

CPVA NEW FACULTY/STAFF DICTIONARY

Advances - At the beginning of the spring semester, the Dean of the College of Performing and Visual Arts organizes an “advance” for all faculty and staff in the college. The advance is a full day program that takes place off campus. It is an opportunity for us to come together to discuss issues, share creative and scholarly work, and talk about the arts and education.

Affinity Groups - The office of the Dean of the College of Performing and Visual Arts has established several affinity groups as part of its professional development program. Faculty and staff of the College are welcome to participate in these groups (Arts History, Arts Education, Aesthetics, & Leadership are the four groups currently). Announcements are made regarding these group meetings.

All College Assemblies - The All College Assembly is a meeting of all Faculty/Staff of the College of Performing and Visual Arts. The Dean’s Office hosts Assembly meetings twice a semester for information/idea sharing and discussion related to pertinent items impacting the College as a whole. The CPVA Advance functions as one of the All College Assemblies in the spring.

Arts Annex - Serving as a home to the Performing and Visual Arts departments of jewelry making, sculpture, and photography, the Arts Annex was originally known as Building No. 1. Built in 1911, it was later demolished in 1928 and then reconstructed to serve as a boiler room. It was recently renovated and is now used to supplement the programs in Crabbe and Guggenheim Hall. Two classrooms in the Arts Annex contain Smart Classroom technology, along with a 20-seat digitizing lab.

Banner – See URSA.

Bear Drive – BearDrive is UNC’s secure, web-based file sharing, information storage and work collaboration solution for students and faculty. It replaces temp drive, the unsecured file storage system used by many students. With BearDrive, files can be securely accessed from on campus and off campus, eliminating the need for carrying CDs or portable storage drives, or sending them through e-mail. <http://www.unco.edu/beardrive/>

Bear Logic - University of Northern Colorado's Campus Computer Store. Phone: 970 351.1361, University Center, Hours: Monday-Friday 8:00 am - 5:00 pm.

Bear Number - Your Bear Number is a permanent, unique number that identifies you as a member of the University community and is used to identify you in the University computer systems. Your Bear number never changes and is never reused. This applies to both students and employees of UNC. Bear numbers are assigned in order to protect your SSN and personal information.

Board of Trustees - The UNC Board of Trustees for the University of Northern Colorado consists of nine members and is the governing authority for the University of Northern Colorado. Visit <http://www.unco.edu/trustees/> for more information.

Book Orders - Faculty are responsible for placing book orders for their courses. You can place your book order through URSA or by contacting the UNC Bookstore at (970) 351-2135.

Box Office (CPVA) - The College of Performing & Visual Arts Box Office is located in Frasier Hall, 1st Floor Lobby, 9th Ave. & 17th St. Hours: Monday-Friday, 12:00 pm-5:30 pm. For ticket information and to order by phone call the College of Performing & Visual Arts Box Office at (970) 351-2200.

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Building Hours – Guggenheim Hall is open M-F 7:30 am - 10 pm, Sat. and Sun. 8 am - 5 pm during fall and spring semesters. The Arts Annex is open M-F 7:30 am – 6 pm during the fall and spring semesters. Crabbe Hall is open 7:30 am – 8:00 pm during fall and spring semesters. Frasier Hall is open M-F 6am-midnight, Sat and Sun 7 am- midnight. Hours subject to change.

Building Representative – Facilities management has developed a network of key contacts within each major building. The ‘building rep’ improves communication between building users and facilities management by overseeing all facility related information and requests. Please see your building representative as the first line of contact for maintenance, service, facility policies, work order status, and other facility related emergencies.

The Building Representatives for the CPVA Buildings are:

Arts Annex/Crabbe Hall/Guggenheim Hall	Lisa Stocker	1-2143
Foundation Hall	Monica Coverdale	1-2515
Frasier Hall	Shelly Munholland	1-2991

Business cards - The University has a standard design/look for business cards. Contact your individual School Office to inquire if you are interested in obtaining business cards.

