

**FAU**  

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**TREASURE COAST CAMPUS**  
Florida Atlantic University



Photo by Emilio Gonzalez

**TREASURE COAST CAMPUS  
500 NW CALIFORNIA BOULEVARD  
PORT ST. LUCIE, FL 34986  
772-873-3300**

**FACULTY RESOURCE BOOKLET**

**2009-2010**

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DISCLAIMER – Information contained in this faculty resource booklet is subject to change by action of the University Administration.

## **ACADEMIC ADVISEMENT**

All students are encouraged to meet with an academic advisor for their major several times during their program at FAU (once per semester is recommended). Academic advisors will assist in determining degree requirements for graduation, transfer of credits from other institutions, changing majors and other various academic support services.

The following is a list of the academic advisors and majors for which they advise:

### **Greg Gilbert**

College of Education- all majors  
Call 772-873-3370 to make an appointment  
[ggilbert@fau.edu](mailto:ggilbert@fau.edu)

### **Ashley Morgan**

College of Engineering & Computer Science – Geomatics  
Call 772-873-3447 to make an appointment  
[ammorgan@fau.edu](mailto:ammorgan@fau.edu)

### **Mary Curran**

College of Nursing  
Call 772-873-3381 to make an appointment  
[mcurran@fau.edu](mailto:mcurran@fau.edu)

### **Heather Gershkovich**

Undergraduate only  
College of Business - all majors  
College of Arts & Letters - preliminary advising for all majors; then referred to department  
College of Architecture, Urban and Public Affairs – preliminary advising for all majors; then referred to department, except Architecture  
College of Engineering & Computer Science –preliminary advising for Computer Science and Information Engineering Technology; then referred to department  
College of Science- preliminary advising for all majors; then referred to department  
Call 772-873-3301 to make an appointment  
[hgershko@fau.edu](mailto:hgershko@fau.edu)

\*\* New students are required to attend orientation prior to being able to register for courses. Appointments with the academic advisor can be made after the student has been admitted to FAU and prior to attending orientation.

## **ASC LAB (ACADEMIC SUPPORT CENTER) JU 212**

**772-336-6215**

The ASC Lab is maintained by Indian River State College (IRSC) and used for tutoring and make up exams for both FAU and IRSC students. The instructor is responsible for making arrangements for students to make-up exams including drop-off and pick-up of exams. The ASC lab is **NOT** for the administration of an entire class exam.



### **CLASSROOM AND WORKROOM ACCESS (KEYPAD LOCKS), CONTINUED**

for classrooms and workrooms access, please see Damian Batchelor 6-3442 [dbatche4@fau.edu](mailto:dbatche4@fau.edu) in MP222C. **Once your Faculty ID Card/Owl Card has been activated, you will be responsible for opening/closing your classroom.**

### **CLASSROOM ETIQUETTE**

As classes are generally scheduled one after the other, a class may be starting in a classroom within ten minutes of another one ending. As a courtesy, please erase the boards, return equipment to where it was found, and move the chairs back to the regular classroom arrangement if you have moved them. Please do not allow students to sit on the tables or the desktops of the tablet chairs. Please remind students that smoking is not permitted indoors, and no food or drinks are allowed in the classrooms. **Do not use tape on whiteboards or walls.**

### **CLASSROOM MAINTENANCE & SET-UP**

Prior to the beginning of each semester, the campus maintenance area inspects the classrooms for problems and arranges the room in the appropriate set-up. If you experience any maintenance problems, please contact the faculty secretaries who will follow up with the administration office. Audio/visual problems should be addressed to Emilio Gonzalez, Damian Batchelor, or Susan Bell in Information Resource Management (IRM).

Chairs are not to be removed from the classrooms or placed in hallways as this constitutes a violation of the fire codes. If you or your class rearranges the desks in the classroom, please return them to their original set-up. There is no maintenance staff to rearrange classrooms.

### **COMPUTER ACCOUNTS**

Faculty and adjuncts will automatically receive an email account and internet access through the university, which will be installed as part of the standard FAU desktop on your computer system.

All student, faculty, and staff have a username known as your FAUNet ID which gives you access to a wide variety of computing and networking services. FAUNet ID is the username you use for logging into the various services such as MYFAU, email, FAU network (AD), Blackboard, and eCollege, among other services. You use the same username on all FAU campuses.

In most cases your Network access should be automatically activated. If by any chance your account is not active or you don't remember your password, please enter a ticket thru our Online Helpdesk at <http://www.fau.edu/helpdesk>.

