A Message from the Department Chair

Suzanne Boyd

Welcome to the Spring 2020 Policies and Procedures Instructor Memo. Please take a few minutes to read these important guidelines.

**Class Coverage Procedure**

If you are unable to be in class due to illness during semester, you must inform the department chair immediately. The department chair will forward your information to the Dean of the College. The Dean will authorize the substitution of another instructor if necessary. Your approval is required to substitute in your class. Please use this form:

[Insert form link]

If you have questions, please contact Hailey Shelton, Graduate Assistant.

**Spring 2020 Policies**

- **Important Dates**
  - First day of classes: Jan 21
  - Last day to add a class: Feb 10
  - Spring Break: Mar 9-13
  - Last day to drop a class: Apr 2
  - Final exams: May 1-8

- **Reminders for Instructors**
  - Please submit your Spring 2020 course syllabi to the Syllabi Dropbox.
  - You are expected to email your class on any updates to the teaching schedule. You can email your students/class roster through PAWS.
  - If you haven’t done so yet, please take a look at the Spring 2020 Policies and Procedures Instructor Memo.

**Graduate Student Room & Event Request**

Please contact the main office.

**Classroom or Computer Lab Request**

If you need a classroom or computer lab on a particular day (there are over 100 of us after all) and I anticipate they may be available, please indicate that in the request. Otherwise, please email it directly to staff@uwm.edu.

**Syllabi Dropbox**

Please submit your Spring 2020 course syllabi to the Syllabi Dropbox in order for you to receive Departmental funding in order for you to receive Departmental funding.

If you are unable to submit your syllabi to the Dropbox, please email it directly to staff@uwm.edu.

**ORCID**

Please contact Shelby Belski if you have questions.

**Classroom or Computer Lab Request**

Please use the classroom or computer lab request form and section numbers in your request. If you need more information, please email the MathSci office at MathSci@uwm.edu.

**Optimal Funding**

The Student Senate Advisory Committee meets on Friday, Apr. 3 at 11 a.m.

**Graduate Student Aids & Awards**

The Graduate Student Aids & Awards Committee meets on the last day of classes.

**Graduate Student Conference Funding**

The Graduate Student Conference Funding Committee meets on the last day of classes.

**Graduate Students' Colloquium Series**

Friday, Mar. 13, 2020:

- **Speaker:** Dr. Henry Boateng
  - Topic: "Mathematics of Topological Insulators and Semimetals"

**Math Tutoring Services**

Spring 2020 Tutoring, Bolton Homework Lab, and Calculus Math Tutoring Services are posted on the Math Department’s website.

For any questions involving travel, please contact Suzanne Boyd, Chair, Professor, Mathematical Sciences.

**Contact Information**

- **Department Office:** 915 N. Water St., Milwaukee, WI 53233
  - Phone: (414) 229-4836
  - Fax: (414) 229-8836
  - Email: math@uwm.edu
  - Website: uwm.edu/math/

- **Math Department Website:**
  - Policies and Procedures
  - Class Coverage Procedure
  - Classroom or Computer Lab Request
  - Syllabi Dropbox
  - ORCID
  - Optimal Funding
  - Graduate Student Aids & Awards
  - Graduate Student Conference Funding
  - Graduate Students' Colloquium Series

- **Other Useful Resources**
  - University of Wisconsin-Milwaukee
  - Mathematical Sciences

**Reminders for Instructors**

- Please use this form for all Departmental sponsored events, talks, etc.

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