Campus Recreation - The Department of Campus Recreation serves the recreational and fitness needs of students and employees at the University of Northern Colorado. We strive to provide facilities, activities and services for persons of all ability levels with varied interest, as well as create a supportive environment to ensure every participant has a positive and successful experience. <http://www.unco.edu/campusrec/>

Center for the Enhancement of Teaching and Learning (CETL) - A university-wide unit designed to support faculty, staff, administrators, and teaching assistants in their professional development activities, including the promotion of innovative teaching and learning, scholarship, leadership and service. CETL provides training on items such as Blackboard, Banner, and URSA. For more information on upcoming training sessions visit their website at <http://www.unco.edu/cetl/>.

Center for Integrated Arts Education - Connie Stewart, Executive Director

The Center for Integrated Arts Education (CIAE) was established at the University of Northern Colorado in the Fall of 2006. The mission of the Center for Integrated Arts Education is to provide leadership in achieving quality, comprehensive arts education for all students in Colorado. The Center for Integrated Arts Education specializes in arts planning, formation of arts policy, professional collaborations and curriculum development. The Center is engaged in a variety of research projects based on contemporary arts theory and practice including:

- The impact of the arts on school ecology.
- Best practices in classroom instruction
- Nature of inquiry
- Student perception of learning

CIAE is supported by private foundations and state funding sources and is working in partnership with the Colorado Council on the Arts and Think 360: Arts Complete Education. The College of Performing and Visual Arts at the University of Northern Colorado and the Center for Integrated Arts Education were listed by the Dana Foundation in the publication *Transforming Arts Teaching, The Role of Higher Education* (eds. Pollin, J & Rich, B 2008), as one of selected 24 universities improving K-12 arts education.

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Community Advisory Board - The Community Advisory Board for the Performing and Visual Arts is the oldest volunteer advisory committee at the University of Northern Colorado. The group was originally formed to strengthen ties with local individuals, groups and businesses, and to serve as advocates and ambassadors for the UNC arts programs. Members serve a vital function in helping to identify potential new donors and Gala sponsors. Members also serve as the hosts of the annual Gala benefit performance and art show. <http://www.arts.unco.edu/pva/advisory.html>

Concerts Under the Stars - Summer band concerts on the lawn at UNC's Garden Theatre. (CPVA event).

Copies - The copy machines in School offices are available for the faculty to use for University related business. The machine requires a code, which may be obtained from the School's Administrative Assistant.

Counseling Services – Counseling services are available for students as well as Faculty and Staff and their household members (see Employee Assistance Program). Every year, approximately 18% of the student body makes use of the UNC Counseling Center. The Center provides a place for students to talk about personal problems and concerns. [The Counseling Center Senior Staff is made up of licensed psychologists and licensed professional counselors who specialize in working with the college population.](#) Additionally, the Center offers [psychiatric services at a lower cost.](#) Services offered include individual, couples and group counseling. Staff members present programs on campus to address concerns such as managing relationships, test anxiety, and stress management. To find out more or to schedule an appointment call (970) 351-2496. The Center is located within Cassidy Hall (on the corner of 19th Street and 10th Ave.) If you are concerned about the health, well being, and safety of a student, you may complete this form. <http://www.unco.edu/counseling/>

Course Conflict Form - Course Conflict Forms are used when a student wishes to register for two courses that have overlapping or conflicting schedules. Both faculty members involved must approve and sign the form. The form goes to the Registration Center. This form is available in the School offices.

Crabbe Hall - Crabbe Hall houses the School of Art & Design studios, classrooms and offices for painting, drawing and computer graphics. The third floor is the home to the rehearsal studios and faculty of the Dance Program. The building's "Oakroom Gallery" hosts exhibitions of undergraduate and graduate students and alumni of the arts program. Originally christened as the Hall of Home Economics, the building was constructed in 1919. It was built during the presidency and named for John Grant Crabbe, president from 1916 - 1924.

Dean's Coffee Hour - CPVA Students, Faculty, and Staff are invited to take a Coffee Break with Dean Svedlow. The Dean's Coffee Hours serve as an informal hour to mix, mingle, and enjoy refreshments. Two coffee social hours are planned each semester.

Dining Services - Central Campus: *Tobey-Kendel Dining Room and Gourmet to Go* - Tobey-Kendel Hall is located at 910 19th Street.