As of October 30, 2007, the initial default password for all new users is the date of birth, date in the format MMDDYY. **If you became a student, employee, or faculty member before that date** but never logged into one of the above systems, your password could be your birthdate in 00DDYY (2 zeros followed by 2-digit day and 2-digit year of birth) or the last 6 digits of your SSN.

### **COMPUTER ACCOUNTS, CONTINUED**

For further information check the resources at the websites below.

<http://wise.fau.edu/irm/hottopics/topics/faunetid.php>

<http://www.fau.edu/irm/northern>

If you have any questions, you may contact Susan Bell at 6-3384 or [sbell@fau.edu](mailto:sbell@fau.edu).

### **COMPUTER EQUIPMENT FOR CLASSROOM USE**

Classrooms are equipped with a computer and LCD projector. Most classrooms have advanced electronic equipment in them. For a complete listing please refer to Northern Computing Services website <http://www.fau.edu/irm/northern/eclassrooms.php>. If you have any questions you may contact Emilio Gonzalez 6-3327 [gonzalez@fau.edu](mailto:gonzalez@fau.edu) or Damian Batchelor 6-3448 [dbatche4@fau.edu](mailto:dbatche4@fau.edu).

### **COMPUTER LABS**

A computer lab with one instructor station, 36 student stations, and one MAC/WIN station is located in CO 222. The lab is available for classes and open lab hours at the Treasure Coast Campus. An additional 12-station computer lab, sponsored by Student Government, is located in CO 221. Hours of operation for these labs are posted outside the labs and on the TCC website. For questions or concerns about the lab you may contact Susan Bell at 6-3384 or [sbell@fau.edu](mailto:sbell@fau.edu).

### **CONFIDENTIALITY OF STUDENT RECORDS**

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), or the “Buckley Amendment” academic information is confidential and cannot be shared with a third party, including a student’s parents or guardian, without written authorization from the student. Please do not discuss academic information with a student on the telephone unless you are *positive* that you are talking to the student. Additionally, directory information (i.e., address, telephone number, e-mail address, and other information) may also be confidential if the student has requested non-disclosure of directory information. *Please refer third-party inquiries about a student’s academic record or directory information to the Treasure Coast Registrar’s Office.*

### **COPYING**

For photocopying, complete a copy request form which is located in the workrooms, and submit it to the appropriate faculty secretary. Allow a **five day** lead-time for all copying. Last minute copy jobs may not be possible.

Also, because of budgetary constraints, large jobs (over 200 copies) will be sent to the Copy Center at the Boca Raton campus for processing and will then be sold through the bookstore at the respective campus. Allow at least two weeks turnaround time for such an order.

***Staff members are not allowed to photocopy copyrighted material.*** Faculty members are urged to submit all copying for classes prior to the beginning of the semester to one of the secretaries. College of Education secretary is located in CO 138, 6-3370; all other departments see the secretary in CO 228, 6-3385.

**COURIER SERVICE**

CO132

772-873-3386

Intercampus mail is picked up daily in the morning and delivered in the afternoon. Intercampus mail needs to contain the full name and campus address, including the building number and campus location, of the recipient. Mail with incomplete addresses will be returned to sender or put in “dead mail if the sender cannot be identified.

When packing boxes for the courier to handle please do not over pack them. It is easier for the courier to lift numerous lighter boxes than one heavy one. Any questions concerning this service should be addressed to Tom Crittenden (6-3386 or [tcritten@fau.edu](mailto:tcritten@fau.edu)), the mail courier.

**DISABILITIES, OFFICE FOR STUDENTS WITH**

FAU is committed to making University facilities and services accessible and useful to students with disabilities and to fostering independence in these students. The University is required to make the appropriate, reasonable accommodations necessary to ensure access to the student’s educational handicap created by the disability and that FAU does not discriminate against students with disabilities. The intent is to provide an equal opportunity for all students.

To be eligible for accommodations, each student must register with the Assistant Director of Diversity Services located on the 3<sup>rd</sup> floor of the JU building. Proper documentation verifying the disability is required. A letter from the Office of Student with Disabilities will be sent to the student’s instructors detailing the academic adjustments that are requested. The instructor may choose to provide the accommodations in class or may contact the Assistant Director of Diversity Services at 6-8585 to arrange accommodations outside of class.

