



CABRINI
COLLEGE

**FACULTY SUPPORT
OFFICE**

Grace Hall Room 203

**Office Hours:
Monday through Friday
8 a.m. - 5 p.m.**

FACULTY SUPPORT STAFF

Coordinator:

Kathy McCrea

Phone: 610-902-8310 e-mail: kmccrea@cabrini.edu

Head Secretary:

Patti Stocker

Phone: 610-902-8311 e-mail: pas726@cabrini.edu

Secretaries:

Catherine Arnesen (Monday and Tuesday)

Phone: 610-902-8312 e-mail: carnesen@cabrini.edu

Shannon Tinney (Wednesday through Friday)

Phone: 610-902-8311 e-mail: stinney@cabrini.edu

Faculty Support Fax Number: 610-902-8285

Faculty Support is more than happy to assist **ALL** faculty members with any typing, copy work, or anything we can do to make life easier for you! Please do not hesitate to contact us for help!

There are several ways for you to give us typing and/or copy work:

1) **Work Request Form** - work request forms are located in the copy center, mailroom and Faculty Support office. For copy work please complete the form and place work in silver bin (as you enter the copy center both the forms and bin are on the table to the left). When completing forms please be specific! Please give all typing work to Kathy McCrea if possible.

2) **E-mail** - e-mail any work to both Kathy McCrea and Patti Stocker (it is best to address both to be on the safe side).

3) **Gray Mailbox** - Faculty Support has a **secured** mailbox located outside the Faculty Support office for you to leave work **AFTER** normal business hours. Please leave any papers of importance i.e. quizzes, and tests in the secure mailbox rather than in copy center. Please complete a work request form when leaving work in mailbox; work request forms are located in copy room and mailroom.

IMPORTANT INFORMATION

Copy Center:

The Copy Center is located in Grace Hall Room 202, the center has several copiers for faculty to use; in order to use the copiers, you do need an access code to use copiers. Please contact the office of Faculty Support for department's access code and instructions on how to use the copiers if needed.

The Copy Center is available to faculty after regular office hours, to access the copy center after hours you will need the combination code for the lock. Please contact the office of Faculty Support for the combination code to the copy center.

Mailroom:

All faculty members are assigned a mailbox; the Faculty Mailroom is located in Grace Hall Room 201 and is accessible anytime Grace Hall is open. Please make it a point to check your mailboxes regularly; information regarding your classes, message from faculty, staff and students will be placed in your mailbox as well as information on campus activities and events; you do need an access code to access mailroom. Please contact the office of Faculty Support for the combination code to the mailroom.

Please do not give any access numbers to students!

Student Papers:

If a student cannot hand his paper to you in class, and with your permission, they can hand the papers in at the Faculty Support Office located in Grace Hall Room 203. It is very important to remind students to put their names as well as your name on the papers when handing papers into Faculty Support. Faculty Support will not accept student papers by fax!

Advantage Mark Read Scanner:

The Faculty Support office has an Advantage Mark Read Scanner for faculty to use, we do supply the answer sheets for multiple choice questions to be scanned in our office (faculty members must do the scanning themselves).

SIRS - Student Instructional Report :

The office of Faculty Support distributes and collects the SIR forms, please see Faculty Support for request form for your classes.

College Telephone Numbers/Addresses

Academic Affairs	610-902-8300
Academic Counseling.....	610-902-8567
Admissions (Undergraduate).....	610-902-8552
Affirmative Action	610-902-8206
Alumni Affairs.....	610-902-8252
Assessment of Prior Learning.....	610-902-8296
Athletics	610-902-8387
Bookstore.....	610-902-8526
Business Office (Payroll).....	610-902-8278
Campus Ministry.....	610-902-8225
Center for Teaching and Learning.....	610-902-8213
Cooperative Education and Career Services.....	610-902-8305
Disability Resource Center	610-902-8572
Dining Services	610-902-8505
Dixon Center.....	610-225-3901
Facilities	610-902-8242
Faculty Support.....	610-902-8310
General Information	610-902-8100
Graduate and Professional Studies.....	610-902-8500
Holy Spirit Library	610-902-8538
ITR (Computers, E-Mail and AV Equipment) ..	610-902-8366
Math Resource Center	610-902-8563
Peer Tutoring Services	610-902-8213
Public Safety	610-902-8245
Registrar Office.....	610-902-8545
Residence Life	610-902-8410
Student Activities	610-902-8407
Study Abroad Program	610-902-8383
Writing Center	610-902-8506

Cabrini College Web Site

<http://www.cabrini.edu/>

Class Information Website

<http://www.cabrini.edu/webtms/>

Classroom Technology Information

<https://app1.cabrini.edu/classroomtech/default.aspx?view=bldg>

Snow Closing: KYW 1060 AM Delaware County

#523 for day classes and

#2523 for evening classes

Cabrini College
610 King of Prussia Road
Radnor, PA 19087