Kepner Coffee Korner: Located in the basement of Kepner Hall, near the vending machines. Stop by for a quick cup of coffee or a sandwich and a bowl of soup.

Holmes Dining Hall and Gourmet to Go: Holmes Dining Hall is located just south of Turner and Lawrenson Halls on west campus, on the west side of 11th Ave and 23rd Street.

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University Center Food Court, University Center Food Court Express, Taco Bell Express, Starbucks Coffee, Einstein Bros. Bagels, Subway (eat fresh!), and University Catering: The University Center is located at 2045 10th Ave.

Direct Deposit - It is currently a University policy that every employee of UNC, including students, has their pay direct-deposited. Your very first UNC paycheck may be in the form of an actual check, which you must pick up at Payroll Services by presenting an appropriate form of ID. Your subsequent paychecks will be direct-deposited to a bank account, which you have designated on your "Authorization Agreement for Automated Deposits" form. You may view and print your pay stub using an internet browser online at <http://ursa.unco.edu>. (Under the Employee or Student Employee tab in the Banner Self-Service folder).

Directed Study Forms and Registration - To register a student for a Directed Study course, the student and the faculty member must fill out TWO FORMS: 1. The Application Form for a Non-Scheduled Course (to be filed in the student's folder), and 2. The Course Registration Form (goes to the Registration Center). These classes generally have the course numbers of 422 (undergrad) and 622 (graduate.) Please keep copies for your record.

Disability Support Services (DSS) - The DSS mission is to develop a partnership with students, faculty and staff to assist in creating an accessible university community, where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. **Hours:** Monday - Friday 8am-5pm, Michener L-80, Campus Box 139 Greeley, CO 80639. Phone: (970) 351-2289 (Voice, TTY) FAX: (970) 351-4166 <http://www.unco.edu/dss/>

Dropping Students from a class - After the first two hours of a class, students who do not attend may be dropped from the course. Notify the Registrar's office by e-mail of your decision.

E-Mail Accounts - Accounts are set up after completing and submitting the IT Personal Digital Identity Request Form. This form also establishes URSA Access, Voice Mail, E-mail, etc.

Emergency Response Plans – Emergency Response plans are in place for each School within the College. A copy of the Emergency Response Plan for your area will be provided to you a few weeks following the start of the Fall semester. The ER Response notebooks include an ER Phone Calling Tree. Each Faculty/Staff member is asked to provide home/cell contact information for inclusion in the ER Calling Tree. The CPVA Dean's Office arranges occasional mandatory Emergency Response Training sessions for our Faculty/Staff and provides notification regarding these trainings. Additional information on Campus Safety for the university as a whole can be found online at <http://www.unco.edu/safety/>.

Employee Assistance Program - EAP services are available to all UNC faculty, staff, and their household members. Services include confidential counseling or an assessment and referral to the most appropriate community resource. Services are *free* to employees and are funded by the Department of Human Resources. After the initial appointment, there are several possible options. If it is determined that the individual(s) seeking therapy are appropriate for our EAP, they are eligible to receive up to ten (10) free sessions each year (for purposes of providing services, the year runs from July 1 through June30).

EAP services are provided by the licensed, professional staff of the UNC Counseling Center, and are funded by the Department of Human Resources. Information shared with the EAP is kept *strictly confidential* and can only be divulged with your written permission. A few exceptions, defined by law,

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will be explained at the initial appointment. For more information about your EAP counseling benefits or to schedule an appointment with one of our professional therapists, please call the UNC Counseling Center at (970) 351-2496. The location is conveniently located on campus in Cassidy Hall.

“Experts List” - UNC “Experts List” helps connect media and community groups together with faculty members specializing in a wide range of topics. Developed by UNC Media Relations, contact Nate Haas at (970) 351-1763 or nate.haas@unco.edu. You may also visit <http://www.unco.edu/news/experts>

Facilities Management - The Facilities Management department budget provides for maintenance of the basic building structures, utility systems, and equipment originally built into the facility. These include routine building and equipment maintenance, utility system maintenance, custodial services, grounds care, temperature control, etc. Contact your School Office or building representative regarding any Facilities/maintenance needs you may have in your office or classroom. <http://www.unco.edu/facility>

Faculty Handbook/Information – Policy Manual and University Regulations
The “Board of Trustees Policies” and the “University Regulations” are both found on the www.unco.edu website, and at www.unco.edu/trustees/. For questions concerning the Policy Manual, contact the Faculty Senate Office at 1-2517.

