Academic Affairs

How Do I…	
communicate with the **Academic Program & Standards Committee**	Brenda Bretz (x1587)
get answers to **Academic Standards** questions	Academic Standards Subcommittee – Brenda Bretz (x1587)
get help with **advising**	Damon Yarnell (x1080)
get information on the **Arts Award**	Bob Winston (x1363)
get an answer to a departmental **budget** question	Margaret Stafford (x8321), Bob Winston (x1363)

get in touch with the **Class Deans**	Shalom Staub (x1080) – First Year; Damon Yarnell (x1080) – Sophomore, Junior, and Senior
get information on **Conflict Mediation**	Shalom Staub (x8917)
get information regarding **Continuing Education**	Karen Weikel, Registrar (x1315)
get **digital/technology project information**	Media Center x1223 http://lis.dickinson.edu/Teaching/ProjectSupport/index.htm
get help with **desktop computer, computing password**, new **computer/software requests**, **smart classroom**, or any learning space technology problems	Call the Helpdesk (x1000) http://lis.dickinson.edu/Technology/Training/Orientations/CompFac/index.html http://lis.dickinson.edu/Teaching/resources.html http://lis.dickinson.edu/Teaching/SmartClassrooms/index.html
get information regarding **copyright permission**	On-line Form, http://libguides.dickinson.edu/copyright
get support to develop new **curricular ideas**	http://www.dickinson.edu/academics/resources/apsc/
help a student find out more about **careers**	Career Center (x1740) http://www.dickinson.edu/student-life/resources/career-center/
help a student with a **mental health** question or problem	Counseling Center (x1485) http://www.dickinson.edu/student-life/resources/counseling-center/
obtain information about **Moodle**	x1000, http://lis.dickinson.edu/Technology/Training/Tutorials/moodle/fac_moodle.html
propose a **new course**	Brenda Bretz (x1587) http://www.dickinson.edu/academics/resources/apsc/
see how many students are enrolled in my course	http://lis.dickinson.edu/Technology/EnterpriseSystems/Systems/banner.cfm If you need more information, see Faculty & Staff link at http://www.dickinson.edu/academics/resources/registrar/home-page/
deal with a suspected case of **plagiarism and/or cheating**	Elizabeth Farner (x1556) is the contact person for both academic and social violations. She can direct you about the steps to take and also who to talk with if you simply want some advice and counsel. http://www.dickinson.edu/uploadedFiles/student_life/resources/dean_of_students/content/Allegation%20of%20Academic%20Misconduct%20Checklist%281%29.pdf http://www.dickinson.edu/student-life/resources/dean-of-students/content/Resources-for-Faculty/
help a student with a **learning disability**	Marni Jones, Advising Office (x1080)
conduct a departmental **evaluation**	Brenda Bretz (x1587)
find out when my next **sabbatical/evaluation** is	Bob Winston (x1363)
find **funding** (internal or external) for my scholarship	Christina Van Buskirk (x1640)
get information on the **Ganoe Award**	Bob Winston (x1363), Kelly Ellis (x1166)

communicate with the **Subcommittee on Study-Abroad Programs**	Michael Monahan (x1985)
get information on the **Glover Memorial Lecture**	Physics Department (x1413)
get answers to questions about Dickinson semester and academic year programs	(x8068)
get information about study abroad program curricula, proposing new programs or initiatives, applications, resident director cycle, etc.	Michael Monahan (x1985)
get information about advising students for Dickinson approved or partner programs	(x8192)
get information regarding reimbursements from or financial questions about **Global Education**	Kristy Holmes (x1133)
get information regarding summer and January **study abroad** programs	(x8192)
get information related to **international students and scholars** or visiting War College students; War College Fellows Program	(x8068); (x1769)
get support for **international events and programs** on campus	(x1769)
get information on **international visitor summer programs**	(x1769)
get information regarding U.S. **visas and immigration policies**	(x1769)
hire a new faculty member	Bob Winston (x1363) Hiring Guidelines
hire an adjunct	Bob Winston (x1363)
communicate with the **Institutional Review Board**	Andy Skelton, IRB Chair (x1255); Glen Peterman (x1165)
get **official College statistics** such as faculty or student counts, or demographics	Institutional Research (x1097) http://www.dickinson.edu/about/offices/institutional-research/
help a student develop an **internship**	Amity Fox, Internship Coordinator, Career Center (x1740)
get information on **Learning Communities**	Shalom Staub (x8917)
arrange **library instruction** for my class	Your Library Liaison, http://lis.dickinson.edu/Library/Research/libraryliaisons.htm
ask a librarian a reference question	x1397, http://lis.dickinson.edu/Library/Research/libraryliaisons.htm
contact the **Library Circulation Desk**	x1397
get **library event and exhibit information**	X871

make **library classroom reservations**	Conference Office (x1900), case@dickinson.edu
place items on **library reserve**	http://lis.dickinson.edu/Library/FacultyServices/Reserves/index.html
request an item to be purchased for the **library collection**	Your Library Liaison, http://lis.dickinson.edu/Library/Research/libraryliaisons.htm
get information on the **Morgan Lecture**	Clarke Forum (x1875)
get info regarding **New Faculty Orientation**	Bob Winston (x1363)
get information on the **Pflaum Lecture**	History Department (x1521)
get information on the **Priestley Award**	Clarke Forum (x1875)
get help with **parent phone calls**/student problems and inquiries	Advising Office (x1080)
get information on the **Roberts Lecture**	Classics Department (x1493)
get information on the **Benjamin Rush Award**	Clarke Forum (x1875)
communicate with the **Research & Development Committee**	Christina Van Buskirk (x1640)
get answers to questions about **recommendations for jobs, grad school, or law school**	Career Center (x1740)
involve a **student** in my **research**	Christina Van Buskirk (x1640)
communicate with the **Science Executive Committee**	Christina Van Buskirk (x1640)
explore **service learning** opportunities	Shalom Staub (x8917)
get answers to questions about **self-developed majors**	Brenda Bretz (x1587)
get information regarding **Summer School**	Karen Weikel, Registrar (x1315)
get help with **scholarship programs (Fulbright, Rhodes, etc.)**	Damon Yarnell (x1080) http://www.dickinson.edu/academics/resources/dean/content/Advisors-and-Coordinators
get help with **student worker** questions or problems	Heather Dunn, Student Employment Coordinator (x1740)
get information about and reserve **student study rooms**	http://lis.dickinson.edu/Library/StudentServices/Policies/studyrooms.htm
propose a **first-year seminar**	Shalom Staub (x8917)
get information regarding **transfers and withdrawals**	Class Deans: Shalom Staub (x1080) – First Year; Damon Yarnell (x1080) – Sophomore, Junior, and Senior
get help with **tutoring**	Advising Office (x1080)
get support for **travel to conferences**	http://www.dickinson.edu/academics/resources/research-and-development-committee

help a student with **writing**	Noreen Lape, Director of the Writing Program, x1904 http://www.dickinson.edu/academics/resources/writing-program/content/Writing-Center/ http://www.dickinson.edu/academics/resources/writing-program/content/Multilingual-Writing-Center/
learn more about our **writing program** and **writing intensive courses**	Noreen Lape, Director of the Writing Program, x1904 http://www.dickinson.edu/academics/resources/writing-program http://www.dickinson.edu/academics/resources/bulletin/Writing-Program/ http://www.dickinson.edu/academics/resources/writing-program/content/Writing-Intensive-Courses
get information about the **Teaching Center Without Walls** (TCWW)	Bob Winston (x1363)
get information regarding **Title IX**	Joyce Bylander, Title IX Coordinator (x1392)