help Center is located in the Learning Commons of the Jeremy Richard Library. It is staffed 9:00am-9:00pm Monday-Thursday, 9:00am-4:00pm Friday, and 10:00am-4:00pm Saturday. If you are having any issues with technology in the classroom, please call our IT Help Center line and a technician will be dispatched to your classroom. Any special classroom AV requests should be submitted to our IT Help Center at least one week in advance.

COMPUTER LABS

The Stamford campus is outfitted with four teaching computer classrooms (3 Windows OS, 1 Mac OS). Semester-long computer lab requests can be made by contacting Maxine Tobias in the Registrar's Office at 203-251-8532 or maxine.tobias@uconn.edu. For individual class lab requests, please use the online computer lab request form that is located on the Stamford ITS webpage (<http://s.uconn.edu/stamfordits>).

The Innovative Collaboration Space (ICS) lab is located in room 217. It is a space where students and faculty can come together and work hands-on with specialized hardware and software. It has industry standard software, an audio and video editing studio, 3D printers and modeling software, and VR software and devices.

NETID/EMAIL

Everyone at the University is assigned a NetID, a network identifier composed of three letters and five numbers. Your NetID gains you access to many of the University's technology services. Visit <https://netid.uconn.edu/> to activate, reset, or change your password.

For faculty and staff, the University uses the Microsoft Office 365 suite of services. To access and set up your email account, go to <https://email.uconn.edu/> and click on Office 365. You will log into the Office 365 portal using your email address with your NetID password.

PAYCHECKS

Stipend payments are no longer evenly divided over the total number of paychecks between the start and end date of the appointment, with the final check paid closest to the end date. Stipend payments are now evenly divided over the total number of business days between the start and end date and paid according to the standard, bi-weekly payroll schedule.

For example:

- an appointment that starts on 8/27/18 should have a first payment in check dated 9/14/18 that is reflective of 4 days of pay for 8/27/18-8/30/18
- an appointment that ends on 12/19/18 should have a final payment in check dated 1/4/19 that is reflective of 9 days of pay for 12/7/18-12/19/18

PAYCHECK PICKUPS

Paychecks can be picked up from room 1.02A on the paycheck date between 11AM and 4PM. If a paycheck is not picked up by 4PM on the paycheck date, it will be mailed to the home address listed in Core-CT.

ALTERNATIVE PICKUP ARRANGEMENTS

Please email stamfordoperations@uconn.edu to arrange for alternative paycheck pick up arrangements.

DIRECT DEPOSIT

To sign up for direct deposit, log into Core-CT via ess.uconn.edu and navigate to Main Menu>Self Service>Payroll>Direct Deposit. You will be asked to enter your bank account and routing number. Direct deposit requests take two weeks (one pay period) to process. For more information, check out our post on [Everything You Need to Know About Direct Deposit at UConn](#)

COPYING & MAIL SERVICES

Two Faculty copiers located in Room 3.31A are available for faculty use from 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:30 a.m. to 5:00 p.m. on Fridays. In addition, copiers are available 8:00 a.m. to 5:00 p.m. in the Welcome Center in room 1.01 and in room 1.11. The mail is posted Monday through Friday only.

Outgoing mail service is available only for University business. Mail to be sent by the United States Postal Service must be posted by 10:00 a.m. in order to be posted that day or it will go out the next business day.

All faculty members are assigned mailboxes located in mail distribution area, room 111. Please see welcome center for any questions.

LIBRARY – DATABASE AND RESEARCH SERVICES

- *Search our library catalog* and access eJournals, eBooks, articles and databases from the **library catalog**: <http://search.lib.uconn.edu>
- Borrowing a book from another library or requesting an article is easy – it's called **Interlibrary Services – My ILLiad**. Create a profile account first using your NetID! If we don't own it, request it! <http://s.uconn.edu/myilliad>
- If you have a class assignment your students may need help with (Literature Reviews, Citing Sources, etc.), the library offers instructional sessions. Ask for a **Library Instruction** session with one of our librarians. <http://s.uconn.edu/liaisons>
- **Research guides** are available or can be created for your course. To view the guide database visit <http://guides.lib.uconn.edu/>
- You can place required course materials (scholarly articles, book excerpts, etc.) on **Course Reserve** at the library. Contact the library for assistance regarding course reserve procedures or visit:
 - <http://lib.uconn.edu/teach-learn/course-reserves/>

PARKING

Permit parking is available in the Bell Street Garage located at 28 Bell Street, Stamford, CT 06901 ([map](#)).