Faculty/Staff Policy Documents site (CPVA) – A collection of useful information regarding policies/procedures as well as CPVA calendar items can be found by visiting the Faculty/Staff Policy Documents portion of our CPVA website <http://www.arts.unco.edu/admin/index.html> (Also accessible by clicking on the CPVA INDEX link from our homepage then selecting the Faculty/Staff Documents link.)

Fax #s for College - School of Art and Design: 970-351-2299. School of Theatre Arts and Dance: 970-351-4897. School of Music: 970-351-1923. A Fax is treated the same as a phone call requiring you to dial 8 first and if needed your long distance code after the number.

FERPA - Family Educational Rights and Privacy Act of 1974. This is posted on the UNC website for review. <http://www.unco.edu/regrec/FERPA> The posting of confidential student information such as PAC number lists and Grade Assignment Lists, and Bear numbers would be examples of FERPA violations.

First Aid Kits - Please familiarize yourself with the location of safety equipment in each building/studios. Information is also provided in the “Emergency Response Plan” for each School.

Foundation Hall – Performance/classroom space which seats 550 and is used primarily by the School of Music. Located at 1516 8th Avenue.

Frasier Hall - Frasier Hall houses both the nationally recognized School of Music and the School of Theatre Arts and Dance, named the best theatre program in Colorado by the *Denver Post*. Also located in this building are the Helen Langworthy Theatre, a 612-seat fully rigged theatre with production areas, and the state-of-the-art Music Technology Center. Completed in January of 1954, Frasier Hall initially served as the university's administration building and the home to the music program. It was named after George Frasier, president of the university from 1924 to 1948. After the administration moved to Carter Hall, the building became home to the performing arts programs in music and theatre.

Gala – Over 25 years ago a group of enthusiastic patrons and caring professors created a one-night extravaganza to raise scholarship money by showing off the premier talents of the College of Performing

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and Visual Arts students. It has continued to be one of UNC's most popular annual events. The Gala is presented each February.

Gay Lesbian Bisexual Transgender and Allies (GLBTA) Resource Office - The University of Northern Colorado is committed to promoting an environment in which: Students develop an appreciation for diversity; culture is respected; and equal opportunity is afforded. In support of the University of Northern Colorado's mission to provide services that support equal learning opportunities, the Gay Lesbian Bisexual Transgender and Allies (GLBTA) Resource Office is established to ensure unrestricted access and full involvement of GLBTA students in all aspects of the University.

Prejudice, bigotry, harassment, and violence are common barriers GLBTA students face in earning their degrees. The GLBTA Resource Office serves as the catalyst to create a campus environment free from prejudice, bigotry, harassment, and violence. The GLBTA Resource Office works to create a positive healthy student life through educational, cultural, social, and recreational programs. Through these programs the GLBTA Resource office will foster opportunities for student intellectual growth, personal growth, leadership, and social responsibility. <http://www.unco.edu/glbta/mission.html>

Grades - Information about grading is on the Registrars Office web page <http://www.unco.edu/regrec/faculty/index.html> , or you can call 1-2231. Grades are submitted on line through URSA. Submission deadline is the Wednesday following Finals Week unless otherwise stated. Late final grade reports may jeopardize student's financial aid awards, scholarship funds, academic standing and graduation.

Faculty may grant an "Incomplete" grade with School Director approval in emergency situations affecting the student the last week of the term; coursework must be completed during the next term, including summer term.

When a grade change is required, the instructor should complete the "Special Grade Report" grade change form, obtain the area chairperson's signature and forward the form to the Registrar's Office during the first two weeks of the next semester.

Gray Hall - Gray Hall is the home to many different departments. Parking Services, the UNC Police Department, and Telephone Services are in this building. The west end of the building is home to the Norton Theatre, an experimental space seating up to 125. The School of Theatre Arts & Dance also utilizes a classroom and dressing room space on the west end of the Hall.

