

Main Functions

Academic Advising Center

Reneau Hall, Room 102

Ext. 7138

- Provide academic advising to newly admitted, transfer, prospective, and transient students.
- Provide academic advising to currently enrolled students who have not declared an academic major.
- Provide general information regarding academic policies and procedures, as well as university core curriculum requirements, to faculty, staff, and students.
- Assist exploratory students in interpreting institutional requirements, in guiding their selection of appropriate courses, in selecting an appropriate program of study, and in developing meaningful educational plans.
- Support student persistence by monitoring the progress of first-year students, contacting students experiencing academic difficulties, and making appropriate referrals.

Academic Affairs

Welty Hall, Room 300

Ext. 7142

- Coordinate and supervise the offices and programs of the four academic Colleges, Library, Registrar, Graduate Studies, Academic Support, Mississippi Governor's School, Honor's College, Academic Advising, and General Studies
- Coordinate systematic program of planning and evaluation of academic affairs.
- Maintain files with credentials on faculty members.
- Prepare budget requests for the President in each area of responsibility and oversee the budget in each area.
- Prepare reports for the Institutions of Higher Learning Board of Trustees and other agencies as requested.
- Review all policy statements in Academic Affairs and coordinate development of new or revised policies.
- Prepare academic class schedules and plan for academic advising.
- Review all academic programs on a regular basis.
- Administer the academic assessment process.
- Oversee probation, exclusion, retroactive withdrawal, and student grievance procedures.

Academic Support Services

Reneau Hall, Room 102

Ext. 7138

- Approve and coordinate accommodations for students with disabilities

- Administer the Accuplacer Test
- Coordinate the Summer Development Program
- Provide assistance to students with academic needs: tutoring, study skills workshops and consultation; materials, including computer tutorials for improvement of basic skills
- Advise students participating in freshman academic support
- Provide assistance to students on academic probation

Admissions

Welty Hall, Room 201

Ext. 7106

- Plan and implement recruitment programs and activities, develop marketing and recruitment strategies, and work with high school and community college counselors and students in Mississippi and in other states to promote MUW and the admissions program in a positive manner
- Develop public relation information necessary to enhance the recruitment program such as posters, brochures, and viewbooks
- Mail catalogs/bulletins and other promotional materials to prospective students, high school counselors, and community college contacts
- Organize and maintain prospective student database
- Evaluate applications and complete the enrollment process for all students
- Recommend and award potential new students scholarships
- Encourage and conduct tours for prospective students
- Travel to college fairs in feeder and potential feeder schools to educate others about MUW
- Develop international recruitment program, develop relationships with institutions in other countries, and assist in the recruitment and retention of an international student body

Alumni Relations

Stovall House

Ext. 7295

- Provide information to alumni about the University
- Plan and direct Homecoming and other events throughout the year
- Maintain alumni records and database
- Serve as a resource for alumni wishing to reconnect with the University
- Provide opportunities for alumni to connect with other alumni on and off campus

Campus Health Center

Eckford Hall

Ext. 7289

- Provides evaluation, diagnosis, and treatment of acute illnesses
- Provides screenings and evaluation for students/faculty/staff, and their spouses and dependents 3 years of age and older
- Provides appropriate referrals as needed
- Maintains immunization records of students

Campus Recreation

Stark Recreation Center, Room 102

Ext. 7494

- Oversee the management and operation of the Pohl/Stark Recreation Center, Garrett Tennis Courts, Vida Field, and softball fields.
- Provide recreation opportunities to the MUW community through following programs:
 - Aquatics
 - Outdoor Adventure
 - Intramural Sports
 - Wellness
 - Special Events
 - Open Recreation
- Oversees the development of students through employment opportunities for approximately 50 students

Career Services

Cochran Hall

Ext. 7619

- Assist students in defining career objectives, selecting majors/minors and the job search process.
- Research, prepare and make available to students, information on major, careers and job search endeavors, including planning and implementation of career fairs and events.
- Provide one on one consultation to discuss career goals.
- Facilitate mock interviews to prepare students for the job search process.
- Meet with classes and organizations on and off campus to discuss career and life planning issues.
- Post prospective internships and job opportunities (off campus) to campus and alumni.
- Facilitate (free) workshops inclusive of: choosing a major, resume writing, cover letter writing, interviewing, projecting a professional image, portfolio development, and other career related topics.
- Coordinates job placement for students on and off campus.