**DISCIPLINE**

Disruptive conduct is behavior that interferes with the orderly operations of the university or the classroom. Disruptive conduct is defined as intentionally acting to impair, to interfere with, or obstruct the mission, purpose, order, academic atmosphere, operations, processes and functions of the university. Situations involving a disruptive student should be reported immediately to AJ Chase, Assistant Dean of Student Affairs (6-3305), JU310, [achase@fau.edu](mailto:achase@fau.edu) for appropriate action. Additional resources to assist faculty in handling student behavior is available at <http://www.fau.edu/student/safaculty.php>. Student Affairs offers various trainings and guides to aid faculty in dealing with student issues.

**EMERGENCY BLUE LIGHTS**

Emergency blue lights are located around campus. They connect directly to Florida Atlantic University Police Department dispatch.

**EMERGENCY PROCEDURES AND TELEPHONE NUMBERS**

In case of an emergency such as a hurricane, the hotline numbers listed below have been established to provide updated messages on the status of campus schedules for all FAU Campuses.

## **EMERGENCY PROCEDURES AND TELEPHONE NUMBERS, CONTINUED**

### **HOTLINE NUMBERS**

<b>Boca Raton Campus Emergency Hotline</b>	<b>(561) 297-2020</b>
<b>Broward Campuses Emergency Hotline</b>	<b>(954) 236-1800</b>
<b>MacArthur Campus Emergency Hotline</b>	<b>(561) 799-8020</b>
<b>Treasure Coast Campus Emergency Hotline</b>	<b>(772) 873-3330</b>

### **MEDICAL/FIRE/POLICE**

In case of medical, fire or police emergencies, **call 911**. On a campus phone, dial 99 first to reach an outside line. For non-emergency assistance, please call FAU Police at 772-370-6854.

If a student is involved in an accident or incident, she/he should be referred to the FAU Police to complete an "Accident/Incident Report" form. If a faculty or staff member is involved in an accident or emergency, she/he should obtain a "First Report of Injury or Illness" form from the faculty or administrative secretaries.

### **EXAMS, MAKE-UP (see Academic Support Center (ASC))**

### **FACULTY OFFICE HOURS**

Please post outside your office area office hours and provide this information to the faculty secretaries at the beginning of each term.

<http://www.fau.edu/provost/files/officehours.pdf>

### **FACULTY SECRETARIES**

Raelene Currier (6-3385), [rcurrier@fau.edu](mailto:rcurrier@fau.edu), located in CO 228 is the faculty secretary for all Colleges, except the College of Education. Ibis Villasuso, (6-3370) Office Supervisor for the College of Education is located in CO 138, [ivillasu@fau.edu](mailto:ivillasu@fau.edu).

### **FINAL EXAM WEEK**

Fall and spring terms include a final examination week. The final exam schedule is available on the Registrar's Office website. Generally, courses meeting once a week after 4:00 pm have exam timeslots at the regularly scheduled class period during the final exam week. Final exams for Saturday classes will be held at the regularly scheduled class time. The campus Registrar's Office will distribute a campus final exam schedule.

Special arrangements may have to be made to resolve instructor conflicts and overlaps of room use. There is no final exam week for summer terms. Final exams are generally given on the final day of class for the summer.

### **FOOD SERVICE**

**JU115**

**772-873-3361**

The University has contracted with Subway to provide food service for the campus. Hours are generally Monday – Thursday from 7:30a.m. – 8:00p.m. they may vary at times during the semester.

## **LIBRARY**

The St. Lucie West Library is a joint-use facility with Florida Atlantic University (FAU), Indian River State College (IRSC), and St. Lucie County Public Library System, sharing print and electronic resources. The hours of operation are:

Monday – Thursday, 9:00 a.m. – 9:00 p.m.

Friday, 9:00 a.m. – 5:00 p.m.

Saturday, 9:00 a.m. – 1:00 p.m.

An FAU I.D. (OWL Card) is required to check out college and university-owned material. Faculty and students must activate their OWL card by visiting the library in order to use the FAU databases. Library patrons may also receive a St. Lucie County library barcode to check out county materials, and an IRSC library barcode for college materials.

FAU Assistant University Librarian, Pamela Alderman (6-3311), will visit classes and give presentations regarding the availability of FAU library print and electronic resources by faculty appointment. She also schedules tours of the library for faculty and students. The library offers reference service, as well as reserve and interlibrary loan services. Linda Lesperance (6-3332) expedites intra and interlibrary loan requests.

## **MAIL AND MAILBOXES**

Mailboxes are provided for all faculty and you are encouraged to check it regularly. Please check with the faculty secretaries if you are unable to locate your mailbox.

## **MAIL VOUCHERS**

To send mail through the U.S. Postal Service you must complete a mail voucher, which are available in the faculty workrooms. You must fill in your budget account number, number of pieces that require postage, and sign the voucher. Postage costs will be deducted from your departmental account quarterly.

