

Departmental Reference Guide

The intent of this guide is to provide quick information on campus and community services. Please contact the appropriate office(s) listed in this guide if you have any questions. This document is also available on the web at: www.wou.edu/findit.

ADMINISTRATION

President's Office 838-8888
Vice President for Academic Affairs, Provost . . . 838-8271
Vice President for Finance and Administration . . 838-8175
Vice President for Student Affairs 838-8221
Vice President for University Advancement 838-8281
College of Education 838-8471
College of Liberal Arts & Sciences 838-8226
Office of Public Relations 838-8208
Athletics Department 838-8252

ACADEMIC ADVISING AND LEARNING CENTER

Director - Karen Sullivan-Vance
Ext.: 88428 Office: AP 401
Web address: www.wou.edu/provost/aalc/advising/
• Major and minor information • Advisor information • LACC questions • Identifying individuals or offices to answer questions • Provide improvement in listening, reading, note-taking, test taking and study skills • Individual tutoring in specific subject areas • Freshmen transition help • Academic program assessment • Select an advisor • Registration planning

ACADEMIC AFFAIRS (see Provost)

Vice President for Academic Affairs – Jem Spectar
Ext.: 88271 Office: AD 202
Web address: www.wou.edu/provost/

ACADEMIC CALENDARS (Registrar's Office)

Registrar – Nancy France
Ext.: 88189 Office: AD 106
Web address: www.wou.edu/provost/registrar/

ADDRESS

Western Oregon University
345 N. Monmouth Avenue
Monmouth, OR 97361
Phone: 503-838-8000
Toll-free: 1-877-877-1593
Web address: www.wou.edu

ADMISSIONS

Director – Rob Findtner
Ext.: 88211 Office: AP 408
Web address: www.wou.edu/admissions
• New admits all levels • Student recruitment/orientation • Special on-campus recruitment programs • Campus tours • Western Undergraduate Exchange (WUE) program

ALUMNI RELATIONS

Director – Lori Brown
Ext.: 88134 Office: CO 108
Web address: www.wou.edu/president/advancement/alumni

ARMY ROTC

Ext.: 88233 Office: AP 231A

ART DEPARTMENT

Head – Kim Hoffman
Ext.: 88856 Office: CH 103
Web address: www.wou.edu/las/creativearts/art/index.htm
• B.A./B.S. in Art • Sculpture • Ceramics • Printmaking • Photography • Graphic Design • Painting • Art Minors • Advising for Art majors and minors • Campbell Hall Art Gallery-(Mick Briscoe Ext. 88241)

ASWOU

(Associated Students Western Oregon University)
Ext.: 88303 Office: WC
Web address: www.aswou.org/
Club and organizations web address: www.wou.edu/student/club/
• Student senate • Programming board • Clubs and organizations • Student activities board • Book exchange • Student faxing

ATHLETICS

Director – Jon Carey
Ext.: 88252 Office: NPE 115
Web address: www.wouwolves.com
• Baseball • Basketball (M) (W) • Cross country • Football • Soccer • Softball • Track & field • Volleyball • Season football tickets • Game management for intercollegiate games • NPE/OPE Gyms/Fields facility management

AUTOMATIC TELLER MACHINES (ATM'S)

On campus
Two ATM's provided by MAPS and US Bank located on the bottom floor of the Werner University Center

BOOKSTORE

Manager – Kristi Dopp
Ext.: 88300 Office: WC
Web address: www.wou.edu/admin/auxiliary/bookstore/
• Student textbook purchases • Selling of textbooks • Textbook refunds • Special order software • Faculty textbook requests • Graduation regalia • Copies and faxing • Art supplies • WOU merchandise • Rapid refill ink cartridge program • Stamps • Prepaid calling cards

DEPARTMENTAL Resource Guide

BUDGET/PAYROLL OFFICE

Budget Director – Eric Borst
Ext.: 88204 Office: AD 302
Web address: www.wou.edu/admin/payroll/
• Payroll deadlines • OPE rates • Student employment policy/wage scale • I-9 compliance • Final paycheck policy • Student employment verification • Institutional budgets • Budget transfers approval

BUSINESS AND ECONOMICS (Division of)