Special Payroll employees and all Adjunct Faculty may register and purchase a permit online or at the Parking Services Office, which is located on the Storrs Campus ([map](#)).

To apply for parking, visit <http://web2.uconn.edu/parking/specialpayroll/> and select "Apply for Parking" at the bottom of the page.

Special Payroll parking permit applicants will be required to provide the following information:

- your NetID and password
- a copy of your appointment or contract letter
- vehicle's make, model, color and year
- vehicle registration number (license plate)

POLICE DEPARTMENT

The University of Connecticut Police Department is established pursuant to "CGS 10a-142 as an organized police department" with the same authority and responsibilities as any municipal police department in the State of Connecticut. Sworn officers are state employees who have successfully graduated from the Connecticut Police Academy in Meriden, Connecticut. University Police Officers are on duty 24 hours a day, 365 days a year. They conduct highly visible vehicle and foot patrols and are responsible for enforcing the laws of the State of Connecticut. If you witness a crime in progress, fire or need emergency medical services, dial "911" from any telephone in the academic building. In addition, there are Blue Emergency Telephones located throughout Whitey Heist Park on Franklin Street. The City of Stamford Emergency Dispatch Center will immediately dispatch emergency assistance (police, fire, or medical). If you are the victim of a crime, or you have witnessed a crime, and there is no immediate danger or emergency, call the University Police immediately and report the incident. A University Police officer will follow up on your complaint.

SHUTTLE BUS AND ALTERNATE TRANSPORTATION

<https://stamford.uconn.edu/about/maps-and-directions/>

The campus shuttle bus is free to UConn faculty, staff, students, and visitors. The bus runs on a continuous loop from Franklin Street, across from the UConn Café entrance, to Bay A at the Stamford Transportation Center. The shuttle bus also stops at the residential housing located at 900 Washington Blvd and Bell Street Garage.

The bus runs Monday through Friday from 7:00 a.m. to 10:30 p.m. during the academic year. The bus does not operate during scheduled University breaks or during cancellations due to inclement weather.

The shuttle bus uses a GPS tracking system that can be accessed by downloading the 'Ride System' app or by visiting <http://stamford.uconnshuttle.com/>

Your UConn issued ID is needed to ride the bus and must be shown to the driver. If you have visitors or guest lecturers coming to the campus and need to use the shuttle, you can get a Shuttle Bus Pass from the Welcome Center for the duration of your visitor's stay. That pass must be turned in to the driver on departure.

ALTERNATIVE TRANSPORTATION

- **CTRides:** (<http://ctrides.com/>) The Connecticut Department of Transportation wants to help you find the best way to work. They offer CTRides, Connecticut's centralized commuting resource.
- **CT Transit:** (<https://www.cttransit.com/schedules>) The #313 West Broad Street bus travels from the Stamford Train Station to the Stamford Campus. The current bus fare is \$1.75.
- **Harbor Point Trolley:** (<http://stamford-downtown.com/getting-around/harbor-point-trolley/>) Ride the Trolley for **FREE!** The Harbor Point Trolley links the South End to Downtown. The route runs every day in a 14-stop, 30-minute clockwise loop. UConn Stamford campus is Stop # 4 on its route. It is a valuable amenity to commuters, and provides a quick, safe, and efficient way to get to downtown dining, shopping, and entertainment.
- **Taxi or Ride Sharing:** Taxis are always available at the Stamford Train Station. If using Uber or Lyft, plan to spend about \$7 for a one way trip. The GPS address for UConn Stamford is 1 University Place, Stamford, CT 06901.
- **Walking to Campus:** The campus is a 10-minute walk from the Stamford Train Station. Take Washington Blvd. to walk directly to the campus.

THE SOURCE FOR ACTIVE LEARNING

With a variety of resources, The Source helps all UConn Stamford students become more successful and self-reliant learners. *The First Year Experience Program*, coordinated by The Source, offers one-credit courses designed to assist students as they master the challenges of a university education. Through individual assessment (by appointment) and group workshops, The Source can help students enhance their study skills in several disciplines, such as Math, Chemistry and English.