## **MEETING WITH STUDENTS - LOCATION**

Faculty generally meet with students in their office. If you need an office to meet with students, please contact Raelene Currier at 772-873-3385 or [rcurrier@fau.edu](mailto:rcurrier@fau.edu) or Ibis Villasuso at 772-873-3370 or [ivillasu@fau.edu](mailto:ivillasu@fau.edu) for the College of Education.

## **OFFICE AND TEACHING SUPPLIES**

General office and teaching supplies may be ordered through the faculty secretaries. Your college will be charged on a quarterly basis for supplies you have requested.

## **OWL CARD/FACULTY ID**

The Owl Card is your faculty ID card and is used as your access card for classrooms and workrooms. Owl Cards are obtained in Student Services, JU 113.

## **PARKING**

Students, faculty and staff must register and obtain a parking decal for any vehicle used while on campus. Decals can be obtained online at [www.fau.edu/parking](http://www.fau.edu/parking) or are available at the cashier's office located in room 113A in the JU building.

## **POLICE**

**MP117**

**772-370-6854**

Florida Atlantic University's (FAU) Treasure Coast Campus is patrolled 24 hours a day, 7 days a week by three state certified police officers and six police service technicians (PST). The FAU Police Department is located on the first floor, in the north end of the MP building.

Our commitment to the University community is to provide full law enforcement protection and service while providing a safe environment for our students, faculty, staff and visitors.

The Florida Atlantic University Police Department enforces Florida State Statutes, traffic violations and University Policies. Our agency also maintains a close working relationship with local law enforcement agencies to further expand our level of service and enforcement.

The department provides vehicle battery boosts, vehicle lock-outs, crime prevention programs, found valuable-property storage, and fingerprinting for FAU students. Motorized, bicycle, and foot patrol further enhance our effectiveness to maintaining a safe campus. Additionally, Blue Light Emergency phones and other courtesy phones are installed throughout the campus provide convenient and immediate communication venues.

## **REGISTRAR'S OFFICE**

**JU113**

**772-873-3302**

The Treasure Coast Campus (TCC) Registrar's Office has a staff of two people available in the Student Services Office. The TCC Registrar's Office staff is responsible for providing campus record and registration services including: scheduling classrooms for term courses, conducting registration, processing requests for official transcripts and providing enrollment verification letters, reserving conference rooms and classrooms for meetings and events, and a variety of other services. For further information please contact: Maria Myers, Assistant Registrar (Tel: 6-3306/Fax 6-3304/Email [mmyers17@fau.edu](mailto:mmyers17@fau.edu)), Jolla Molinar, Registration Officer (Tel: 6-3302/Email [jmolinar@fau.edu](mailto:jmolinar@fau.edu)).

## **SECRETARIAL SERVICES**

At the Treasure Coast Campus, give work order requests to the Faculty Secretaries. **For security reasons, when a request is made to copy an exam, give the exam directly to the secretary.** Please **allow a minimum of five business** days for completion.

## **STUDENT AFFAIRS**

**JU310**

**772-873-3305**

**SR119 (Jupiter)**

**561-799-8521**

The Student Affairs office is open to any student seeking general advice, counseling, and/or information about the university. Students seeking information about getting involved on campus or on how to start a new club or organization are encouraged to utilize the Student Affairs office. The services provided include: student activities, wellness programming, career services, orientation, testing, student activities,

### **STUDENT AFFAIRS, CONTINUED**

volunteer programs, student government, disabled student services, counseling, and health services. Faculty is encouraged to assist students in starting new clubs and organizations. The Student Affairs office will assist you with the process. Feel free to contact us by phone or email ([achase@fau.edu](mailto:achase@fau.edu)).

### **STUDENT ACADEMIC SERVICES**      **JU 113**

**772-873-3301**

Student Academic Services is open to any student seeking general university information. The academic services provided include: admission, financial aid, academic advising, testing information, and functions of the Registrar's Office. The office of Student Academic Services is open Monday thru Thursday 8:00 a.m. to 6:30 p.m. and Friday 8:00 a.m. – 5:00 p.m. Walk-ins are welcome, but appointments are available for student convenience. Students should call (772) 873-3301 to schedule an appointment for admission, financial aid and academic advising.

### **TELEPHONE ACCESS**

When calling internal FAU phone extension numbers, dial 6 before the number for any campus except Boca; for Boca, dial 7. To access an outside line on any university phone, dial 99.