Chair – Hamid Bahari-Kashani
Ext.: 88421. Office: WH
Web address: www.wou.edu/las/business/
• Business majors: Accounting, Finance, International Business, Management, Marketing, Production/Operations Management, Sport Management • Minors: Entrepreneurship, Sports Management • Academic classes and academic advising for above majors and minors

BUSINESS AND FINANCE

Vice President Finance & Administration - Mark Weiss,
Ext.: 88175 Office: AD 207

BUSINESS OFFICE

Director – Darin Silbernagel
Ext.: 88201. Office: AD 101
Web address: www.wou.edu/admin/business/
• University accounting • Cashier's office • Parking • Banner support • Switchboard • Purchasing • Contracts • Grants • Telecommunications • OUS policies • WOU policies • Hope Scholarship and Lifetime Learning Credits information • Pre/post travel • Tuition billing

CALENDARS, ACADEMIC

Registrar – Nancy France
Ext.: 88189 Office: AD 106
Web address: www.wou.edu/provost/registrar/

CAMPUS DINING

Director – Karen Nelles
Ext.: 88311 Office: VH
Web address: www.wou.edu/student/residences/
• Campus Dining • Catering 88439 • Residential Meal Plan 88311 • Wolf Bonus account - Meal plan for faculty, staff & students 88311 • Meal service for visiting conference groups 88382 • Student employment 88950 Valsetz, 88667 WUC

CAMPUS RECREATION & INTRAMURAL SPORTS

Director – Rick Sedgwick
Ext.: 88513 Office: WC 213A
• Intramural sports • Games rooms • Wolverton pool
• Recreation/exercise locations and hours • Water Polo, LaCrosse, Rugby • Aquatic & fitness programs • Recreational equipment

CAMPUS PUBLIC SAFETY

Director – Jay Carey
Ext.: 88481 Office: PS
Web address: www.wou.edu/admin/safety/
• Building security • Parking violations • Student escort service • Incident reports • Emergency response • Lost & found

CAMPUS TOURS (Admissions)

Interim Director – Rob Findtner
Ext.: 88211 Office: AP 408

CARTS TRANSPORTATION

Phone: 503-588-2424
Web address: www.cherriots.org/CARTS_schedules.htm
• Public transportation to Salem, Dallas and surrounding communities

CASHIER'S OFFICE

Supervisor - Lyn McGuire
Ext.: 88284. Office: AD 102A
• Fee payment • Parking permits • Perkins payments • Financial aid disbursement • Check cashing • Travel advances

CENTER FOR TEACHING AND LEARNING

Director – Niki Young
Ext.: 88895 Office: IT 205
Web address: www.wou.edu/provost/ctl/
• Instructional training and support for faculty • Teaching assessment support

CHAMBER OF COMMERCE

Monmouth/Independence area Chamber of Commerce
148 Monmouth Street – Independence, OR 97351
503-838-4268

CHILDCARE DEVELOPMENT

Director – Cori Brownell
Ext.: 88769 Office: TO 119

CLASSROOM SUPPORT

For Scheduling call Nathan Sauer
Ext.: 88960 Office: IT 103
Web address www.wou.edu/ucs/class_support.html
• UCS provides equipment and support for classrooms and campus events via the classroom support group.

COLLEGE OF EDUCATION

Dean – Hilda Rosselli
Ext.: 88825 Office: ED 201E
Web address: www.wou.edu/education/
CoE Faculty Resource Guide: www.wou.edu/education/faculty/04facultyresourceguide.htm
CoE Adjunct Faculty Handbook: www.wou.edu/education/adjunctfacultyhandbook.htm
• RRCD (Regional Resource Center on Deafness) • Special Education • Teacher Education • HPE (Health and Physical Education) • Testing • Field Services

COLLEGE OF LIBERAL ARTS & SCIENCES

Dean – Stephen Scheck
Ext.: 88226. Office: HS 234
Web address: www.wou.edu/las/
LAS Faculty Resource Guide (pdf) www.wou.edu/las/facguide/2005facguide.pdf
• Business & Economics • Creative Arts • Natural Sciences & Mathematics • Social Science • Computer Science • Humanities • Psychology • Honors program

COMMENCEMENT INFORMATION

Ext. 88180 Office: Ad 106

COMPUTER SCIENCE

Chair – John Marsaglia

Ext.: 88480 Office: IT 306

COMPUTER SERVICE REQUEST LINE

Ext.: 88925 Office: IT 009

Web address: www.wou.edu/ucs/

- Computer maintenance • Desktop support • User accounts
- Residential computer Services, Ext. 1-4018