College of Arts and Sciences

Painter Hall, Room 111

Ext. 7386

- Provide undergraduate majors and minors in the areas of Art and Design, Biology, Chemistry, Communication, English, History, Mathematics, Microbiology, Music, Music Therapy, Paralegal, Physical Science, Political Science, Social Sciences, Spanish, and Theatre
- Provide programs leading to teacher certification in Art, Biology, English, Mathematics, Music, Physical Science, Social Studies, and Spanish
- Provide additional minors in Film Studies, French, International Studies, and Philosophy; a certificate program in Teaching English as a Second Language; and courses in Geography and Religious Studies
- Provide courses that fulfill the university's core curriculum in the areas of World Heritage, Natural Sciences with Laboratory, Intercultural Studies, Critical Thinking Skills, Written Communication, Oral Communication, Quantifying and Technology Skills, and Social Institutions
- Foster research, scholarship, and creative and artistic achievement among students and faculty
- Provide community enrichment and outreach through public programs, performances, and exhibits

College of Business and Legal Studies

Reneau Hall, Room 316

Ext. 7152

- Provides undergraduate majors and minors in Accounting, General Business, Management, Management Information Systems, and Marketing
- Offers an ACBSP-accredited curriculum appropriate for graduate business studies
- Offers an internship program, student organizations, and professional development activities for career exploration
- Provides community outreach through continuing education programs, conferences, seminars and online workforce development programs.

College of Education and Human Sciences

Education/Human Sciences Bldg., Ext. 7175

Health & Kinesiology Dept., Reneau Hall, Ext. 7225

- Provide undergraduate majors in Elementary Education, Family Studies, Family Studies (licensure in Family and Consumer Science), Psychology, and Kinesiology (K-12 Teaching, Sport Management, Exercise Science, Exercise Science – Physical Therapy or Pre-Occupational Therapy).
- Provide undergraduate minors in Family Studies, Kinesiology and Psychology
- Provide graduate programs in Differentiated Instruction, Gifted Studies, Master of Arts in Teaching, Reading/Literacy and Health Education
- Operate Child and Parent Development Center
- Hold campus events: HK Health Fair; Women's Health Awareness Week; Commit To Be Fit Program; Miller Lecture Series; Summer Discovery; Teachers of the Gifted Instructional Forum and the First-Year Teacher Institute and Induction for the Mississippi Hall of Master

Teachers

College of Nursing and Speech-Language Pathology

Martin Hall, Room 122, Ext. 7299 (College Office)

Nursing, Martin Hall (ASN Program, Rm 100, Ext. 7311; BSN Program, Rm. 200, Ext. 7301; MSN Program, Rm 300, Ext. 7323)

Speech-Language Pathology, Cromwell Communications Center Clinic Entrance (BS and MS Programs, Speech and Hearing Center, Ext. 7270)

Campus Health Center, Eckford Hall, Ext. 7289

- Provides professional education for several levels of nursing practice: ASN, BSN, MSN, and post-masters.
- Provides pre-professional and professional education for Speech-Language Pathology majors: BS and MS.
- Offers professional development activities, involvement in professional student organizations, and externship/preceptorship experiences
- Fosters research and scholarship development in students and faculty
- Provides community outreach through clinical and professional activities
- Operates the Campus Health Center
- Operates the Speech and Hearing Center

Communication Department

Cromwell, Room 101

Ext. 7354

- Offers BA and BS degrees in communication
- Offers minor in communication
- Management and advisement of student newspaper, *The Spectator*
- Management and advisement of student radio station, WMUW

Community Living

(Housing, Counseling, and Conference Services)

Cochran Hall, 2nd floor

Ext. 7127

Housing Services

- Provide safe, clean and comfortable residential rooms
- Collaborate with various departments to provide programming that supports the academic mission as well as the personal development of the residential student population

- Provide quality resources and services that students desire to meet living demands

Counseling Services

- Provide brief therapy to individuals and groups of students dealing with personal and academic issues
- Provide quality programming covering a variety of mental health and wellness topics
- Available “on-call” for emergency situations

Conference Services

- Market and recruit for MUW to host camps and conferences on campus
- Provide housing, meals and quality customer service to camps and conferences

Community Service, Office of

Cochran Hall

Ext. 7470

- Recruit student volunteers
- Network with service agencies in community
- Match and place volunteers with agency
- Campus wide community service projects

Comptroller

Welty Hall, Room 106

Ext. 7210

- Serves as university cashier receipting/processing all student payments and departmental deposits
- Maintains student's accounts receivable accounts
- Responsible for the administration of the Federal Perkins Loan Program
- Processes all accounts payable
- Processes all travel reimbursement forms for payment and verifies that state travel policy/procedure is being followed
- Issues employee long distance pin codes
- Assists budget managers with any issues involving their budget