GENERAL FACULTY INFORMATION

ABSENCES

Faculty are expected to hold classes as scheduled. State law requires a minimum number of contact hours for each course. Limited classroom availability makes arranging make-up classes difficult. Make-up classes also inconvenience students who may have other obligations. While absences are discouraged, if one is necessary, please announce it to your class beforehand, giving them an appropriate assignment to compensate for the lost time. If an emergency or illness requires you to be absent, please notify the Registrar's Office, **203-251-8504** *and* the Welcome Center at **203-251-8514**, as soon as possible.

NOTE: use your telephone emergency list for your class to notify students or set up an e-mail group to send out an e-mail blast. Occasionally, faculty members arrange to have another person proctor their tests. Please note that non-classroom UConn personnel may not proctor exams.

ADD/DROP PROCEDURES

All degree students here at UConn-Stamford will be asked to make schedule changes via the <https://student.studentadmin.uconn.edu/> site. These changes can be made through the tenth day of classes without penalty to the student. If a course is full or the student does not have the prerequisite, he or she may ask the instructor for a permission number in order to enroll. These permission numbers are accessed through the web site at the Instructor Menu. Please record the number assigned to a student so that you are aware of the students to whom you have granted this permission. Permission numbers will override the class capacity, the prerequisites, consent, etc. They should not be assigned unless you are sure that the student is appropriate for the course.

Adding a course after the two- week add/drop period requires the written permission of the instructor. Dropping a course after this time results in a “W” being recorded on the transcript. No student is permitted to withdraw from a class after the ninth week of classes unless given approval by the Director for Student Services or the Assistant Director, Center for Continuing Studies if a non-degree student. Please do not encourage a student to drop a course after the ninth week as those drops can be done only with extenuating conditions to be determined by the Director of Student Services.

You should check your class roster on the web site to update your records. Other information regarding the academic regulations of the University of Connecticut can be obtained through the University General Catalog by logging in to the UCONN web site at www.uconn.edu. Information regarding pass/fail, grading requirements, audit regulations and much more is explained in detail and should be reviewed by instructors prior to the start of the term. All grades are reported by the instructor through the <https://student.studentadmin.uconn.edu/> site at the end of each term.

The final exam schedule will be distributed by the Registrar’s Office at Stamford and no changes in the schedule can be made. If a student is requesting to be excused from a final exam, he/she must have approval from the Director of Student Services.

The final must be administered at the time assigned and this time may be different than the actual time of the course. Finals are scheduled differently from class times to allow students to avoid conflicts and meet other University regulations. The instructor must post grades within seventy-two hours of the final exam. Reporting grades is done on the <https://student.studentadmin.uconn.edu/> site and grade rosters are available online by the start of finals. Please do not post grades in your office or classroom. Students can log in to their records immediately after grades are posted in order to view their unofficial transcript. All grades are due by the specified date each session. The Registrar will send a notice of dates and other grading instructions to your UConn email account prior to the end of the term.

ADJUNCT RESPONSIBILITIES

Adjunct faculty responsibilities, beyond those of teaching, include:

- Following the guidelines set forth by the campus, the University, and academic departments.
- Providing the Registrar's Office with course syllabi before the beginning of the semester.-not sure if this is accurate-not sure this is accurate
- Establishing meeting times with students as appropriate.
- Encouraging both student and faculty evaluation procedures.
- Monitoring UCONN email for notifications and official information about the university is a vital part of the responsibility of any faculty member. Please monitor your uconn.edu account and use it to communicate with students and university offices/departments.

ATTENDANCE

Instructors are expected to indicate how they will determine student grades. Grades should reflect the extent to which a student has mastered the content of the course. In some courses, demonstration of mastery may depend, in part, on classroom activity (e.g., oral recitation or discussion of laboratory work). Absences may affect the student's accomplishments and be reflected in a student's grade, but grades are not to be reduced solely because of absence. Instructors do have final authority (except in the case of final examinations) to permit students to make up work.

AUDITORS

Undergraduate students may choose to audit a course but they are required to pay full fees and must have the instructor's consent. Consent is given by signing an Audit form which is obtained from the Registration office, or www.registrar.uconn.edu click "online forms". Students who want to audit a course must follow the same Add/Drop procedure as they would for any course.

