A Message from the Department Chair

Suzanne Boyd

Welcome back to the start to the new year and a new semester! The department offices are now open, and we look forward to seeing you in person.

Departmental News

- Spring 2020 Tutoring Schedule: Please check our website for the most up-to-date schedule.
- Bolton Homework Lab: Hours and availability have been updated.
- Calculus Workshop Schedules: Weekly workshops will be held online.

FOR GRADUATE STUDENT USE ONLY:

GRADUATE STUDENT ROOM & EVENT REQUEST FORM

Please use this form when you need to use a classroom or computer lab on campus, and you do not already have a standing reservation (i.e., for an ongoing class). Office staff will receive your request and contact you via email with a confirmation. If class will be canceled, email the staff at mathdept@uwm.edu at least one week prior to the event. Without the proper email, we will be unable to accommodate your request.

If you are unable to teach a class session during the semester, you must email your course coordinator or department chair as soon as possible and notify them of your situation and discuss a possible replacement. Office staff will receive your request and contact you via email with a confirmation. If you are unable to submit your syllabi to the Dropbox, please include a link to the syllabus in your email otherwise I’ll be posting it on our website with other syllabi.

I hope everyone, no matter your winter break plans, has arrived back refreshed and charged up for the term.

Suzanne Boyd

Reminders for Instructors

Spring 2020 Policies and Procedures

- Spring 2020 Policies and Procedures for Instructors: Please use this form to request class changes or add/ drop students.

Class Coverage Procedure

If a class is canceled due to inclement weather, you will be contacted via email and then receive additional email(s) as needed. If you need to cancel a class due to unforeseen circumstances, please contact the Office of Undergraduate Affairs at least 24 hours in advance.

Katie Boyd

Spring 2020 Schedule

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Topic/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 21</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>Last day to drop a class</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td>Mar. 15 - 22</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Apr. 5</td>
<td>Last day to drop a class</td>
</tr>
<tr>
<td>Apr. 9</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Apr. 10</td>
<td>Annual Marden colloquium</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>Calculus Workshop (online)</td>
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</tbody>
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Online Request Forms

- ROOM REQUEST FORM: Please use this form to request class changes or add/drop students.
- STUDENT ROOM & EVENT REQUEST FORM: Please use this form to request classroom or computer lab space.

Fall 2019 Instructor Evaluations

- Please email your course coordinator or department chair to request feedback.

Important Dates

- First day of classes: Jan. 21
- Last day to drop a class: Apr. 5
- Last day to add a class: Feb. 17
- Final examinations: May 9 & 11-16
- Graduation: May 10
- Commencement: May 11

Math Tutoring Services

Spring 2020 Tutoring Schedule: Check our website for the most up-to-date schedule.

FOR GRADUATE STUDENT USE ONLY: Please contact your department chair for information on graduate-level tutoring.

Travel: Information Request Form

Please contact Hailey Shelby with any questions.