Culinary Arts Institute

Shattuck Hall, North Annex

Ext. 7472

- Offers BS degree program in culinary arts
- Offers minor in culinary arts
- Offers avocational (hobby) 1-credit hour cooking courses

Development

Welty Hall- 2nd floor

Ext. 7148 or 7146

- Responsible for supporting the advancement activities of the institution
- Promote fund-raising programs for the institution
- Maintain records of alumni and donors

Diversity Education & Programs

Cochran Hall, Room 225

Ext. 7352

- Sponsor programs and services to enhance one's understanding of diversity
- Plan and implement programs for Cultural Awareness Months i.e. Black History, Gay, Lesbian, Bi-sexual, Transgender, Hispanic, HIV/AIDS, and Women's History
- Monitor minority student performance and maintain outreach to aid in retention
- Plan, coordinate, and execute Unity Dinner, Minority Day, and Minority Achievement Gala
- Provide workshops and resources to students interested in pursuing graduate/professional degrees
- Coordinate IMAGE and Summer Bridge Institute programs

Finance and Administration

Welty Hall, Room 309

Ext. 7145

- Oversees financial and business management
- Oversees budget development, preparation and control
- Oversees preparation, compilation, and distribution of financial reports
- Responsible for the maintenance and improvement of the University's physical plant
- Coordinates campus construction projects and oversees implementation of the campus master plan.
- Responsible for support services including property control, transportation, operation of mail service, printing services, management of University apartments, procurement and contracting, food services, computing services, bookstore and the Plymouth Bluff Center

- Updates and distributes Administrative Duties Handbook
- Coordinates approval for procurement of insurance with IHL
- Updates the Plan of Compliance to the Civil Rights Act
- Reviews and distributes policy statements when applicable

Financial Aid Center

Welty Hall, 1st Floor

Ext. 7114

- The Financial Aid Center administers and coordinates financial assistance from Federal, state, institutional, and private sources.
- MUW has a comprehensive program of student financial aid including: grants, scholarships, loans, and part-time employment. Many of the financial aid programs are limited, so students should apply early.
- Applications received before March 1st receive priority for any available funds.
- Students can apply for financial aid on the Internet at www.fafsa.ed.gov.
- Students can also apply for State of Mississippi financial aid at www.mississippi.edu, then click on financial aid.

Graduate Studies

Reneau Hall, Room 121

Ext. 7110

- Oversee graduate programs
- Coordinate entrance and exit requirements
- Approve curriculum offerings
- Faculty qualifications
- Update Graduate Bulletin
- Provide central location to maintain graduate student records

Human Resources

Whitfield Hall, 2nd Floor

Ext. 7222

- Processes all Payrolls (Faculty, Staff, & Students)
- Assists With Benefits Enrollment and Information
- Processes All New Employee Information for Payroll (Including Student Workers)

- Processes Employee (Not Student) Address Changes
- Posts Staff Positions (Academic Affairs posts faculty positions)
- Receives and Distributes Employment Applications and Information
- Coordinates MUW Policy Statements
- Forwards Workers Comp Claims to Insurer
- Forwards Liability Claims to Insurer (i.e. broken windows due to University caused accidents)

Institutional Research

Reneau Hall, Room 118

Ext. 8543

- Coordination of data collection for IHL reporting
- Represents MUW on IHL Council of Institutional Research Officers (CIRO)
- IPEDS data collection
- Assists with institutional effectiveness activities
- Coordination of data collection for *U.S. News and World Report* Surveys
- Completion of university fact book
- Assists Associate Vice President with work pertaining to SACS re-accreditation visit

Library Services

Fant Memorial Library

Ext. 7332

- 244,363 books available for computerized checkout
- 1,200 current journals available in Fant Library
- Thousands of full-text articles and citations with remote access available
- Bibliographic Instruction one-on-one and for classes
- Interlibrary Loan Services
- Reserves available for faculty use
- Extensive children's collection
- Special collections with MUW memorabilia
- Proctor tests
- Reference Services

Mississippi Governor's School

Education/Home Ec Ctr., 4th floor

Ext. 6096

- Three week summer program for academically able and gifted high school students.
- Focus is on challenging academics, creativity, leadership, and community service.
- Students with ACT score of 25 or higher receive 3 hours college credit.
- Planning and organization is on-going through out the year.
- Serves as an intern site for graduate students in Gifted Studies.

MUW Foundation

Welty Hall, 2nd floor

Ext. 7148

- The Mississippi University for Women Foundation is a non-profit Mississippi corporation organized to foster, encourage, and promote the educational purposes of the University. In providing its important services through the pursuit of endowments and other gifts, the Foundation enriches and enhances the academic quality and reputation of Mississippi University for Women.