CONTINUING EDUCATION & OUTREACH SERVICES, DIVISION OF (CEOS)

Executive Director – Don Olcott

Ext.: 88483 Office: TH

Web address: www.wou.edu/provost/extprogram/

- Distance education • Summer programs • Continuing professional development • Professional advancement/public service • Youth programs • Testing (CLEP, MAT, GRE (info only), CBEST, PRAXIS, TOEFL, SBTE) • Fire Administration Degree • Conference Services

CREATIVE ARTS, DIVISION OF

Chair – Diane Tarter

Ext.: 88461 Office: RA

Web address: www.wou.edu/las/creativearts/art

- Art • Dance • Music • Theater

DANCE DEPARTMENT

Ext.: 88375 Office: MH

Web address: www.wou.edu/las/creativearts/theater_dance/theatre_dance.htm

DIAL-IN RESOURCES (University Computing)

Web address: www.wou.edu/admin/ucs/dialin/

DIRECTIONS TO CAMPUS

Web address: www.wou.edu/core_features/findit/maps/

DISABILITY SERVICES, Office of (ODS)

Director – Phil Pownell

Ext.: 88250 Office: AP 405

Web address: www.wou.edu/student/disability/

Review documentation of disabilities and determine appropriate accommodations which include but are not limited to:

- Sign language interpreters • Note takers • Books in audio format • Extended testing time • Segregated testing • FM systems • Special seating • Anyone needing academic accommodations should contact this office.

EDUCATION – See College of Education

EMAIL

All faculty and staff: allfacstaff@wou.edu

All students: allstudents@wou.edu

FACILITIES RESERVATIONS

Conference Center: Ext. 88483

Gentle House: Ext. 88673

Library: Ext. 88418

Residence Halls: Ext. 88363

Valsetz Dining: Ext. 88311

Werner University Center: Ext. 88261

FACULTY INFORMATION

Web address: www.wou.edu/admin/ucs/facultyinfo/index.htm

FACULTY UNION

Web address: www.wouft.org/join.html

FIELD SERVICES

Director – Sue Thompson

Ext. 88828 Office: ED

FINANCE AND ADMINISTRATION

Vice President Finance & Administration – Mark Weiss

Ext.: 88175 Office: AD 207

- Oversees the following: Bookstore, Business Services, Budget/Payroll, Campus Safety and Security, University Computing Services, Human Resources/Affirmative Action, Physical Plant

FINANCIAL AID

Director – Donna Fossom

Ext. 88475 Office: AD 310

Web address: www.wou.edu/student/finaid/

WOU Financial Aid Student Web Module: wolfman.wou.edu/NetPartnerStudent/logon.aspx?ReturnURL=%2fNetPartnerStudent%2fPgHome.aspx

- Scholarships • Exit interviews • Student aid programs advisement/eligibility • Estimated costs of attendance

FORMS

Business Office

www.wou.edu/wou/forms.html

Financial Aid Forms

www.wou.edu/student/finaid/download.html

Grant Forms

www.wou.edu/admin/business/ctl/grantdatabase/grantforms.htm

Human Resources

www.wou.e3du/admin/hr/forms/hr_forms.html

New Curriculum Change/Proposal Forms

www.wou.edu/president/facultysenate/curriculum/

Registrar's Office

www.wou.edu/provost/registrar/forms/registrar_forms.html

Writing-Intensive Class Forms

www.wou.edu/wou/forms.html

FOUNDATION

Ext. 88673 Office: CO

Web address: www.wou.edu/president/advancement/foundation.html

FRESHMAN ACADEMY

Web address: www.wou.edu/provost/freshman_academy/index.html

GENTLE HOUSE

Ext. 88281 Office: CO
Web address: www.wou.edu/president/advancement/gentle/gentle.html

GRADUATE OFFICE

Director – Joseph Sendelbaugh
Web address: <http://www.wou.edu/provost/graduate/index.html>
Graduate Student Handbook: www.wou.edu/provost/graduate/gradhndbk/welcome.html
Ext.: 88492..... Office: AD 202
• Master degree programs