### **TELEPHONE BILLS & REIMBURSEMENTS**

Each month all full-time faculty will receive a phone bill for their individual extension. In order to comply with State regulations, **reimbursement must be made for all personal calls**. Please review your bill. Reimbursement for personal calls can be made at the Cashier's window by either cash, personal check or credit card. A Telephone Usage Verification Form will be attached to the bill which must be completed and returned to Raelene Currier or Ibis Villasuso along with the original bill and the receipt for reimbursement of any personal calls.

### **TRAVEL REIMBURSEMENT**

Faculty members who are teaching at an FAU campus other than their home campus may be eligible for instructional travel reimbursement. The faculty member is responsible for providing the faculty secretary with detailed information on an instructional/intercampus travel log, which may be obtained from the faculty secretary.

**At the time this information was prepared there is a FREEZE on conference travel (7/31/08). Please check with your department for current information.** Limited funds may be available for conference travel within your department/college. **As soon as you know your travel plans**, faculty members must obtain approval from their department chair. Faculty need to provide the faculty secretary with the following information on a travel reimbursement log which can be obtained from a faculty secretary. (a) date(s) of travel (b) departure from (c) destination to (d) purpose/reason for travel (e) time of departure (f) time of return (g) tolls, lodging (including original receipts). Faculty need to provide a copy of the conference agenda including meal information, hotel receipts, flight information, and car rental.

Upon return from conference travel, **original receipts** need to be turned into the faculty secretary within **5 business days**. A conference travel reimbursement log, which may be obtained from the faculty secretary, will need to be completed. The mileage reimbursement is .445 cents per mile, hotel expenses

## **TRAVEL REIMBURSEMENT, CONTINUED**

\$200 per day, per diem meals (reimbursed with certain time restrictions) of \$6 breakfast, \$11 lunch, and \$19 dinner, hotel expenses and conference registration if not paid by purchase order.

## **UNIVERSITY RELATIONS, DEPARTMENT OF**

The campus Department of University Relations manages local media relations, campus publications and newsletters, advertising, special events and overall external and internal campus publicity.

### **Share the Good News Happening at the Treasure Coast Campus!**

It is important for the local community and the rest of FAU to know what is being accomplished at the Treasure Coast Campus. Faculty are encouraged to share any newsworthy items (professional accomplishments, unique teaching practices, noteworthy students, etc.) with the University Relations Director, Cara Perry. You can contact her by calling 873-3339 (6-3339) or [ccarlton@fau.edu](mailto:ccarlton@fau.edu)

### **Interested in serving as a Faculty Expert for our local media?**

In order to create a positive relationship with our local media, every year a list is compiled of our Treasure Coast Campus faculty members who are willing to be contacted when local journalists are in need of an expert opinion. If you are interested, please contact Cara Perry.

## **VEHICLE RESERVATION**

### **VEHICLE RESERVATION POLICY**

#### **Per Policy Memorandum No. 43**

1. Campus vehicles will be used only for university business and sanctioned student activities.
2. Campus vehicles will not be used for personal purposes.
3. Only on special occasions, in connection with official travel being performed in Campus vehicles, when it has been determined by the head of the department that the purpose of the travel can be more usefully served by including persons other than University officials and employees, such persons may be authorized to travel in state vehicles at no expense to the University.
4. Vehicles may not be driven to an employee's home unless the employee is departing upon or returning from an official trip away from his headquarters under circumstances which make it impractical to use other means of transportation, or when the employee needs the use of the vehicle after completion of a regular work day to conduct state business on the same day or before his usual working hour on the next day. *(With regard to campus vehicles, this is a rare and exceptional circumstance that must be approved in advance by the Campus Vice President or designee.)*
5. Campus vehicles will be operated only by University employees and authorized Student Government representatives who possess a valid Florida driver's license. *(Authorization for student government representatives is approved by Asst. Dean or Asst. Director of Student Affairs.)*
6. The University provides liability insurance in the following limits; collision insurance coverage is not maintained: Bodily injury and/or Property Damage: \$100,000/\$200,000 (Any incident while operating a campus vehicle must be reported immediately to Administration and, if applicable, a copy of the accident report must be provided to Administration.)

