

- I'm not sure how many LEAD points I still need.
- I need more information about LEAD.
- I lost my student ID card.

› **Office of Student Life (Debbie Schick)**

debbie.schick@williamwoods.edu • (573) 592-4239
McNutt Campus Center

- I don't know how to add/drop a class.
- When do I register for classes?
- I'm not sure when this class will be offered again.
- I'm not sure if my credits were transferred correctly.
- I tried to register for classes and it says there is a HOLD on my account.
- I need to officially declare my major.

› **Office of the Registrar**

(573) 592-4249 • Academic Building, office 111
registrar.office@williamwoods.edu

- I need to establish or revise my academic plan/concentration (major) of study.
- I have questions about my academic standing and/or general education requirements.
- I need a "Change of Advisor" form.
- When should I advise or meet with my advisor?

› **See your assigned academic advisor**

› **Academic Advising (Jasmine Chievous)**

Jasmine.chievous@williamwoods.edu • (573) 592-4265
Academic Building, office 103B

- I may need to miss school for an extended period of time due to an illness or personal crisis.
- I'm struggling to adjust to life at the Woods and may need additional support.

› **Dean of Student Life (Carrie McCray)**

carrie.mccray@williamwoods.edu • (573) 592-4235
McNutt Campus Center

- I'm having trouble organizing and managing my time effectively.
- I would like to find a tutor or seek supplemental help for one (or more) of my courses.
- I am on Academic Warning/Probation and I was told to contact my Progress Supervisor.
- I would like to discover some new study skills or form a study group.
- I want to know more about the online tutoring option: SmarThinking.

› **Academic Success Center (Terry Nash)**

terry.nash@williamwoods.edu • (573) 592-4540
Academic Building, Office 100

- I'd like to change the way my name appears in my email or on the class rosters my professors use.
- I'd like to know more about diversity and advocacy groups on campus.
- I think I need to talk to my friends or family about my sexual or gender identity and I'm not sure how.
- I am experiencing or have witnessed discrimination or unfair treatment.
- I am having difficulty adjusting to the environment on campus.
- I'd like to be connected to community resources that align with my culture.
- I am an international student with questions about the campus or local community.

› **Office of Diversity and Inclusion (Dianne Maclin)**

dianne.maclin@williamwoods.edu • (573) 592-4514
Brockman Hall, Room 114

- I don't know how to use our library database.
- My assignment says I need to use MLA/APA or Chicago style citation and I've never done that.
- How do I access academic journals?
- How do I find the reference book I need for my paper?

› **Dulany Library (Rachel Utrecht or Jill Mahoney)**

rachel.utrecht@williamwoods.edu • jill.mahoney@williamwoods.edu

- I am having difficulty in a course.
- I do not know how I am doing in a course, or have not received a grade (and the grade is not updated on OwlNet).
- I need to establish/revise a plan of study.

› **See your course professor/instructor**

- I have a problem with my room or a concern about my roommate/suite-mate.
- I have a question about my eligibility to live on campus.
- I would like to apply for a campus apartment or to live off campus.

› **Residential Life (Mike Wills)**

mike.wills@williamwoods.edu • (573) 592-1191
McNutt Campus Center

- I am having trouble adjusting to college life.
- I often find myself unmotivated, severely anxious, depressed and/or fatigued.
- I have thoughts of hurting myself, or other people.
- I think I need a routine physical.
- I'm feeling sick enough to miss class.

› **Counseling and Health Services**

Jennifer.burton@williamwoods.edu
(573) 592-4222 or 1-800-995-3159
Counseling and Health Services • Stone Campbell Memorial Hall

- I don't have the financial resources to continue school.
- I have a question about tuition.
- I want to plan my expenses effectively.
- When should I fill out my FAFSA?
- Am I still eligible for my scholarship?
- Am I eligible for Work Study?

› **Student Financial Services**

(573) 592-1793 • Academic Building, office 102
financialaid@williamwoods.edu

- Can someone help me set up my OWLS email on my mobile device?
- I'm having trouble logging into my email/Owlnet/Brightspace.
- I'm having trouble connecting to the wifi.

› University Information Technology (Help Desk)
helpdesk@williamwoods.edu • (573) 592-4224 • UIT building

- What is my campus mail address?
- I'm graduating or leaving campus, how do I forward my campus mail to another address?
- I'd like to send a package to someone. How do I do that?
- I'd like to leave a note or surprise for another student in their mailbox.
- How do I open my mailbox?

› Campus Mail Services (Mona Steffens)
mona.steffens@williamwoods.edu • (573) 592-4273
 McNutt Campus Center

- I received services for a disability in high school (eg—I had an IEP or 504) and I need academic accommodations.
- I am living with a medical, physical or psychological disability that impacts me. I may need support.
- I have an injury that requires my classes/living situation to be altered.

› Student Disability Services (Selena Meints)
ada@williamwoods.edu • (573) 592-1194
 Academic Building, office 109

- I am "undecided" in what academic major to pursue.
- I am unsure of what career path is right for me.
- I need help preparing for an internship/job.
- I need to find part-time work to get experience in my field.

› Career Services (Amy Dittmer)
amy.dittmer@williamwoods.edu • (573) 592-4313
 Brockman Hall, Room 108

- I want to get involved on campus, but I don't know how.
- I heard about a club I might be interested in joining.
- I have questions about Greek Life.

› Student Involvement (Lacey Sweeten Randall)
lacey.sweetenrandall@williamwoods.edu • (573) 592-1658
 Brockman Hall, Room 105

- I'm struggling with several things and I'm not sure who I should talk to about it.
- I have questions, but don't know who to ask.
- I need new tools to help with stress/relationship building/general life stuff.
- Someone sent me an email saying they needed to speak with me. I'm kind of scared to talk to them, what should I do?
- How do I approach my professor with my questions?
- How do I use a syllabus to get better grades?
- I'm struggling with anxiety/stress/other feelings but I don't think it's bad enough to go to the counselor.

› Office of Student Life (Mel Byers)
mel/byers@williamwoods.edu • (573) 592-1663

STUDENT CAMPUS DIRECTORY



WILLIAM WOODS
UNIVERSITY

Where can I go for help with...