HAMERSLY LIBRARY

Dean – Gary Jensen
Ext.: 88418 Office: HL 206C
Web address: www.wou.edu/provost/library/
Directory of Library web pages: www.wou.edu/provost/library/siteindex.htm
• Interlibrary loan materials • Summit borrowing from colleges and universities throughout Oregon and Washington
• Reference information • Test proctoring • Course reserves, both paper and electronic • Local borrowing • Government documents • Study rooms • Electronic databases • Instruction for classes • Audiovisual materials for classroom use: videos, DVDs, audiocassettes and CDs

HEALTH & PHYSICAL EDUCATION (Division of)

Chair – Linda Stonecipher
Ext.: 88252..... Office: NP 115
Web address: www.wou.edu/education/healthpe.html
• Health/PE majors and minors • Season football tickets
• Game management for intercollegiate games • NPE/OPE Gyms/fields facility management

HEALTH SERVICES & COUNSELING CTR., STUDENT

Director – Luis Rosa
Ext.: 88313..... Office: SH 101
Web address: www.wou.edu/student/health/
• Outpatient health care such as treatment of acute injury, women's health care, allergy injections, immunizations
• Preventative health care such as wellness education, Stress reduction, nutrition, drug and alcohol education • Confidential HIV testing • Individual and group counseling for interpersonal relationships, depression, performance anxiety, addictions and crisis such as death, personal loss and divorce • Consulting workshops and education. •

HISTORY

Head – Dr. David Doellinger
Ext. 88288 Office: HS 231A

HONORS PROGRAM

Director - Sriram Khe
Ext.: 88852..... Office: AP 210
Web address: www.wou.edu/provost/honors/

HOUSING (University Residences & Campus Dining)

Director - Tina Fuchs
Ext.: 88311 Office: VH
Web address: www.wou.edu/student/residences/index.html
• Residence halls • Campus dining • Residential computing
• Judicial board

HUMAN RESOURCES

Director – Judy Vanderburg
Ext.: 88490 Office: AD 205
Web address: www.wou.edu/admin/hr/index.html
• Classified & faculty employment • Benefits • Faculty/staff ID Cards • Affirmative action • Benefits • Employee orientation • Worker's compensation • Web for employees
• Employee relations • Labor relations • Staff development
• Harrassment • I-9 compliance • Performance reviews • Employment applications • Staff fee paperwork

HUMANITIES (Division of)

Chair– Carol Harding
Ext.: 88408 Office: HS
Web address: www.wou.edu/las/humanities/departme.html
• English, writing and linguistics • Modern languages • Speech • Philosophy & religion • Placement tests for Spanish and German

IDENTIFICATION CARDS

Student ID cards: Werner University Center Information Desk
Faculty/Staff ID cards: Human Resources Office, Administration building room 206.

INCLEMENT WEATHER

Ext.: 88026

INFORMATION

Switchboard; Ext.: 88000; 8 a.m. - 5 p.m. M-F
Residential Service Center; Ext.: 88363
8 a.m. -midnight, Monday - Friday
10 a.m. - midnight, Saturday
Noon - midnight, Sunday
WUC Information Desk, Ext.: 88261
Campus Safety, Ext.: 88481

INSTITUTIONAL RESEARCH, ASSESSMENT & PLANNING

Director – Vacant
Ext. 88216 Office: IT 210

INTERPRETER SERVICES

Ext.: 88216..... Office: IT 210

INTERNATIONAL STUDENTS & SCHOLARS AFFAIRS

Director - Neng Yang

Ext.: 88425 Office: MA

Web address: www.wou.edu/provost/studyabroad/int_edu.html

- Immigration information • International student admissions
- International tax information • International student advising • International marketing and recruitment • International club advising • H1B1 and J-1 Faculty/Staff/Scholars • Exchange programs, international agreements/relationships • Hospitality for international visitors • ESL program coordination

JUDICIAL AFFAIRS (University Residences)

Director - Tina Fuchs

Ext.: 88311 Office: VH

Web address: www.wou.edu/student/residences/index.html

- Residence halls • Campus dining • Residential computing
- Judicial board • Student conduct

KEYS

Ext.: 88952 Office: PP

- Keys • Name plates • Signs

LEARNING CENTER (Academic Advising and)

Web address: www.wou.edu/provost/aalc/learning/index.html

LIBRARY (see Hamersly Library)