Guggenheim Hall - Guggenheim houses both the administrative offices for the College of Performing and Visual Arts Dean's Office and a portion of the School of Art & Design programs in painting, drawing and computer graphics, as well as the University's primary exhibition space, the Mariani Gallery. The building was constructed in 1912. After suffering one of the worst fires in campus history in 1951, the building was repaired and used for classes and offices for many years. A major renovation was completed in 2002.

Hands On Arts - Series of arts activities offered through the College of Performing and Visual Arts Office of Community Arts. There are opportunities for all ages and interests that are offered every semester. <http://www.arts.unco.edu/express/default.html>

Health Center - The Student Health Center, located in Cassidy Hall (on the corner of 19th Street and 10th Ave.), staff includes registered nurses, nurse practitioners, and physicians from Banner Health. If you have questions, call (970) 351-2412 or visit <http://www.unco.edu/shc/>

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Honor Code - All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: *Honesty, Trust, Respect, Fairness, and Responsibility*. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Information Management and Technology (IM&T) – Information Management & Technology supports faculty, staff, students and administrative departments in:

- providing data, analysis & projections for institutional planning & decision-making
- assisting departments in obtaining & analyzing data
- coordinating the design, implementation & analysis of institutional studies
- reporting official data in internal & external reports
- the use of information technology

If you have a technical support issue, please contact the Technical Support Center at (970) 351-4357 or via the web at: <https://help.unco.edu/ics/support/default.asp?deptID=1521>.

Keys - All key issuance or card access privileges should be requested on a properly completed key card. It is important to realize that a key card is like a blank check; if it is signed by an authorized signer and handed on to a prospective key holder without first filling in the required information, the security of your department and/or the entire campus could be jeopardized. It is also important to understand that, for accountability purposes, keys should only be checked out by the person who will be using them; **keys should not be checked out by one person and then passed on to other users**. Keys may be checked out or returned to facilities management during normal Lockshop hours, which are Monday through Friday between 7:30 a.m. and 4 p.m. in Parsons Hall. If you have any questions, please contact: Service Center - (970) 351-2446

Leave of Absence Form - Personal Leave (not related to university business I.E.: minor medical procedure, funeral, weddings, family commitments etc.) Discuss personal leave of absence with your School Director and make arrangements for coverage of classes/meetings/other university responsibilities.

- 1) Complete the Human Resources Office **Leave-Absence Request-Faculty form**. From the Human Resources website http://www.unco.edu/hr/forms_listings.htm click *HRS Forms* then click the *Leave-Absence Request-Faculty* form.
 - NOTE: If leave is related to a medical condition (you or a family member) and needs to be extended beyond 3 consecutive working days please contact the Human Resources Office (351-2718) for additional required leave approval paperwork.
 - NOTE: If leave is related to extended Jury Duty or Military Duty please also contact the Human Resources Office (351-2718) to insure additional leave approval paperwork is completed.

The Leave of Absence paperwork needs to be signed and approved first by the School Director, and then by the Dean. In cases of Medical Leave/Jury Duty a UNC Faculty Leave of Absence Form, found on the HR website at http://www.unco.edu/hr/forms_listings.htm should be completed and signed as well.

Letterhead Stationary - Letterhead paper and envelopes are available in the School's Office.

Libraries - *Michener Library*, the main library located on west campus, was named after James A. Michener. Mr. Michener attended Colorado State College of Education, now the University of Northern Colorado, from 1936-1937. He was a Social Science educator at the Training School and at the College from 1936-1941. He conceived the idea for his novel *Centennial* during his stay in Greeley. Michener Library's collections include approximately 1.5 million items in monograph, periodical, government document, audio-visual and microform formats. The Library also houses the

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James A. Michener Special Collection and the Mari Michener Art Gallery, which is supported by the Friends of the UNC Libraries. Phone: 351-2671 Website: <http://library.unco.edu/>

