



Welcome

To: Camden Campus Faculty
From: Dr. Tyrone W. McCombs, Interim Assistant Provost
Re: Helpful Hints
Date: Fall 2008

Welcome to Rowan University at Camden. Please take the time to read this memo carefully. We have new parking arrangements to accommodate the faculty and staff of Rowan at Camden.

As always, if you should have any questions please feel free to visit our office.

PARKING ARRANGEMENT

Day Faculty Members

If you teach in the day and your name is on the attached surface-parking list, please park in one of the 14 Rowan-marked spaces designated by the yellow lines. However, if there is not a space available please exit the parking lot and drive into the parking garage. Upon entering the garage obtain a ticket, park your vehicle and when returning to the building after class visit the attendant on the first floor to have your ticket validated.

Evening Faculty Members

If you teach in the evening and your name is on the attached surface-parking list, please park in the surface lot in one of the 14 Rowan-marked spaces designated by yellow lines. However, if there is not a space available, please exit the parking lot and drive into the parking garage. Upon entering the garage obtain a ticket, park your vehicle and when returning to the building after class visit the attendant on the first floor to have your ticket validated.

Additional Meetings or Appointments

We realize that some of you visit the campus on days when you are not scheduled to teach in order to meet with students or conduct class related activities. On the day you are not teaching, your surface parking space has been assigned to another faculty member. However, on the day you are not teaching but you need to visit the campus, parking will be available to you in the garage and the university will validate your ticket.

BOOKSTORE AND TEXTBOOKS

All faculty teaching at Rowan at Camden must order textbooks for students by using the **University District Bookstore**. You may complete a Rowan University book adoption form but it must be sent to the University District Bookstore. The University District Bookstore is located across the street from our building. The contact person is Ms. Mary Alice Diehl and the telephone number is (856) 968-1200. The address for the bookstore is:

University District Bookstore Follett Store #561
Camden Technology Center * 601 Cooper Street * Camden, NJ 08102

Please note, the Glassboro Bookstore does not accept adoptions for books for Rowan at Camden classes. Please check your order with the University District Bookstore.

Student matters and concerns - If you or the students enrolled in your class are in need of academic support services please contact Mr. Donovan McCargo, who is located on the 2nd floor in the Administrative wing. He may also be reached by calling (856) 756-5400 or via e-mail at mccargo@rowan.edu. He and the staff of counselors will work with you to assist students in their pursuit to achieve academic success.

Audio-visual Equipment - A seven day advance notice request form is required. You may obtain a form in the Camden office on the second floor. If you have any questions please contact Ms. Shalanda Gray at (856) 756-5400 or via e-mail at grays@rowan.edu.

Room Changes - Any need to change times or classrooms must be cleared with Ms. Nancy Seales. Her office is located on the 2nd floor in the Administrative wing. You may also contact her by calling (856) 756-5400 or via e-mail at seales@rowan.edu

Travel - Full time faculty may be reimbursed for mileage back and forth to Glassboro. Please submit forms every month to the secretary on the second floor.

Class Lists - We will give you periodic updates to your official class list. Anyone not on the list will not receive a grade. Please help us by checking these lists.

Absences - If you can not meet with your class, please call the Camden Campus office (856) 756-5400 as soon as possible so that we can post a sign. Evening teachers should call by 3 p.m. Advise your students to call us starting at 4 p.m.

Library- Rowan at Camden students, faculty and staff may use the Rutgers Camden Library. Rutgers Librarian, Ms. Donna Wertheimer, has been assigned to provide services to Rowan students, faculty and staff. You may contact her at the Library at 856-225-6034.

Faculty lounges/office areas located in rooms 226 and 506.

Rowan University at Camden

(856) 756-5400 * www.rowan.edu/camden

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