Dean - Gary Jensen

Ext.: 88418 Office: HL 206C

Web address: www.wou.edu/provost/library/

Directory of Library web pages: www.wou.edu/provost/library/siteindex.htm

LODGING

Web address: www.wou.edu/core_features/findit/maps/places_to_stay.html

LOST AND FOUND

Ext.: 88481 Office: PS

MAILROOM

Supervisor - Doris Clark

Ext. 88383 Office: PP

MATHEMATICS DEPARTMENT

Ext.: 88465 Office: AA 306

Web address: www.wou.edu/las/natsci_math/math/mathematics.html

MULTICULTURAL STUDENT SERVICES

Director - Anna Hernandez-Hunter

Ext.: 88195 Office: AP 501

- Support and guidance to currently enrolled students
- General academic and career advisement • Diversity Achievement Scholarship Program • Advising for Multicultural Student Union (MSU) and Movimiento Estudiantil Chicanos de Aztlan (MECHA) • Campus wide cultural events including • Dia de los Muertos • MSU Pow-Wow • African American Awareness Celebration • Women of Color Conference • Nuestra Fiesta Latina • Chicanito Tour

MUSIC DEPARTMENT

Head - Solveig Holmquist

Ext.: 88275 Office: SH 102

Web address: www.wou.edu/creativearts/music/

MUSEUMS/GALLERIES

Campbell Hall Art Gallery, Director, Mick Briscoe

Ext. 88241 Office: CH 203

Jensen Arctic Museum

Ext. 88468 Office: JM

Library Gallery, Exhibits Coordinator, Jerrie Lee

Parpart

Ext. 88419 Office: HL 218

President's Hallway Gallery, Director, Mick Briscoe

Ext. 88241 Office: CH 203

NATURAL SCIENCES AND MATHEMATICS DEPARTMENT

Chair - Lonnie Guralnick

Ext.: 88206 Office: NS 104

Web address: www.wou.edu/las/natsci_math/nsmdiv.html

- Biology • Chemistry • Geology • Earth Sciences • Physics
- Mathematics • Pre-professional programs in biological/medical sciences

NEWS AT WOU

Web address: www2.wou.edu:7777/pls/wou2/public_relations.rpt_news.main

NOTARY INFORMATION

Notary services on campus are available with the following employees. Please call for an appointment:

Deb Charlton: Ext.: 88175 Office: AD 207

Heather Scott: Ext.: 88963 Office: AD 205B

Students Only - Twi Tish; Ext.: 88180 Office AD 106

OREGON UNIVERSITY SYSTEM

Web address: www.ous.edu

PARENTS CLUB

Ext.: 88281 Office: CO

PARKING

Coordinator - Cheri Darby

Ext.: 88267 Office: AD 102A

PAYROLL

Ext.: 88204 (Students) Office: AD 305
Ext.: 88141 (Faculty & Staff) Office: AD 306
Web address: www.wou.edu/admin/payroll/
• Formal name changes • Payroll deadlines • Student employment policies • Faculty/staff employment verification
• Employee check processing • Time & attendance records • Leave without pay • Student check processing

PHYSICAL PLANT

Director – Tom Neal
Ext.: 88239 Office: PP
Web address: www.wou.edu/admin/plant/
• Building repairs • Building maintenance • Campus moves
• Carpentry requests • Custodial services • Electrical • Furniture repair • Heating/cooling • Heavy freight inquires
• Ice/snow removal • Keys & locks • Leaf removal • Campus mail • Painting • Planning/engineering • Plant beds • Plumbing • Recycling • Remodels • Roofs/leaks • Sidewalks
• Space inventory • Surplus property • Swimming pool maintenance

POOL, SWIMMING (Campus Recreation & Intramural Sports)

Director – Rick Sedgwick
Ext.: 88513 Office: WC 213A
• Intramural sports • Games rooms • Wolverton pool
• Recreation/Exercise locations and hours • Water Polo, LaCrosse, Rugby • Aquatic & fitness programs • Frisbee golf

POSTERS/ANNOUNCEMENTS (Student Affairs)

Vice President for Student Affairs – Gary Dukes
Ext.: 88221 Office: WC 210
Web address: www.wou.edu/student/