Howard M. Skinner Music Library - Located on the University of Northern Colorado central campus near the corner of 10th Avenue and 16th Street, the Howard M. Skinner Music Library specializes in curricular support of the School of Music and Musical Theatre Programs but is open to everyone. The collections, comprising of more than 90,000 scores, books, periodicals, and recordings, are housed in a state-of-the-art facility that opened in October 1997. In 2005, the building was named for Dr. Howard M. Skinner, former Dean of the College of Performing and Visual Arts, in honor of his many years of dedication to UNC and to the Greeley music community. Phone: 351-224 Website: <http://library.unco.edu/music>

Little Theatre of the Rockies - Tom McNally, Artistic Director. The Little Theatre of the Rockies (LTR) is over a 75 year-old summer stock/repertory theatre connected to the University of Northern Colorado. Its mission statement: LTR is a UNC company made up of student actors with selected professional guest artists presenting material that appeal to summer time, community audiences. This nationally recognized and awarded program has connected UNC actors and technicians with strong networking contacts with artists currently working in the professional arena. In the last twenty years, at least twenty UNC alums have performed on Broadway – almost all made their first contacts via an LTR guest artist. LTR is now the oldest continuing summer stock company west of the Mississippi.

Long distance calls - To dial long distance on campus, you must use your long distance authorization code. Long distance access is established via the Personal Digital Identify Form (See School Office). Notification of you long distance code will be sent via campus mail.

Mail - Outgoing 1st Class mail needs to have the School's postal number, SOAD is 0166, SOM is 0186, SOTAD 0188 included in the return address. Mail service picks up outgoing mail and delivers incoming mail to the Schools daily between 9:00 and 9:30 am. Internal Mail is sent to "Campus Box" numbers. The Campus Box number for SOAD is 30, SOTAD is 49 and SOM is 28.

Mariani Gallery – Joan Shannon-Miller, Coordinator. The John Mariani Gallery and the Oak Room Gallery comprise the Visual Arts Galleries for the School of Art and Design at the University of Northern Colorado. Since 1972, these galleries have served to present diverse exhibitions, visiting artists, workshops and services, through which the surrounding community may learn to identify and analyze aspects of the visual arts. In doing so, the gallery addresses certain departmental and university goals, including cultural studies, critical studies, multiculturalism and the art experience. The Visual Arts galleries are committed to presenting University of Northern Colorado students, alumni, local, regional, national and international artists working in all media.
http://www.arts.unco.edu/artanddesign/galleries/visarts_galleries.html

Midterm Grades - Faculty are required to report midterm grades fall and spring terms for freshman, undergrad first term transfer students, students on probation and student athletes. Faculty can submit midterm grades via URSA on the Monday of the 7th week of the term through the Monday of the 8th week of the term.

Milne Auditorium – In agreement with the Monfort College of Business, the School of Music utilizes Milne Auditorium located in Kepner Hall, Room 2050, as a space for vocal and piano recitals. The space seats 196.

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My Safe Campus – The University of Northern Colorado is committed to promoting an environment where:

- Academic integrity is valued and expected
- Excellence is sought and rewarded
- Teaching and learning flourish
- Diversity of thought and culture is respected
- Intellectual freedom is preserved
- Equal opportunity is afforded

To foster this environment, UNC offers students, faculty and staff access to a confidential, anonymous reporting system that is not part of the university. Available 24/7/365, MySafeCampus sends the report to UNC while protecting the reporter's identity and allowing anonymous follow-up.

MySafeCampus doesn't replace existing university processes for reporting concerns. It's an alternative for anyone who feels unsafe using the usual channels. To make a report Online—Log on to MySafeCampus.com. or by phone—Call 1-800-716-9007.

Office of Community Arts - Susan Nelson, 351-1921, Director. Diane Cays, 351-1928, Assistant Director. Frasier Hall rooms 115 & 119, 970-351-2200, communityarts@unco.edu.

The Office of Community Arts has as its purpose the stewardship and growth of the public's involvement in and appreciation for the arts programs at UNC. The Office actively pursues this purpose through:

- Image and event promotion
- Community-based activities, such as the Gala and Hands-On Arts
- Concept development and facilitation of thematic programs
- Representation for the College at local and regional organizations and activities.

