

### On-Campus Resource Guide, 2018

General Topic	If you have questions about...	Contact Person/Office	Phone	Email	Website	Additional Resources
Academic calendar	important dates for courses, registration, scheduling, and exams	Office of the Registrar	2-4040	<a href="mailto:reghelp@uga.edu">reghelp@uga.edu</a>	<a href="#">Academic Calendar</a>	
Academic Integrity	Issues related to honor code and academic dishonesty	Coordinator for Academic Honesty	2-4336	<a href="mailto:honesty@uga.edu">honesty@uga.edu</a>	<a href="#">Academic Honesty - Faculty Resources</a>	
Benefits	Health & disability insurance, coverage start dates, benefits forms, discounts	Employee Benefits, Human Resources	2-2222	<a href="mailto:hrweb@uga.edu">hrweb@uga.edu</a>	<a href="#">HR Benefits</a>	
Career Center	Student (undergraduate, graduate, and alumni) career development; classroom presentations or other career-development resources	Career Development	2-3375	<a href="mailto:career@uga.edu">career@uga.edu</a>	<a href="http://Career.uga.edu">Career.uga.edu</a>	<a href="#">Staff Directory</a> ; <a href="#">Online Career Guides</a> ; <a href="#">UGA Career Outcomes</a>
Center for Teaching and Learning	Faculty development and recognition, TA development and recognition, student learning outcome assessment, classroom support, learning technologies, scholarship of teaching and learning, media and production services	Megan Mittelstadt, Director	2-1355	<a href="mailto:Megan.Mittelstadt@uga.edu">Megan.Mittelstadt@uga.edu</a>	<a href="#">Center for Teaching and Learning</a>	<a href="#">Staff directory</a>
Course and student logistical issues	Banner training materials, grade submission, FERPA student privacy, pass/fail, drop/withdraw and other course- and student-related policies and procedures	Office of the Registrar	2-4040	<a href="mailto:reghelp@uga.edu">reghelp@uga.edu</a>	<a href="#">Registrar's Services - Faculty and Staff</a>	
Curriculum	Course approvals (CAPA) , course catalog (the Bulletin), First Year Odyssey, advising, new academic programs incl. majors, departments, centers & institutes	Curriculum Systems (Office of VP for Instruction)	2-6358	<a href="mailto:currsys@uga.edu">currsys@uga.edu</a>	<a href="#">Curriculum Systems</a>	<a href="#">Curriculum Systems Directory</a>
Disputes	Assistance resolving concerns and disputes	Cathy Jones, faculty ombudsperson	2-3159	<a href="mailto:cmjones@uga.edu">cmjones@uga.edu</a>	<a href="#">Ombudsperson</a>	
Diversity and Inclusion	Diversity initiatives and training	Michelle Garfield-Cook, Associate Provost, Office of Institutional Diversity	3-8195	<a href="mailto:mgcook@uga.edu">mgcook@uga.edu</a>	<a href="#">Institutional Diversity</a>	
Equal Opportunity Office (EEO)	Faculty search requirements, Non-Discrimination Anti-Harassment Policy, Making an EEO report or complaint; disabilities	E. Janyce Dawkins, Director	2-7912	<a href="mailto:ugaeeo@uga.edu">ugaeeo@uga.edu</a>	<a href="#">UGA Equal Opportunity Office</a>	
Faculty	Faculty searches, offers & appointments, promotion & tenure, leave of absence, endowed positions, professional development	Faculty Affairs	2-0547	<a href="#">OFA Directory</a>	<a href="#">Faculty Affairs</a>	<a href="#">Designated Faculty Affairs Contacts for Faculty Appointments (by academic unit)</a>
Finances	Fiscal matters	Your School/College Payroll or Business Office		Ask your school/college for contact info.		
Fitness/Wellness/Recreation	Exercise/fitness centers on campus, outdoor recreation, kayak rentals, climbing gym, swimming, etc.	Keith Wenrich, Director of Recreational Sports	2-5060	<a href="mailto:kwenrich@uga.edu">kwenrich@uga.edu</a>	<a href="#">Ramsey Center and Rec Sports</a>	
Franklin College Dean's Office/Associate Deans	The associate deans in Franklin College are designated liaisons for certain departments and tasks		2-3400	See link at right for associate dean contact info in Franklin	<a href="#">Franklin College Dean's Office Directory</a>	
Graduate Students	Graduate applications, graduate faculty, graduate coordinators	Graduate School	2-1739	<a href="#">Grad School Contacts</a>	<a href="#">Grad School Resources for faculty and staff</a>	
Legal Matters	Legal advice, grievances, dispute resolution	Office of Legal Affairs	2-0006	Ask your college for your specific OLA contact	<a href="#">Office of Legal Affairs</a>	<a href="#">Legal Affairs Contacts</a>
Mental Health Counseling (students)	Mental health therapy or crisis	Counseling & Psychiatric Services (CAPS)	2-2273 After hours: 2-2200	<a href="mailto:contact@uhs.uga.edu">contact@uhs.uga.edu</a>	<a href="#">CAPS Mental Health Resources</a>	<a href="#">University Health Services</a>