PRESIDENT'S OFFICE

President – John Minahan
Ext. 88888 Office: AD 208

PRINTING/DUPLICATING

Ligoy Gamaney
Ext.: 88440 Office: IT 112
Web address: www.wou.edu/provost/library/resources/printing.htm
• Black/white prints • Color prints • Collating • Scanning
• Booklet making • High-resolution image reproduction
• Papers in assorted colors • Comb binding • Padding • Stapling • Fastback strip binding • Cutting or trimming • Drilling or hole punching • Self-service copies • Stationary • Business cards

PROVOST and VICE PRESIDENT FOR ACADEMIC AFFAIRS

Provost - Jem Spectar
Ext.: 88271 Office: AD 202
Web address: www.wou.edu/provost/
• Oversees the following offices: College of Liberal Arts & Sciences, College of Education, Library and Media Services, Graduate Programs, International Students and Scholars Affairs, Study Abroad and International Exchange, Academic Advising and Learning Center, Center for Teaching and Learning, Army ROTC, Computing Services, Western Community Policing Center, Writing Center, Honors Program, Registrar's Office, Extended Programs, and Teaching Research Institute.

PSYCHOLOGY (Division of)

Chair – Joel Alexander
Ext.: 88344 Office: TO 325
Web address: www.wou.edu/las/psychology/
• Psychology advising • Psychology Majors • Psychology Minors • Course Descriptions • Psychology Course Clusters • Psychology practicum

PUBLIC RELATIONS

Director – Vacant
Ext.: 88208 Office: AD 302
Web address: www.wou.edu/publicrelations
• News and feature releases • First response to media queries
• Marketing publications and advertising • Institutional identity and publication standards • University web design
• Sports information • Integrated marketing planning/execution • issues management and crisis communications

RECYCLING

Coordinator - Allen Risen
Ext.: 88156 Office: PP

REGIONAL RESOURCE CENTER ON DEAFNESS (RRCDD)

Director – Cheryl Davis
Ext.: 88444 Office: ED
Web address: www.wou.edu/education/sped/rrcd.html
• Teacher preparation: deaf education • B.A./B.S. American Sign Language/English Interpreting • ASL Classes

REGISTRAR'S OFFICE

Registrar – Nancy France
Ext.: 88189 Office: AD 106
Web address: www.wou.edu/provost/registrar/
• Graduation requirements/evaluations • Athletic eligibility
• Registration/course offerings • Academic evaluation • Transcript requests • Enrollment verification • Add/drop, withdrawal verifications • Veteran's benefits • Academic policies and procedures • Residency requirements • Re-enrollment applications

RELAXATION LAB (Student Health Center)

Web address: www.wou.edu/brazaj/wourelaxationlab.html

SEIU (Classified union)

Web address: www.seiu.org

SERVICE LEARNING & CAREER DEVELOPMENT

Director – Michael Hampton

Ext.: 88432. Office: WC 119

Web address: www.wou.edu/student/career/

- Volunteer opportunities • Assistance with major selection
- Internships • Job shadow • Graduate school preparation • Student employment • Personal advising concerning career issues • Resume help • Interviewing help • Career fairs and job information • Career resource library • On-campus interviews and information session offered by recruiters

SMITH FINE ARTS SERIES

Director - Carole Orloff

Ext.: 88333. Office: CO

Web address: www.wou.edu/president/advancement/smith/

SOCIAL SCIENCE (Division of)

Chair – John Rector

Ext.: 88288. Office: HS 231A

Web address: www.wou.edu/las/socsci/index.htm

- Anthropology • Chicano/a studies • Community crime prevention • Community service • Corrections • Fire services administration • Gender studies • Geography
- History • Latin American studies • Law enforcement
- Political science • Public policy and administration
- Secondary education social science • Social science • Sociology

SOCIAL SECURITY NUMBER TO WOU V NUMBER (to convert)

www.wou.edu/ssnsearch

SPECIAL EDUCATION (Division of)

Chair – Hank Bersani

Ext.: 88322. Office: ED 159

Web address: www.wou.edu/education/spedindex.html

- BA/BS American Sign Language/English Interpreting • ASL classes • Special education/rehabilitation counseling minor • Early intervention/special education, teacher preparation deaf education • M.S. in rehabilitation counseling and rehabilitation counseling: deafness • WROCC (Western Region Outreach Center and Consortia) promotes postsecondary educational opportunities for individuals who are deaf and hard of hearing.

