**Online Syllabi Examples for**

**Student Support Services:**

**Accommodations/Disability Resources:**

The Office of Disability Resources (ODR) has been designated by the University as the primary office to guide, counsel, and assist students with disabilities. If you receive services through the Office of Disability Services and require accommodations for this class, please make an appointment with me as soon as possible to discuss your approved accommodation needs. Bring your accommodation letter with you to the appointment. I will hold any information you share with me in strictest confidence unless you give me permission to do otherwise.

If you have not made contact with the Office of Disability Resources and have reasonable accommodation needs, I will be happy to help you contact them. The office will require appropriate documentation of a disability.

* Phone: 540-654-1266
* Website: <http://academics.umw.edu/disability>
* Office Location: Lee Hall, Room 401

**UMW Writing Center**

The UMW Writing Center offers assistance on all types of writing projects: reports, papers, cover letters and resumes, research projects, and citations. The Writing Center can also help you prepare for in-class essay exams and for standardized tests that include essays such as the Praxis I writing exam.

If you are an online, commuter or Stafford Campus student, you can schedule online or face-to-face appointments. Please ensure you are choosing the appropriate appointment type and date.

* Phone: 540-654-5653
* Website: <https://universityofmarywashington.fullslate.com>
* Office Location: Hurley Convergence Center (HCC), Room 430

**Simpson Library**

The Simpson Library provides access to important physical and online resources and spaces. Computers, printers, scanners, and study rooms are available for students, faculty, and staff. Research librarians are available to assist you via phone, email, chat, or face-to-face.

Online databases, research guides, and e-books are accessible off-campus by using your network ID and password. An online interlibrary loan service is also available so that students can request books and articles not available at the Simpson Library.

* Website: <http://libraries.umw.edu/>
* Help: [refdesk@umw.edu](mailto:refdesk@umw.edu), 540-654-1148
* Research Librarians: <https://libraries.umw.edu/reference/>
* Hours: <http://libraries.umw.edu/hours-and-directions/>

**Help Desk/Computer Problems:**

If you are having difficulties with Canvas or connecting to online University resources, seek assistance from the Help Desk:

* Call 540‐654‐2255 or leave a voicemail
* Send an email message to: [helpdesk@umw.edu](mailto:helpdesk@umw.edu)
* Submit your problem via online form: <http://technology.umw.edu/helpdesk/submit-a-service-request/>
* Website (with operating hours): <https://technology.umw.edu/helpdesk/>

**Digital Knowledge Center (DKC)**

The Digital Knowledge Center (DKC) provides UMW students with peer tutoring on digital projects and assignments. Any student at the University can take advantage of the Center’s services by scheduling an appointment to work one-one-one or in a group with a student tutor; when a tutor is available, the Center also provides walk-in assistance. Tutorials can cover a wide-range of topics related to common digital systems, technologies, new media, and tools used in courses at UMW; the Center also provides training to students interested in learning how to use the Advanced Media Production Studio (HCC 115). DKC tutors adhere to the UMW Honor Code in all tutorials; they are available to provide guidance and advice, but they cannot create, produce, or edit work on a student’s behalf.

* Website: <http://dkc.umw.edu/>
* Email: [info@dkc.umw.edu](mailto:info@dkc.umw.edu)
* Phone: 540-654-5815