Senior citizens (CT residents only) may also audit courses for a nominal fee provided there is space available in the class. Senior auditors must obtain a permission form from the Registrar's office and have it approved by the Instructor of the course they wish to audit. Senior auditors are not graded. Registration for the Senior Audit program may not be completed until the 10th day of classes or the end of the add/drop period. Laboratory, language, studio, online courses are not available for audit by seniors.

CLASS CANCELLATIONS

Campus closings due to inclement weather or other emergencies are announced on alert.uconn.edu. You have the leeway to cancel a class if your personal safety is in jeopardy. Quite often inclement weather effects parts of the state differently resulting in your inability to make it to and from Stamford safely. If that's the case and you need to cancel your class, please call the Welcome Center at 203-251-8514. Refer to your emergency-closing memo. **All faculty are urged to create an emergency telephone list and/or e-mail list in each class for the purpose of contacting all students in the event of an emergency or unscheduled class cancellation. Staff will not contact students directly.** Phone trees should be activated if the campus is open but you need to cancel class.

CLASS LISTS

Class Rosters are available through the Student Administration System, which is accessed at <https://student.studentadmin.uconn.edu>. Instructors are able to access the web site, view and print a current class roster through the instructor menu. Input the current Term code, i.e.; click Search to see the list of classes for the term you selected to view a specific class roster. If a student is not on your roster, **DO NOT** allow that student to remain in the class. Send them to Registration/Enrollment Services as soon as possible.

FINAL EXAMINATIONS

The final examination must be administered at the time and room listed during the entire examination period. If you wish to use “blue books” for your final examinations, they are available at the Welcome Center in room 1.00. Please see the following for detailed information about the final exam policies and procedures University wide.

<https://registrar.uconn.edu/undergraduate-final-exam-information/>

FACULTY OFFICES

Visit the Adjunct Faculty page of the Operations’ website for more information:

<https://operations.stamford.uconn.edu/what-we-do/adjunct-faculty/>

GRADE POINT FORMULA

The undergraduate catalog has the most current grade point formula [here](#).

PEOPLESOFT

Access PeopleSoft via <https://student.studentadmin.uconn.edu/>. Your login and password will be your Net ID and password. All rosters are updated as students add/drop. Students not appearing on the roster should be asked to see the Registration Office immediately as it is likely there is a problem with their registration status. The only exceptions to this will be senior citizens who have been approved by you to audit the course.

SAFETY IN THE WORKPLACE

Make time on the first day of class to speak to your students about the closest evacuation route. Encourage the use of the stairwells in the corners of the building as they are fire-proofed.

Discourage the use of the elevators and any open stairwell such as those that lead from the second floor down to the Rich Concourse. There is an expectation that faculty will assume responsibility for themselves and students in the event of any incident that requires evacuation of the building. If evacuation is necessary, take all belongings with you and ask that students do the same as it may be

hours or days before a safe return is possible depending on the type and scope of the incident. The gathering point for your class is the St. Andrew's church area between Washington Blvd and Franklin Street. Wait in the area of the church for further instructions. Please ensure your students stay off of sidewalks and streets as much as possible to provide safe travel lanes for emergency responders.

TEXTBOOKS

Faculty members should submit textbook requirements to the UConn Barnes & Noble Bookstore as soon as possible after notification of teaching assignments. The bookstore will determine quantities required in consultation with the Registrar's Office. Faculty members are responsible for obtaining their own "desk copies" or instructor's manuals directly from the publisher. Please contact the Bookstore Manager at 203-251-8544 with questions regarding textbooks or quantities.

TRAVEL

<https://travel.uconn.edu/>

University travelers are required to obtain approval and confirm funding source and amount prior to making travel arrangements. UConn Stamford travelers and administrators with questions should contact [Stamford Operations](#) for guidance before they arrange their travel.

The [University of Connecticut Travel Policy](#) addresses the most common aspects of University travel and is maintained by [Travel Services](#).

Reimbursement requests should be submitted in a timely manner. If a reimbursement is submitted over 60 days after travel, it will not be processed without Dean/Director/Department Head approval, as appropriate.

[Travel Reimbursement Request Form](#)

[Mileage Reimbursement Request Form](#)

CAMPUS ORG CHART –