STUDENT AFFAIRS

Vice President for Student Affairs – Gary Dukes

Ext.: 88221. Office: WC 210

Web address: www.wou.edu/student/

- Incidental fee • University student policies and procedures • Poster approval for Campus • Student travel requests • Student grievance procedures • Code of student responsibility • Resource and liaison services • Review student requests to work over 20 hours per week on campus • Judicial affairs • Approve student travel requests

STUDENT EMPLOYMENT (Service Learning & Career Development)

Director – Michael Hampton

Ext.: 88432. Office: WC 119

Web address: www.wou.edu/student/career/wolflink

- Volunteer opportunities • Assistance with major selection
- Internships • Job shadow • Graduate school preparation • Student Employment • Personal advising concerning career issues • Resume help • Interviewing help • Career fairs and job information • Career resource library • On-campus interviews and information session offered by recruiters

STUDENT ENRICHMENT PROGRAM

Director – Don Boderman

Ext.: 88550 Office: AP 201

Web address: www.wou.edu/provost/se/index.html

For students admitted to the SEP program, the following services are provided:

- Academic, career and personal advising • Comprehensive degree planning • Assistance in completing financial aid and scholarship applications • Graduate school applications
- College transfer assistance • Summer bridge • Math instruction/tutoring • Laptop and desktop computers, cassette recorders, graphing calculators • The program also offers three courses: ICS 103-“Becoming a Master Student,” ICS 105- “Becoming a Critical Thinker” and ICS 106-“Career planning.”

STUDENT HEALTH CENTER

Director – Luis Rosa

Ext.: 88313. Office: SH 101

Web address: www.wou.edu/student/health/

- Outpatient health care such as treatment of acute injury, women’s health care, allergy injections, immunizations
- Preventative health care such as wellness education, Stress reduction, nutrition, drug and alcohol education • Confidential HIV testing • Individual and group counseling for interpersonal relationships, depression, performance anxiety, addictions and crisis such as death, personal loss and divorce • Consulting workshops and education. •

STUDENT INFORMATION

web address: www.wou.edu/admin/ucs/studentinfo/index.html

STUDENT MEDIA

Director - Susan Wickstrom

Ext.: 89697. Office: WC 122A
NW Passage • WSTV • Western Oregon Journal

STUDY ABROAD AND INTERNATIONAL EXCHANGES

Director – Michele Price

Ext.: 88905 Office: AP 501

- Study abroad • International internships • Student advising and orientation for study abroad & international internships
- Exchange programs • International opportunities for faculty • Information about scholarships & other funding for international education • Campus contact for Fulbright program • Campus contact for Rhodes Scholarship Program
- Specialized non-credit ESL programs • Coordination of International Education Week

DEPARTMENTAL Resource Guide

SUMMER SESSION

Ext.: 88483 Office: TH

TEACHER EDUCATION DIVISION

Chair – Gwenda Rice

Ext.: 88471 Office: ED 203

Web address: www.wou.edu/education/teachedindex.html

- Bachelor of Arts in education with teaching authorizations in:
 - Early childhood
 - Early childhood/elementary
 - Elementary/middle level
 - Middle level/high school
 - Master of Science in education - all authorization levels
 - Master of Arts in teaching - Initial licensure

TEACHING RESEARCH INSTITUTE

Director – Meredith Brodsky

Ext.: 88391 Office: TO 242

Web address: www.tr.wou.edu/

- Child Development Center (daycare)
- Education evaluation center
- Educational research

TECHNOLOGY RESOURCE CENTER

Ext.: 88965 Office: IT 204

Web address: www.wou.edu/provost/library/resources/trc.htm

- WebCT and distance ed support
- Graphics work
- AV equipment checkout
- Specialized software for graphics
- Web design
- Digital video editing
- Flatbed, slide & 35mm scanning
- Color printing, large format printing
- Lamination, die-cuts, production space & supplies
- Video taping rooms
- VHS editing station
- CD, DVD duplication
- 35mm slides from electronic files
- Central campus FAX
- Construction, butcher & posterboard sales
- Software training
- Academic desktop & graphic design
- Multimedia production

TELECOMMUNICATION SERVICES

Coordinator – Teresa Bybee

Ext.: 88010 Office: AD 102

Web address: www.wou.edu/admin/business/telecom/

- Campus directory
- Voice mail support
- Long distance authorization
- Telephone service and training

