A Message from the Department Chair: President Suzanne Boyce

Welcome to the start of the Fall 2019 semester! As always, we are looking forward to an exciting and challenging academic year ahead. The Department of Mathematical Sciences is committed to providing our students, faculty, and staff with the best possible educational experience.

Some important updates for the upcoming semester:

- **Fall 2019 Monthly Pay Schedule**: The Human Resources department has posted the monthly pay schedule for the fall semester. If you have any questions, please contact the HR office.

- **Graduate Program**: The Department of Mathematical Sciences has created and posted a Graduate Handbook for Current Graduate Students. This handbook contains important information about the graduate program, including course schedules and research opportunities. Please make sure to review it.

- **Travel Information Request Form**: For graduate students only: Please use the Travel Information Request Form to request travel funding for conferences or other events. The form can be found on the Department’s website.

- **Room Request Form**: If you require special use of a Departmental or campus owned classroom or computer lab on campus and you do not already have a standing reservation (i.e. for a class), please use the Room Request Form. Office staff will receive your request and make the necessary arrangements.

- **Class Coverage Procedure**: If class will be canceled, email the MathSci office, Suzanne Boyd (suzanne.boyd@uwm.edu). If you are the substitute instructor, please email the MathSci office to let them know. If you experience difficulties with the procedure, please email the MathSci office.

- **Fall 2018 Policies and Procedures Instructor Memo**: This memo provides important information for instructors teaching courses in Fall 2019. Please make sure to review it.

- **Fall 2019 Syllabi should be uploaded to the Mathematical Sciences syllabi directory spreadsheet. You can email your students/class roster through PAWS.

- **Important Dates**: The dates for the start of classes, last day to drop, and last day to add a class are all important for planning your schedule. Please make sure to check these dates early.

- **Sympoisums**: There will be several symposiums taking place throughout the semester, including the Picnic at Hubbard Park Beer Garden on Friday this week, September 6. Please check the Department’s calendar for more information.

- **Graduate Student Room Tag**: The MathSci office will be distributing new MathSci room tags. If you need a new tag, please let them know.

Finally, please stop by the Mathematical Sciences Department Fall Open House on October 17th to meet your instructors and learn more about the department.

Suzanne Boyd
Department of Mathematical Sciences
University of Wisconsin-Milwaukee

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**Reminders for Instructors:**

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**Payroll Information**

- **UWHR Administration**: If you have questions about your awards, you are required to have an account in Glacier. Be sure to check the tax.net webpage for information.

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**TBA - watch your emails and keep up to date with important information!**