The Office of Community Arts serves as the clearinghouse for PVA's communication with the public, which includes a wide variety of potential audiences and potential methods of communication. This includes all materials developed and distributed for CPVA image enhancement, student recruitment, ticket sales, audience development, and donor/patron development. In addition, Community Arts coordinates all media contacts and internal (on campus) communications for the College. The Office also oversees and maintains the College of PVA, and Schools of Music, Art and Design, and Theatre and Dance web pages.

The Office of Community Arts produces all aspects of the annual UNC/PVA Gala benefit performance and art show and serves as the liaison to the College's Community Advisory Board.

Community Arts offers a selection of non-credit courses and workshops for individuals in the regional community. Offerings provide opportunities for all ages and interests across all arts disciplines. <http://www.arts.unco.edu/pva/community.html>

Office of Sponsored Programs (OSP) – As an office within the Division of Research and Graduate Studies, OSP supports the University's leadership, faculty and staff in the acquisition and administration of externally funded grants and contracts for research, teaching, and service projects that further the mission of the University. The Office of Sponsored Programs is located in Kepner Hall Suite # 25.

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Outside Employment - Employees who are engaged in – or who could in any way be construed to be engaged in – outside employment should not accept outside remunerative employment without first approval from the School Director and the Dean.

All requests for outside employment must be made prior to entering into any contractual arrangements with a potential outside employer. A Request for Approval of Outside Employment Form (form can be found online at <http://www.arts.unco.edu/admin/index.html>) must be completed and should be submitted to the School Director who will forward it to the Dean of the College. Once the form has been reviewed by the Dean, the person making the request will receive a response. The CPVA Dean's Taskforce on Outside Employment Final Report can be viewed online at <http://www.arts.unco.edu/admin/index.html>.

Overload Permit Form - Overload Permit Forms are available in the School offices. This form is used for students wanting to register for more than 18 undergraduate credits or 17 graduate credits. The student's advisor must approve and sign the form, which then goes to the Registration Center.

Parking Services - Parking permits are available for sale to students, faculty, staff and visitors at UNC. Contact: (970) 351-1971. <http://www.unco.edu/parking>

Payroll - The Payroll Office processes regular payroll for faculty, exempt staff, classified staff, non-student employees, students, TA's and GA's, pays personal service agreements, updates and maintain tax withholding information (W-4's), updates and maintain direct deposit information, withhold and process appropriate payroll deductions, process and issue non-scheduled checks, issues W-2's, and processes verification information. <http://www.unco.edu/acctservices/payroll/>

Phones - For problems with your phone service, call 1-4357, the Telephone and IT Services Help Desk.

Police - The University Police Department is responsible for law enforcement, criminal investigation, public safety, security, traffic control and emergency response at the University of Northern Colorado. The primary office is in Gray Hall on central campus. The department is open 24 hours a day, 365 days a year to serve the University Community. To report an emergency, dial 911 from any campus telephone. The 911 calls from on-campus telephones ring directly to the UNC Police Department. All campus elevators have emergency call boxes that are activated by holding down a button. These also ring automatically to the University Police and are a way to summon assistance. To report a crime, suspicious activity, or to contact the UNC Police Department, the non-emergency number for the UNC Police Department is (970) 351-2245 or 1-2245 from on-campus phones. <http://www.unco.edu/police/>

Registrar's Office - The Registrar's Office provides a variety of services to faculty, staff, and current and former students:

- Maintaining and updating various student curriculum records including major, minor, emphasis, and teacher licensure data;
- Overseeing grade collection and processing grade changes, degree recording, verification of educational information, and grade forgiveness requests;
- Assisting students with special registration needs;
- Monitoring the course scheduling process, including setup of non-scheduled and directed study courses;
- Processing complete withdrawals from the University;
- Reviewing requests for academic policy exceptions;
- Helping students comply with legal requirements such as Lawful Presence, applying for in-state residency status, and requesting extensions of College Opportunity Fund eligibility;
- Processing requests for official and unofficial transcripts;
- Producing the hard-copy and web-based versions of the University Catalog;

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- Scheduling graduation-check appointments with seniors approaching completion of their bachelor's degrees

The office is located in Room 3002 Carter Hall, Campus Box 50. Contact: (970) 351- 2231.