## **VEHICLE RESERVATION, CONTINUED**

7. The driver to whom a campus vehicle has been released is responsible for the vehicle until it is returned to University control. The University is not responsible for traffic violations by drivers of Campus vehicles.
8. Unless otherwise directed, reservations will be made on a first-come basis.
9. Unless otherwise justified, campus vehicles may not be used under the following circumstances:
  - (a) Travel out of the State of Florida.
  - (b) Trips requiring more than three (3) days absence from the campus
  - (c) Transportation to any airport or other terminal when length of trip requires overnight parking.  
*(In order to accommodate all campus vehicle users, it is recommended that personal or leased vehicles be used in the above situations with vehicle mileage reimbursed by the University unit via a TAR.)*

## **PROCEDURES**

### **REQUESTOR:**

To maximize the efficiency and use of vehicles, please follow these steps:

1. Fill out the Vehicle Request Form at least 24 hours in advance and fax to 873-3333 or send attached in an e-mail to [straughn@fau.edu](mailto:straughn@fau.edu). If form is e-mailed, please copy [mcmullan@fau.edu](mailto:mcmullan@fau.edu) in the event of staff absence.
2. **ALL STUDENT GOVERNMENT REQUESTS MUST HAVE:**
  - (1) BUDGET ACCT. AND STUDENT LIFE AUTHORIZATION
  - (2) (2) PROVIDE A LIST OF PASSENGERS
  - (3) PROVIDE A COPY OF CURRENT AUTO INSURANCE TO ADMINISTRATION WITH FORM IF NOT ALREADY ON FILE WITH ADMINISTRATION.
3. Remember that the use of the vehicles is on a first-come, first-serve basis and specific model requests cannot be accommodated.
4. Upon e-mail confirmation of reservations, pick up keys and gas card from Campus Police after 8:00 a.m. or before 5:00 p.m. Arrangements to pick up vehicle keys earlier than 8:00 a.m. or later than 5:00 p.m. must be made with Police in advance.
5. Return the keys and the vehicle at or near the expected time in with the interior of the vehicle in the same condition as received and a full tank of gasoline. Campus Police are available 24 hours in MP117, and should be contacted at 370-6854 before picking up and dropping off keys. You are encouraged to contact campus security for escort services after dark.
6. If an accident occurs while operating the vehicle during business hours contact Administration immediately at 873-3337. If the accident occurs after hours contact Campus Police at 370-6854. A copy of the accident report must be provided to Administration immediately upon return. Any vehicle damages that occur as a result of a driver-faulted accident or that are caused by the driver and/or occupants during the operation of the vehicle may result in repair charges to the account indicated on the form.
7. Record travel activity and mileage on the log located inside the vehicle.
8. Inform Administration of any problems encountered with the vehicle either upon return, or note the problem on the mileage log in the vehicle.

## **VEHICLE RESERVATION, CONTINUED**

9. If required, towing service information is located in the glove compartment of each vehicle.

**SMOKING IS NOT PERMITTED IN THE VEHICLE.  
PLEASE BUCKLE UP AND DRIVE SAFELY.**

## **FLORIDA ATLANTIC UNIVERSITY – TREASURE COAST CAMPUS Vehicle Use Information Sheet**

The following information is provided to assist drivers of state vehicles.

1. Vehicle Reservation Request forms can be accessed on the Treasure Coast Campus web site by linking to Faculty and Staff and clicking on Facility Requests.
2. All first time drivers are required to submit a valid Florida driver's license, when requesting a campus vehicle.
3. When picking up keys in the police office record pickup and return times on the log sheet.
4. Contact campus police just prior to picking up and dropping off keys to reduce wait time.
5. **ALL** gas receipts should be given to the fiscal assistant, in the Cashier's Office. Please do not leave the receipts in the vehicles or with campus police.
6. All drivers are required to log in travel activity and mileage on the vehicle log located in each vehicle.
7. Cars should never be returned with less than ½ tank of gas.
8. Accident reporting procedures and insurance information are located in the glove compartment of each vehicle.

## **WEB SITES**

Additional information is available on the Florida Atlantic University website at: [www.fau.edu](http://www.fau.edu)

The following are some examples of information obtained from the FAU website:

Academic Calendar

<http://www.fau.edu/registrar/pdf/Docs/acadcal0910.pdf>

Academic Irregularities

[http://www.fau.edu/regulations/chapter4/4.001\\_Honor\\_Code.pdf](http://www.fau.edu/regulations/chapter4/4.001_Honor_Code.pdf)

Blackboard

<http://wise.fau.edu/irm/blackboard/>

Student Code of Conduct

[http://www.fau.edu/regulations/chapter4/4.007\\_Student\\_Code\\_of\\_Conduct.pdf](http://www.fau.edu/regulations/chapter4/4.007_Student_Code_of_Conduct.pdf)

