

UWW Contacts

Ken Klotz Acting Director 518-580-5459 kklotz@skidmore.edu	
Sally Stebbins Course Coordinator 518-580-5452 sstebbin@skidmore.edu	Instructor Communications Course Descriptions Instructor Bios Course Scheduling
Phylise Banner Klein Instructional Technologist 518-580-5446 pbanner@skidmore.edu	Web Design Online Course Development Tech Questions
Kirstie Szlasa Program Coordinator 518-580-5445 kszlasa@skidmore.edu	Registration & Class Rosters Textbook Orders/Questions Payroll Questions Student Communications e-mail Lists
Tracy Riley Administrative Assistant	Xeroxes & Mailings Room Reservations

Course Materials/Mailings

Please follow the deadlines shown on the Faculty Schedule for the materials listed below.

textbooks	<p>ON CAMPUS course texts are stocked at the Skidmore Shoppe Students order ONLINE course texts online through EdMap UWW's Faculty Textbook order form can be found on the UWW website at: http://www.skidmore.edu/uww/faculty/distance_ed_bookorder.htm or submit to Kirstie Szlasa at kszlasa@skidmore.edu or 518-580-5445 Please do not include out-of-print textbooks as required reading.</p>
xeroxes	<p>Please leave with Kirstie, UWW will make arrangements with Office Services and mail to the students. Allow enough time for the material to reach your students by mail.</p>
videos	<p>UWW does not have the proper facilities to copy VHS please refer to the Resources sheet for a listing of alternatives.</p>
course website	<p>Course webpages reside on the Skidmore server. We encourage you to make an appointment with Phylise Banner Klein (pbanner@skidmore.edu) for help and instruction on web postings.</p>

Resources/Support Services

campus online services

UWW Faculty Center	http://www.skidmore.edu/uww/distance_ed_faculty.htm
Skidmore Shop <small>(for on-campus course texts ONLY)</small>	http://store.yahoo.com/skidmore/ 518-580-5490
Faculty Textbook orders	http://www.skidmore.edu/administration/uww/faculty/distance_ed_bookorder.htm
Office Services	http://www.skidmore.edu/officeservices/ 518-580-5939
Scribner Library	http://www.skidmore.edu/library/
Scribner Library Reserve	http://www2.skidmore.edu/library/reserves/index.cfm 518-580-5503
IT Helpdesk	http://www2.skidmore.edu/cits/helpdesk/ helpdesk@skidmore.edu 518-580-5900

off-campus services

Drive-In Movie Rentals	518-583-7777 (local)
Barnes & Noble	http://www.bandn.com
Amazon	http://www.amazon.com
Facets	online video rental - http://www.facets.org
Half.com	low priced books - http://www.half.com

Faculty Schedule/Deadlines

2006-2007

Please be aware of the following deadlines as they are an important part of course coordination.

Fall Semester 2006

- May 5** Course descriptions and bios to Sally Stebbins (sstebbin@skidmore.edu)
- July 7** ~Textbook orders must be placed: (see Course Materials)
- ~Make your appointment with Phylise (pbanner@skidmore.edu) to organize your online class
- August 11** ~Xeroxes and other materials must be received by the UWW office in order to ensure timely delivery
- August 23** ~student registrations due
~your class roster will be sent
- September 6** ~Courses begin
- September 13** ~Last day for students to drop class for full refund
- September 15** ~First half of payroll
- November 22-26** *Thanksgiving Vacation*
- December 13** ~Last week of class

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- September 29** ~Course descriptions and bios to Sally Stebbins (sstebbin@skidmore.edu)
- November 24** ~Textbook orders must be placed: (see Course Materials)
- ~Make your appointment with Phylise (pbanner@skidmore.edu) to organize your online class
- December 15** ~Xeroxes and other materials must be received by the UWW office in order to ensure timely delivery
~student registrations are due
~your class roster will be sent
- January 22** ~courses begin
- January 26** ~Last day for students to drop class for full refund
~First half of payroll
- March 10-18** *Spring Vacation*
- May 1** ~last week of class

Summer Session 2007

- February 7** ~Course descriptions and bios to Sally Stebbins (sstebbin@skidmore.edu)
- April 14** ~Textbook orders must be placed:
Textbook orders must be placed through the UWW website (see Course Materials)
- ~Make your appointment with Phylise (pbanner@skidmore.edu) to organize your online class
- May 1** ~Xeroxes and other materials must be received by the UWW office in order to ensure timely delivery
~student registrations are due
~your class roster will be sent
- May 29** ~courses begin
- June 2** ~Last day for students to drop class for full refund
~First half of payroll
- August 2** ~last week of class