<http://www.unco.edu/regrec/>

Room Scheduling/Resource 25 (R25) - R25 is the computer program used for scheduling Academic Rooms and Resources. The Dean's Administrative Aide, Monica Coverdale (1-2515), serves a central scheduler of classes and assists in overseeing the room scheduling activities of the College. Each School has a staff member responsible for Room Scheduling for meetings/rehearsals/performances (School of Music – Ronald Brooks, 1-2680; School of Theatre – Shelly Munholland, 1-2991; School of Art & Design – Lisa Stocker, 1-2143).

Schedule of Classes – You can access the campus Schedule of Classes from URSA by clicking on your Faculty/Advisor tab and selecting Look Up Schedule of Classes.

Student/ Course Evaluations - At the end of each semester student evaluations are completed for every course being taught in the College. To ensure student confidentiality, office staff will come to the classroom to administer the evaluation, and the faculty member teaching the course will leave the classroom while students are completing evaluations. The office sends the completed forms to the computer center for processing. Results are printed and returned to the office. Any written comments from students are typed and included with results, which are given to the faculty member, after the course is completed.

Student Town Hall Meetings - These student only meetings are coordinated for each of our three schools to provide our students an opportunity to have an audience with Dean Svedlow each semester. The hour-long sessions are informal gatherings where students have a chance to interact with the Dean and share issues/concerns. Students are welcome to come and go during the hour as needed. Our Student Services Specialist is also present.

Surplus Furniture Storage and Distribution - The Campus Community can view surplus furniture on Wednesdays from 10:00 to 11:30 a.m. at Parsons Hall. Surplus is stored at UNC for only a short time due to space constraints, and surplus furniture and equipment are routinely taken to Fort Collins for auction disposal and/or donated to local non-profit organizations.

Travel Authorization/Travel Expense Sheet (TA/TE) – Documentation to support the purpose of the travel (meeting agendas, etc.) must be attached to the completed travel expense sheet. Travel is a sensitive area of expenditure that is scrutinized by State agencies, the Colorado legislature and the public. All UNC travel should be made with the highest level of integrity and all expenditures – whether state appropriated, grant, auxiliary or other funds for which UNC is accountable – should be made in compliance with the letter and spirit of these requirements as well as other UNC policies and instructions.

<http://www.unco.edu/acctservices/acctpay/travpro.htm>.

The College of Performing and Visual Arts process for Travel Authorization forms can be found on the web at <http://www.arts.unco.edu/admin/index.html>.

UNC Today - Faculty, staff and students are encouraged to submit UNC news items and events for the daily electronic campus newsletter and the online UNC calendar. <http://www.unco.edu/mediarelations>
Contact Nate Haas at (970) 351-1763 or nate.haas@unco.edu.

CPVA NEW FACULTY/STAFF DICTIONARY

University Center (UC) - The University Center is designed to provide a wide variety of services and events to students, faculty, staff, and guests. The University Center features a campus-wide information desk, event planning and catering services, retail, and dining options for the campus and surrounding community. Student services such as Student Activities, the Center for International Education, and Career Services are housed in the facility

URSA – URSA (also known as Banner)

Ursa is the University of Northern Colorado’s online single point of access to secure information and tools for students, faculty and staff. Students use Ursa to manage their registration, view their grades, order transcripts, view and pay their student bills, receive notifications and messages about their financial aid, complete students forms and more.

Faculty members use Ursa to complete textbook orders, review class rosters, enter grades and perform degree evaluations for advising, as well as utilize other faculty and advising tools. Staff use Ursa to conduct administrative and financial business of the university including utilizing tools for employee benefits and information.

URSA is accessible via the internet at <https://ursa.unco.edu/cp/home/displaylogin>. Access information and help sheets online at <http://www.unco.edu/aboutursa/index.html>.

Voice Mail – Visit <http://www.unco.edu/it/facultystaff/telephones.html> Unified Messaging (UM), combines your voicemail messages and emails together thereby allowing you to gain access to your voice mail messages AND email messages by telephone OR a computer equipped with speakers. To access messages from your phone dial 1-2456 and follow prompts. Voice Mail can be accessed from an off-campus phone as well.