Open Records Requests	Responding to or submitting an open records request (written or verbal)	Open Records Manager	2-8090	<a href="mailto:openrecordsrequest@uga.edu">openrecordsrequest@uga.edu</a>	<a href="#">UGA News Services, Open Records</a>	<a href="#">Public Affairs Directory</a>
Personnel Matters - Various	Posting new staff positions, compensation, workplace concerns, annual & sick leave	Human Resources	2-2222	See resources for supervisors on website at right; HR contacts are on far right	<a href="#">HR Resources for Supervisors</a>	<a href="#">HR Contacts</a>
Police	Any emergency	UGA Police/ACC Police	911	2-2200 (non-emergency)	<a href="#">UGA police homepage</a>	<a href="#">UGA Police/ACC Police Emergency Contacts</a>
Public Service & Outreach	New Faculty Tour, Leadership Academy, Experience UGA, service learning, public service faculty promotions	Office of VP for Public Service & Outreach	2-6167	<a href="#">OVPPSO Directory</a>	<a href="#">PSO programs</a>	<a href="#">PSO Faculty Promotion Info</a>
Research	Funding, research services & awards, compliance, technology transfer	Office of Research	2-3199	<a href="#">Office of Research Directory</a>	<a href="#">Office of Research Resources for Researchers</a>	
Student Clubs	Student organizations at UGA; using allocations from student activity fees	Center for Student Organizations	2-8584	<a href="mailto:stuorgs@uga.edu">stuorgs@uga.edu</a>	<a href="#">Student Organizations</a>	
Student Crisis Support	Academic hardship withdrawals, locating students, student deaths, incompletes	Beau Seagraves, Assoc. Dean of Students & Dir. of Student Care and Outreach	2-8220	<a href="mailto:beaus@uga.edu">beaus@uga.edu</a>	<a href="#">Student Support Services</a>	
Student Disability Accommodations	Accommodations for students in a course; captioning for videos, sign language interpretation, notetakers, universal design.	Dr. Karen Kalivoda, Director, Disability Resource Center	2-8719	<a href="mailto:voda@uga.edu">voda@uga.edu</a>	<a href="#">Guidelines for Accommodation</a>	<a href="#">Disability Resource Center</a>
Study Abroad	Starting or managing an educational program in another country; insurance	Yana Cornish, Director Education Abroad	2-2900	<a href="mailto:yanac@uga.edu">yanac@uga.edu</a>	<a href="#">Education Abroad Resources for Faculty &amp; Staff</a>	<a href="#">Office of International Education Directory</a>
Technology Services (EITS)	University email, MyUGA Portal, MyID, PAWS-Secure wireless, eLearning Commons, cable channel	Timothy M. Chester, VP for Information Technology	2-3106	<a href="mailto:helpdesk@uga.edu">helpdesk@uga.edu</a>	<a href="#">EITS</a>	
UGA Elements	Faculty professional activity record system		706-425-3285	<a href="mailto:elements@uga.edu">elements@uga.edu</a>	<a href="#">UGA Elements</a>	<a href="#">Elements Unit Contacts</a>
University Health Services	Physical, psychological and psychiatric care for students	Jean Chin, Executive Director	2-1162	<a href="mailto:contact@uhs.uga.edu">contact@uhs.uga.edu</a>	<a href="#">University Health Services</a>	<a href="#">Counseling Services</a>
Visas	Hiring or hosting international faculty, staff, or students	Robin Catmur, Director Immigration Services	2-2900	<a href="mailto:rcatmur@uga.edu">rcatmur@uga.edu</a>	<a href="#">UGA Immigration Services</a>	<a href="#">International and Travel Abroad Resources - Faculty &amp; Staff</a>
Worklife Balance	Worklife balance, Employee Assistance Program	Kiz Adams, Director Worklife Balance	2-7319	<a href="mailto:worklifebalance@uga.edu">worklifebalance@uga.edu</a>	<a href="#">Worklife balance</a>	
Workplace Concerns	Resources for issues related to the workplace, including grievance and dispute resolution, disability services, performance management and separation checklists	Human Resources	2-2222	<a href="mailto:hrweb@uga.edu">hrweb@uga.edu</a>	<a href="#">HR- Workplace Concerns</a>	
The electronic version of this On-Campus Resource Guide is available at <a href="https://provost.uga.edu/faculty-affairs/department-head-resources/">https://provost.uga.edu/faculty-affairs/department-head-resources/</a>						