FAQ and Information for New and Visiting Faculty

For emergencies:
Public Safety – 404-471-6400

How do I access my class roster?
AscAgnes – https://ascagnes.agnesscott.edu
Contact the office of the registrar with any questions.

For help with Moodle, Agnes Scott’s course management system:
Educational Technology – Calvin Burgamy – 404-471-6059
http://www.agnesscott.edu/its/educational-technology/index.html

Who do I call for help with my office computer or software?
ITS Help Desk – 404-471-5487; email: itshelp@agnesscott.edu.
http://www.agnesscott.edu/its/index.html
First call Faculty Services! We may be able to provide troubleshooting assistance.

For help with classroom technology:
Educational Technology – contact Emily Gwynn or Tami Stanko through the ITS help desk – 404-471-5487.
http://www.agnesscott.edu/its/educational-technology/index.html

For students with academic issues:
Office of Academic Advising, Jennifer Cannady – 404-471-6200
http://www.agnesscott.edu/academicadvising/index.html

For students with personal/emotional issues:
CAPS (Counseling and Psychological Services) – 404-471-7100 caps@agnesscott.edu
http://www.agnesscott.edu/wellnesscenter/caps/index.html

Students with disabilities:
Kelly Deasey – 404-471-6174, kdeasey@agnesscott.edu

Disruptive behavior in the classroom:
Talk to your department chair first! Then the Associate Dean, Lili Harvey, 404-471-6272,
lharvey@agnesscott.edu

If you suspect plagiarism or cheating:
Talk to your department chair first! Then Assistant Dean Jennifer Cannady, 404-471-6200,
jcannady@agnesscott.edu

Sexual Harassment and Misconduct (Title IX)
Associate Dean of Students Kijua Sanders-McMurtry – 404-471-6316,
ksandersonmcmurtry@agnesscott.edu
**How do I make photocopies?**
Office Services – 404-471-6317, Valerie Holmes, officeservices@agnesscott.edu
You’ll need your department’s access code, which is entered on the keypad of the copier. **Whenever possible, we suggest that you plan ahead and allow enough time for Office Services (behind the post office) to make the copies for you.** It will cost your department less if they do it, rather than using the self-service copiers around campus. Better yet, post things on Moodle!

**Who do I notify if I’m going to be late for class or am unable to meet my class?**
If your class/office is in Buttrick Hall, call Susan Dougherty, 404-471-6030, or Amanda Lee Williams, 404-471-5517. For Bullock Science Center, call Amy Whitworth, 404-471-6368, for classes in the Dana Fine Arts Building or Dance, call Leah Owenby, 404-471-5150; for Presser Hall call Whitney Brown at 404-417-6049.

**For textbook ordering:**
Agnes Scott Bookstore – 404-471-6350, bookstore@agnesscott.edu

**Library reserves:**
Erica Hardy – 404-471-6337, ehardy@agnesscott.edu

**User Education Librarian (Course libguides, etc.)**
Casey Long – 404-471-6343

**Faculty guide to the Library:**
[http://libguides.agnesscott.edu/faculty](http://libguides.agnesscott.edu/faculty)

**Office fixtures/heating/air conditioning**
Office of Facilities, 404-471-6331, workorder@agnesscott.edu

**Office keys**
Beth Blackwell, 404-471-6361, bblackwell@agnesscott.edu

**Where do I get supplies for my office?**
Check with your department chair to see if there is a general supply area for the department. If you don’t find what you need, any Faculty Services office can order supplies for you and charge them to your department with your chair’s permission.

**For information about course evaluations:**
Susan Dougherty, Faculty Services 404-471-6030, sdougherty@agnesscott.edu

**For anything we missed, contact your Faculty Services assistant!**
Buttrick Hall:  Amanda Lee Williams 404-471-5517, alwilliams@agnesscott.edu
Susan Dougherty (404-471-6030, sdougherty@agnesscott.edu
Bullock Science Center: Amy Whitworth, 404-471-6368, awhitworth@agnesscott.edu
Dana Fine Arts: Leah Owenby, 404-471-5331, lowenby@agnesscott.edu
Presser Hall: Whitney Brown, 404-471-6369, wbrown@agnesscott.edu