

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.: 88327 Office: AD 104
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

Interim 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

ALUMNI RELATIONS

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

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

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

DEPARTMENTAL *Resource Guide*

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 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.: 88327 Office: AD 104
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 SAFETY/SECURITY

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

COLLEGE OF LIBERAL ARTS & SCIENCES

Interim Dean – Robert Turner
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 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

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

Head - Darryl Thomas
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

EXTENDED PROGRAMS, DIVISION OF (DEP)

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

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.wouftf.org/join.html

FINANCE AND ADMINISTRATION

Vice President for Finance and 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. 88673 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

Director – 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 –
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. •

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

INTERPRETER SERVICES

Ext.: 88250. Office: AP 405

INTERNATIONAL ADMISSIONS AND ADVISING

Director - Neng Chiang Yang
Ext.: 88425 Office: AP 501
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)

Director – 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

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 - Kevin Helppie/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.: 88276 Office: AD 102A

PAYROLL

Ext.: 88204 (Students) Office: AD 302
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/

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 – Cheryl Gaston

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 (RRCD)

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.: 88327 Office: AD 104

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 – Max Geier

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 – Cheryl Davis

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/

- Western undergraduate exchange (WUE) program
- 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 • Campus recreation & intramural sports

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 INFORMATION

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

STUDENT LIFE (Werner University Center)

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

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.: 88493 Office: AP 501
Web address: www.wou.edu/provost/studyabroad/first_studyabroad.html

- Study abroad information • Faculty opportunities for teaching abroad • International Internships

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 DEPARTMENT

Head - Michael Phillips
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 – Sandra Hastings
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 LIFE

Director – Denise Gale
Ext.: 88261 Office: WC 210
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 • Information desk, • Checkout sandwich boards, • BBQ • Balloons • Tents

WESTERN COMMUNITY POLICING

Executive Director – Maria Rubio
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.