Faculty Handbook

<http://www.fau.edu/provost/files/2007facultyhandbook.doc>

## **WEBSITES, CONTINUED**

Faculty Senate

<http://www.fau.edu/ufsgov/>

University Catalog 2009-2010

[http://www.fau.edu/academic/registrar/09-10\\_catalogRevs/University\\_Catalog.htm](http://www.fau.edu/academic/registrar/09-10_catalogRevs/University_Catalog.htm)

Faculty Class Roster Quick Reference Guide

<http://www.fau.edu/provost/files/facultyclassroster.pdf>

## **TREASURE COAST CAMPUS DIRECTORY**

MAIN NUMBER	772-873-3300	<i>Outside calling</i>
FAX-ADMINISTRATION	6-3333	<i>prefix 873-</i>
FAX-COLLEGE OF EDUCATION	6-3373	
FAX-CO228	6-3388	
FAX MP242	6-3343	
FAX-COMPUTER SUPPORT	6-3383	
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FAX-UNIVERSITY POLICE	6-3402	
FAX-STUDENT GOVERNMENT	6-3328	

	<u>Rm #</u>	<u>Ext #</u>	<u>E-mail</u> @fau.edu
<b>ADMINISTRATION</b>			
Dr. Joyanne Stephens, Vice President & Associate Provost Regional Campuses	JU326	6-3336	jsteph
Beverly E. Sargent, Director	JU325	6-3335	bsargent
Lorraine Straughn, Assistant Director	JU333	6-3342	straughn
Jane Liquori, Administrative Assistant	JU329	6-3448	jliquori
Bonnie McMullan, Executive Secretary	JU329	6-3337	mcmullan
Kellie Leveille, Office Manager	JU329	6-3338	kleveill
Raelene Currier, Faculty Secretary	CO228	6-3385	rcurrier
<b>ACADEMIC PROGRAMS</b>			
Heather Gershkovich, Director Undergrad Academic & Admission Programs	JU309	6-3307	hgershko
<b>ADMISSIONS</b>			
Willie Finklin, Assistant Director	JU113	6-3308	wfinklin

**BUSINESS, BARRY KAYE COLLEGE OF**

Dr. Greg Bushong, Associate Dean & Associate Professor, Accounting MP237 6-3314 gbushong

***Accounting, School of***

Dr. Claire Nash, Assistant Professor MP234 6-3376 cnash8

Dr. Robin Radtke, Assistant Professor MP233 6-3377 rradtke4

***Economics, Dept. of******Finance & Real Estate, Dept. of***

Dr. Scott Barnhard, Associate Professor MP229 sbarnhart

Mr. Danny Kind, Instructor MP231 6-3461 dkind

***Information Technology & Operations Mgmt., Dept. of***

Dr. Robert Cerveny, Professor MP224 6-3313 cerveny

***Management/ International Business and Entrepreneurship, Dept. of***

Dr. Janice Cerveny, Instructor MP227 6-3315 cervenyj

Dr. David Herst, Instructor MP228 6-3316 dherst

Dr. Edgar Kossack, Assoc Professor MP225 6-3317 kossack

***Marketing, Dept. of***

Dr. James Gray, Assoc. Professor MP235 6-3331 grayj

**CENTER FOR AUTISM & RELATED DISABILITIES (CARD)**

Jennifer Agganis, Site Coordinator MP116B 6-3368 agganis

Cathy Allore, Clinical Support Specialist MP116 6-3367 ccallore

Linda Peirce, Clinical Support Coordinator MP116 6-3422 jpeirce

**CASHIER**

Lucy Mueller, Sr. Fiscal Assistant JU113A 6-3303 lmueller

**COURIER/MAIL ROOM**

Tom Crittenden, Mailroom Courier CO132 6-3386 tcritten

**DEVELOPMENT/FOUNDATION RELATIONS**

Jack Aylor, Director Harbor Branch Office JU314 6-3340 jaylor

772-465-2400 ext 204

**EDUCATION, COLLEGE OF**

Dr. Eliah J. Watlington, Associate Dean	CO120	6-3355	ewatling
Ibis Villasuso, Office Supervisor	CO138	6-3370	ivillasu

***Counselor Education***

Dr. William Nicoll, Professor	CO114	6-3349	nicoll
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***Educational Leadership, Dept. of***

Dr. James F. Burnham, Visiting Associate Professor	CO116	6-3351	jburnham
Dr. Lucy Guglielmino, Professor	CO113	6-3348	lguglie
Dr. Al Jurenas, Assoc. Professor	CO112	6-3347	jurenas

