A Message from the Department Chair: Professor Tamara Brobst

Welcome to the Fall 2021 Department Newsletter! We hope you have had a restful summer and are excited to get back to work. Here are a few updates and reminders:

**Important Policy/Training Reminders**
- **Travel Information Request Form:** If you are traveling to the university or are traveling for events, please use the Travel Information Request Form. Contact Ceceilia Huang at chuewitt@uwm.edu for any questions.
- **Expense Approval Request Form:** The Travel Approval Request form is required for all travel expenses. Please contact Travel Support at support@online-tax.net for more information.
- **Office Hours:** The Front Office team is available to assist you during their regular hours: Monday-Friday, 9:00 AM - 5:00 PM. The contact information is as follows:
  - Suzanne Boyd: (414) 229-4402; BoydSm@uwm.edu
  - Kim: (414) 229-4403; KimSm@uwm.edu
  - Marissa Backus: (414) 229-4401; BackusM@uwm.edu

**Reminders for Instructors**
- **Class Coverage Procedure:** If class will be canceled, email the MathSci office, math-staff@uwm.edu, and please provide a list of students who need to be notified.
- **Lecture Capture:** If you intend to record your lectures, please contact Classroom Technology Support, lcapture@uwm.edu.
- **ARC Accommodations:** Remember to include mask requirements in your class procedures.

**Student Information**
- **Graduate Student Handbook:** The Graduate Handbook for Current Graduate Students is now available. The Department of Mathematical Sciences has created and posted this handbook online. Please access it [here](http://example.com).
- **Bi-Weekly Pay Schedule:** The 2021 Bi-Weekly Pay Schedule is available for download. Please review it [here](http://example.com).
- **ARC Accommodations:** Grad students must sign up by Sept 7, 2021. Please contact Suzanne Boyd or an advisor to arrange your ARC accommodations.

**COVID-19 Updates**
- **Health Insurance:** Once you have enrolled in the university health insurance, you must provide Social Security card information. If you have not already made an appointment to receive your Social Security card, please do this as soon as possible.
- **Clear Visors:** For those instructors who have ARC accommodations in their classroom or computer lab, you must first complete the email form. If you would like a new door tag, please be sure to request it.
- **COVID Testing:** Testing is available for students and staff. The vaccination clinic schedule is available online. Please make sure you are up to date on the new policies and procedures.

**Upcoming Events**
- **Fall 2021 Department Gathering:** Sept 10: DSC@UWM Biergarten from 2 PM to 4 PM. The DSC@UWM will meet throughout the semester. You can view the events on our website for more information.
- **Important Dates:** First day of classes is Sept 7; Last day to drop is Sept 13; Thanksgiving break is Nov 25-29; Last day to withdraw is Dec 14; Final exams are Dec 14-17.

**Contact Information**
- **Graduate Admissions:** 414-229-4400; gradadmissions@uwm.edu
- **Tutoring:** Bolton 180; tutoring@uwm.edu
- **Student Support:** 414-229-4400; studentsupport@uwm.edu

With that, I will let you get to the rest of this newsletter! Best,

Suzanne Boyd, Chair