TELEVISION SERVICES/VIDEO PRODUCTION

Ext.: 88976 Office: IT 004

Director - Gary Jensen

Web address: www.wou.edu/provost/library/resources/video_productions/

- Video conferences
- Studio and field productions
- Distance education production and transmission
- Class recording and documentation
- Tape and disc duplication
- Editing
- Captioning
- Campus cable television system
- ITFS operations and programming
- WIMPEG public access cable channel

TESTING INFORMATION

www.wou.edu/provost/extprogram/testing.html

www.wou.edu/education/teacher_ed/mat/mat_basic.htm

THEATER/DANCE DEPARTMENT

Head - David Janoviak

Ext.: 88433 Office: RA 102

Web address: www.wou.edu/las/creativearts/theater_dance/theatre_dance.htm

TICKETS

Arts - Box office

Ext.: 88462 Office: RA

Athletics

Ext.: 88252 Office: NP

TRANSCRIPTS

Ext.: 88415 Office: AD 106

Fax: 88923

To order an official transcript:

www.wou.edu/provost/registrar/forms/request_official_trans.html

Instructions for the form:

www.wou.edu/provost/registrar/forms/transcript_instruct.html

To obtain an unofficial transcript online:

banweb.our.edu/wouprd/owa/twbkwbis.p_wwwlogin

TUTORING CENTER

Judy Turner

Ext.: 88501 Office: AP 301

Web address: www.wou.edu/provost/aalc/learning

UNIVERSITY ADVANCEMENT

Vice President for University Advancement - Leta Edwards

Ext.: 88281 Office: CO

Web address: www.wou.edu/president/advancement/

- WOU Foundation
- Jensen Arctic Museum
- Gentle House
- Smith Fine Arts Series
- Alumni Association
- Parents Club
- Wolfpack Athletic Club
- Emeritus Society
- Phonathon
- Planned Giving
- Retirees Association
- WOU Foundation scholarships

UNIVERSITY COMPUTING

Director – Bill Kernan

Ext.: 88154 Office: IT 009

Web address: www.wou.edu/ucs/

- Configuring computers for campus use
- Computer related purchases
- Network data storage
- Dial-up internet access
- Campus computer labs

Purchasing: www2.wou.edu:777/pls/wou2/purch-order.main

UNIVERSITY POLICIES AND PROCEDURES

Web address: www2.wou.edu:7777/pls/wou2/policy_publicview.TOC

UNIVERSITY RESIDENCES and CAMPUS DINING

Director - Tina Fuchs
Ext.: 88311 Office: VH
Web address: www.wou.edu/student/residences/index.html
• Residence halls • Campus dining • Residential computing
• Judicial board • Family housing • Traditional housing

UPWARD BOUND

Director – Shondra Russell-Wynings
Ext.: 88132 Office: AP 201
Web address: www.wou.edu/provost/upwardbound/
Upward Bound is a college preparatory program funded by the U.S. Department of Education. Eligible high school students receive tutoring, counseling and classroom instruction designed to help them enter and successfully complete a post-secondary program.

WEBCT

Scott Carter
Ext.: 88848 Office: IT 204
• Course tool for online classes

WEBMASTER

Ron Swartzendruber
Ext.: 88795 Office: IT 009

WERNER UNIVERSITY CENTER STUDENT LEADERSHIP & ACTIVITIES

Director – Denise Galey
Ext.: 88659 Office: WC 210C
Web address: www.wou.edu/student/wuc/
• Student ID cards • Reserve meeting rooms • Checkout laptops • New student week • Non traditional student services • Diversity peer education • Advertise items for sale/rent or find/get a ride • Mascot information • Check out sandwich boards

WESTERN COMMUNITY POLICING

Executive Director – Brian Kaufmann
Ext.: 14004 or Toll Free 1877-601-6866 Office: IT 111
Web address: www.westernrcpi.com/
• Provides training and technical assistance to public safety agencies and community groups in six states in the Western region of the United States and all Native American tribes • Training topics include: Community policing, homeland security, collaborative problem solving, police ethics and integrity, domestic violence

WRITING CENTER

Director - Katherine Schmidt
Ext.: 88286 Office: AP 301
Web address: www.wou.edu/las/humanities/writingctr/
• Assistance with writing projects from any class and any level of instruction.