

## FAQ and Information for New and Visiting Faculty

**OPD – Online Phone Directory** – <http://opd.agnesscott.edu>

Log in with network credentials

**For emergencies:**

Public Safety – 404-471-6400 <https://www.agnesscott.edu/publicsafety/index.html>

**How do I access my class roster?**

AscAgnes – <https://ascagnes.agnesscott.edu>

Contact the office of the registrar with any questions.

Registrar – 404-471-6137 <http://www.agnesscott.edu/registrar/index.html>

**For help with Technology, check out the “Tutorials” page here:**

<https://www.agnesscott.edu/its/how-to/tutorials/index.html>

**Who do I call for help with my office computer or software?**

ITS Help Desk – 404-471-5487; email: [itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu). <http://www.agnesscott.edu/its/index.html>

First, call Faculty Services! We may be able to provide troubleshooting assistance.

**For college-related travel.**

You must submit a travel form for ALL college-related travel, no matter the source of funding. The form can be found be here:

<https://www.agnesscott.edu/sponsoredprograms/AA-director-of-accounts-for-AA-and-SP.html>

**For help with classroom technology:**

Educational Technology – contact Emily Gwynn, Megan Simmons or China Wilson 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](mailto:caps@agnesscott.edu)

<http://www.agnesscott.edu/wellnesscenter/caps/index.html>

**Students with disabilities (Accessible Education):**

<https://www.agnesscott.edu/academicadvising/accessible-education/index.html>

**Disruptive behavior in the classroom:**

Talk to your department chair!

**If you suspect plagiarism or cheating:**

Talk to your department chair first! Then Assistant Dean Jennifer Cannady, 404-471-6200, [jcannady@agnesscott.edu](mailto:jcannady@agnesscott.edu)

**Sexual Harassment and Misconduct (Title IX)**

Karen Gilbert, Associate Vice President for Human Resources, 404-471-6435

Marti Fessenden, Title IX Coordinator, 404-471-6547

### **How do I make photocopies?**

Your print job can be picked up from any printer on campus by scanning your ASC ID card.

### **Who do I notify if I'm going to be late for class or am unable to meet my class?**

**Faculty Services – 404-471-5517 <http://www.agnesscott.edu/facultyservices/index.html>**

If your class is in Buttrick Hall call Laura Merlini, 404-471-6030. For Bullock Science Center, call Chloe Weeks, 404-471-6368, for classes in Campbell Hall contact Misty Dumas-Patterson, 404-471-5517. If you are located in the Dana Fine Arts Building or Dance, call 404-471-5150; for Presser Hall call Leah Owenby at 404-417-6049.

### **For textbook ordering:**

1. Go to the link below:

[https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2049&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2049&langId=en_US)

3. If you don't already have an account, click on "New? Register Here -->"

4. Note that our New ID for bookstore is 2049. That's the key to matching you to your courses.

5. When you are prompted to indicate whether you are an "approver" or "submitter", please select "**approver**".

6. Fill out the book adoption form using the pull down options for dept., course number, section, and then put in ISBN and submit.

You'll receive an email confirmation of your book order.

### **Library reserves:**

**Christopher Bishop, 404-471-6094, [cbishop@agnesscott.edu](mailto:cbishop@agnesscott.edu)**

<https://www.agnesscott.edu/library/staff-directory.html>

### **User Education Librarian (Course libguides, etc.)**

**Casey Long – 404-471- 6343, [clong@agnesscott.edu](mailto:clong@agnesscott.edu)**

<https://www.agnesscott.edu/library/staff-directory.html>

### **Faculty guide to the Library:**

<http://libguides.agnesscott.edu/faculty>

### **Building/office/classroom maintenance:**

Work orders can be placed online at:

<https://assetessentials.dudesolutions.com/AgnesScottCollege/MyRequest/Management>

The Office of Facilities can be reached at, 404-471-6331.

### **Office keys**

Thomaysa Stinson, 404-471-6361, [tstinson@agnesscott.edu](mailto:tstinson@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 anything we missed, contact your Faculty Services assistant!**

Buttrick Hall: Laura Merlini, Buttrick 319, 404-471-6030 [lmerlini@agnesscott.edu](mailto:lmerlini@agnesscott.edu)

Bullock Science Center: Chloe Weeks, BSC 101E, 404-471-6368 [cweeks@agnesscott.edu](mailto:cweeks@agnesscott.edu)

Campbell Hall: Misty Dumas-Patterson, Campbell Hall 227-A, 404-471-5517 [mdumas-patterson@agnesscott.edu](mailto:mdumas-patterson@agnesscott.edu)

Dana Fine Arts: 404-471-5150 [facultyserv@agnesscott.edu](mailto:facultyserv@agnesscott.edu)

Presser Hall: Leah Owenby, Presser 102-B, 404-471-6049 [lowenby@agnesscott.edu](mailto:lowenby@agnesscott.edu)