***Office for Academic and Student Services (OASS)***

Mr. Gregory Gilbert, Academic Advisor	CO118	6-3353	ggilbert
Elizabeth Gray, Graduate Assistant	CO117	6-3352	egray9

***Teacher Education, Dept. of***

Leslie Calhoun, Visiting Faculty	CO111	6-3346	lcalhou1
Dr. Jane Matanzo, Assoc Professor			jmatanzo
Linda Sugnet, Core Instructor	CO143	6-3417	lsugnet
Dr. Noorchaya Yahya, Asst Professor	CO115	6-3350	nyahya
Dr. Deborah Harris	CO111	6-3346	dlharris

**ENGINEERING AND COMPUTER SCIENCES, COLLEGE OF*****Computer Science & Engineering, Dept. of***

Dr. Ankur Agarwal, Assistant Professor	MP215	6-3319	aagarwa2
Dr. Georgiana Hamza-Lup, Visiting Assistant Professor	MP214	6-3365	ghamzal

***Geomatics***

Dr. Mustafa Berber, Asst Professor	MP217	6-3357	mberber
Mr. Loren Gibson, Instructor	MP220	6-3358	lgibso15
Dr. Don Leone, Interim Director, Visiting Professor	MP221	6-3439	dleone
Ms. Ashley Morgan, Coordinator Academic Support	MP2198	6-3447	ammorgan

**FINANCIAL AID**

Marissa Smith, Coordinator	JU307	6-3325	mksmith
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**INFORMATION RESOURCE MANAGEMENT (IRM)**

Damian Batchelor, Coordinator			
Media AV Services	MP222C	6-3442	dbatache4
Susan Bell, Coordinator Computer Applications	MP222	6-3384	sbell
Emilio Gonzalez, Coordinator, Computer Applications, VC Support Specialist	MP222A	6-3327	gonzalez
JoAnne Julia, Director			
Northern Campus Computing	MP222E	6-3423	jjulia

**LIBRARY**

Pamela Alderman, Assistant Librarian	JU123	6-3311	palderm1
Wanda Johnson, Sr Tech Assistant	JU126	6-3326	wjohnson
Linda Lesperance, Sr Tech Assistant (Interlibrary loan)	JU125	6-3332	lesperan
Joint Use Circulation Desk	JU126	6-3409	

**NURSING, CHRISTINE E. LYNN COLLEGE OF**

Mary Curran, Coord., Academic Support Svcs	CO219	6-3381	mcurran
Susan Garnett, Instructor	CO217	6-3437	sgarnett
Lynn Waser, Instructor	CO215	6-3366	lwaser
Dr. Jill Winland-Brown, Professor	CO218	6-3434	winbrown
Dr. Josie Weiss, Assoc Professor	CO220	6-3374	jweiss21

**REGISTRATION/SPACE UTILIZATION**

Maria Myers, Asst. Registrar	JU113	6-3306	mmyers17
Jolla Molinar, Registration Officer	JU113	6-3302	jmolinar

**STUDENT GOVERNMENT**

Megan Schroeder, Governor	MP118	6-3408	mschro13
Carmela Innamorato, Speaker	MP118	6-3363	
Julie Caiazzo, Program Board Director	MP118	6-3364	

**STUDENT AFFAIRS**

A.J. Chase, Associate Dean	JU310	6-3305	achase
Karen Lepera, Program Assistant	JU113	6-3301	kplante
Rochelle Popp, Assistant Director			
Student Involvement	JU312	6-3441	rpopp
Phil Cromer, Assistant Director, Counseling		6-8621	pcromer
TBA, Assistant Director of Wellness Programs	JU311	6-3443	
TBA, Assistant Director for Diversity Services		6-8585	
TBA, Assistant Director for Career Development		6-8010	

**UNIVERSITY POLICE**

Capt. Wayne Boxer	MP117	6-3400	wboxer
Sgt. Mark Pona	MP117B	6-3400	mpona
Officer Betty Mastin	MP117B	6-3400	bmastin1
Non-emergency		370-6854	
Office Number		6-3400	

**UNIVERSITY RELATIONS**

Cara C. Perry, Director	JU 330	6-3339	ccarlton
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**OMBUDSMAN**

Patty Singer .....	7-3693
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Joyanne G. Stephens .....	6-3336
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**DEANS**

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Manjunath Pendakur – Dorothy F. Schmidt College of Arts & Letters .....	7-3803
Dennis Coates – Barry Kaye College of Business .....	7-3631
Valerie Bristor – College of Education .....	7-3564
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