MUW Police Department

Hogarth, 2nd floor

Ext. 7777

- Ensures a safe and secure environment in which to live, learn, and work.
- Controls campus access, logging visitors and issuing passes.
- Enforces traffic rules and regulations.
- Provides educational crime prevention programming.
- Offers R.A.D. (Rape Aggression Defense) classes for women and men.

President's Office

Welty Hall, Room 301

Ext. 7100

- The President is responsible for overseeing all the operations at Mississippi University for Women as directed by the Board of Trustees of State Institutions of Higher Learning.
- She is assisted by two office assistants and the President's Cabinet. The President's Cabinet includes the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Institutional Advancement, the Vice President for Student Services, and the Assistant to the President/University Counsel.

- The President interacts with many people on a daily basis: MUW faculty, staff, students, parents, and alumni, IHL board members and staff, legislators and other elected officials, donors, and other citizens. All groups are very important to the success of our university.

Public Affairs, Office of

McDevitt Hall

Ext. 7119

- Assist the campus community in the development of press releases
- Arrange positive placement of these press releases in local, regional, and national media outlets
- Produce publications to raise awareness of the University's programs and offerings
- Design advertisements and purchase advertising space and time
- Develop and produce multimedia pieces (using photography and videography) to advance the University

Registrar's Office

Welty Hall, Room 105

Ext. 7135

- Maintain academic records of students
- Process grades
- Exchange student information with other colleges and universities
- Issue official transcripts
- Evaluate previous college work for entering students
- Certify degrees of all degree seeking students
- Prepare audits for pre-scheduling
- Process withdrawals and add/drops
- Organize and coordinate activities for pre-scheduling, registration and commencement
- Compile academic information to be included in the University Bulletin

Resources Management

Whitfield, 1st floor

Ext. 7126

- Prepares and processes all purchase orders
- Oversees the University procurement card program

- Schedules all University fleet vehicles
- Responsible for room scheduling and providing event management services to both on-campus and off-campus guests
- Oversees rental and maintenance of campus apartments
- Responsible for the University's inventory and fixed assets
- Receives and distributes all packages delivered to central receiving

Roger F. Wicker Center for Creative Learning

Education Bldg., 4th floor

Ext. 6101

- Develop and implement research-based programs and services for K-12 learners
- Strengthen parenting skills and foster involvement for parents for K-12 learners
- Provide teachers with professional development opportunities and effective strategies for differentiating instruction
- Connect communities with schools through partnerships for learning

Sciences and Mathematics Department

Parkinson Hall

Ext. 7376

- Offers coursework in biological sciences, mathematics, and physical sciences
- Provides academic advising
- Provides student research and summer internships opportunities
- Guides student preparation for health related professional schools
- Supports preparation for teacher certification
- Sponsors Alpha Epsilon Delta, Beta Beta Beta, Kappa Mu Epsilon, Lambda Tau, and Gamma Sigma Epsilon
- Provides seminars of interest in science and mathematics areas

Student Life

Cochran Hall, 2nd Floor

Ext. 6974

- Provides development opportunities for students through a variety of out of class experiences
- Advises social organizations including social clubs, fraternities & sororities
- Registers all student organizations

- Advises Student Government Association
- Advises Class Council & plans activities including Jr./Sr. Rivalry, Sophomore/Junior Rivalry & Magnolia Chain
- Advises Student Programming Board & produces campus wide programming
- Oversees Hearin Leadership Program
- Plans & organizes New Student Orientation programs
- Coordinates university efforts in the areas of Career Services, Community Service, and Diversity Education and Programs

The Speech and Hearing Center

Cromwell, 1st Floor Clinic Entrance

Ext. 7270

- Provides evaluation and therapy for children and adults with communication disorders
- Provides hearing screening and evaluation for infants through adults
- Provides consultation with clients and/or caregivers regarding their communicative disorder
- Provides referrals to other agencies as needed

Vice President for Student Affairs

Cochran Hall

Ext. 7129

- Supervision of Student Affairs and Enrollment Management Operations

Women's Center for Entrepreneurship

Orr Annex

Ext. 6277

- Business & Entrepreneurial Workshops
- Business Coaching, Mentoring & Networking
- Telephone Counseling & Conferencing
- Computer Training
- Research of Applicable Resources for Individual Business Types
- Help Business Start-ups: Develop a Business Plan, Develop leadership skills in areas of small business ownership, Find Resources to access funding through financial institutions, government agencies & grant programs & Obtain appropriate local, state and federal certifications.