



The Harriet W. Sheridan Center for Teaching and Learning at Brown University

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TEACHING AT BROWN: FROM A TO Z

This guide, explaining terms commonly used at Brown and describing key campus resources, is divided into four sections: (1) Getting Started, (2) Classes & the Curriculum, (3) Campus Resources, and (4) The Brown Administration, and includes the topics listed below. The Sheridan Center wishes to thank Professor Beth Bauer (Hispanic Studies) for allowing us to adapt and develop these materials from An Insider's Guide to Brown Terminology and Phenomena, which she originally created in her capacity as Director of the Center for Language Studies (CLS) for use at CLS's annual orientation for foreign language teaching assistants and teaching associates. We welcome your suggestions for additional items to include – please send them to us at Sheridan_Center@brown.edu.

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1. GETTING STARTED

Academic Services Gateway: Provides instructors with information about and centralized access to technology services such as MyCourses, wikis, bulk-email, iclickers, or iTunesU@Brown. See www.brown.edu/cis/services/gateway.

Book Orders: Books for courses can be ordered through the Brown Bookstore: bookstore.brown.edu/textbooks_faculty.html.

Classroom Assignments: Available online through the Banner electronic registration system (see *Banner* on page 3 for more information) or on the website of the Registrar's Office: www.brown.edu/registrar/roomschedannounce.htm.

Computing & Information Services – Instructional Technology Group (CIS-ITG): ITG supports the use of technology in teaching and has instructional technologists who can provide individual assistance to faculty. For more information, see www.brown.edu/itg.

Course Packs: Graphic Services can make course packs available for sale to your students (though some faculty prefer to use local copy shops). For more information, see www.brown.edu/Facilities/Graphic_Services/coursepacks/cpacks_index.html.

Course Preview Pages: Brown has an online Course Preview Page Directory (courses.brown.edu), which enables students to “shop” courses virtually and may help decrease some of the excessive foot traffic many instructors experience during *Shopping Period* (described on page 6). To create a Course Preview page, use the *Academic Services Gateway* described above.

Course Reserves: You can find information about both online and physical course reserves at www.brown.edu/Facilities/University_Library/services/reserves.

MyCourses: The Brown name for Blackboard, the electronic course management system used at Brown. You can use MyCourses (mycourses.brown.edu) to create a course website where students can access course information and materials, submit assignments, participate in online discussions, take online quizzes, etc. To request a MyCourses site, use the *Academic Services Gateway* described above.

Request for Classrooms & Instructional Equipment: Request forms are available online at www.brown.edu/registrar/FacStaff/roomform.html.

Sheridan Center for Teaching and Learning: The Sheridan Center offers faculty, postdoctoral fellows and graduate students a variety of programs, consulting services and publications to support teaching at Brown. Center staff are available to meet individually with instructors. For more information, see www.brown.edu/sheridan_center.

2. CLASSES & THE CURRICULUM

ABC/NC: The official grading system at Brown. Note that there are no pluses or minuses (i.e., no A-, no B+). There are also no D's or F's. If students fail a course, they get NC, which means that the course simply does not count and will not show up on their official record. See www.brown.edu/registrar/guidelines/acad_regs/index.html#grading.

Academic Advising: Brown offers an array of undergraduate advising opportunities. Each incoming first-year student is assigned a *First Year Advisor*, who is a faculty member or administrator, and a Meiklejohn student peer advisor (see *Meiklejohn* on page 4 for details). Some incoming students may elect to take a course with their First Year Advisor as part of the *Curricular Advising Program (CAP)*, described on page 4. Others with interests in community service may choose to participate in the *University-Community Academic Advising Program (UCAAP)*, described on page 6. Sophomores may elect to stay with their First Year Advisor, select a new faculty member to serve as their *Sophomore Advisor* or have the Office of the Dean of the College help them find a Sophomore Advisor. They are also encouraged to consult any of the ten *Randall Advisors*, faculty members from a variety of disciplines who are available to meet individually with sophomores (see page 6 for more information). Upon declaring a concentration toward the end of the fourth semester, students primarily rely on their *Concentration Advisor*. For more information, see www.brown.edu/Administration/Dean_of_the_College/advising.

Academic Calendar: Includes key dates for the fall and spring terms, as well as various registration deadlines. See www.brown.edu/registrar/calendar.html.

Academic Code: This document governs student conduct with regard to plagiarism, cheating, and similar violations of the norms of classroom conduct. For more information about Brown's Academic Code for undergraduates, tips on plagiarism prevention and detection, and a step-by-step guide about how to proceed if you have detected a code violation, see www.brown.edu/Administration/Dean_of_the_College/curriculum/academic_code.php. Details about Brown's Academic Code for graduate students can be found at gradschool.brown.edu/go/academiccode.

Academic Standing: Brown students are expected to complete four courses each semester, for a total of 32 courses over 4 years, and, with a few exceptions, must satisfactorily complete a minimum of 30 courses in 8 semesters. In order to remain in good academic standing in progress towards a degree, a student will ordinarily pass 8 courses in any two consecutive semesters. Academic progress rules do allow students to pass 3 courses in a semester once every two years. For a chart showing the number of courses students must pass each semester in order to stay in good academic standing, see www.brown.edu/Administration/Dean_of_the_College/academic_standing.

Add/Drop: During the first two weeks of the semester (also known as *Shopping Period* [described on page 5]), students frequently add and drop classes using Brown's electronic registration system, *Banner* (described below on this page). Up until the end of the second week of the semester, students may add classes without a fee. After that, courses must be added using a course change form available in the Registrar's Office (J. Walter Wilson Hall, 3rd floor), and a \$15 fee is charged for each course added. Courses may be dropped at any time before the last day of classes. Dropped courses are not recorded on the permanent record (transcript), but courses dropped after the second week of the semester will be recorded on the internal academic record for use within the University. For more information on adding/dropping courses, see www.brown.edu/registrar/guidelines/courses/index.html#class_change. For current add/drop deadlines, see www.brown.edu/registrar/calendar.html.

Audit: Students who audit attend classes and, if the instructor requires it, also complete assignments. They do not get course credit but the AUD does show up on their official record. Auditors should ask the instructor for permission to use this option. Instructors are not obligated to allow auditors to in their classes. Students may switch a course from Audit to Credit or Credit to Audit until mid-semester. For current deadlines, see www.brown.edu/registrar/calendar.html.

Banner: The electronic registration system at Brown, introduced for pre-registration in the spring semester of 2007. Students use Banner to search the course catalogue, register for courses and drop them online; class lists are updated as students add and drop classes. Only faculty members can give electronic 'overrides' to register students once the section is full. To access Banner, go to https://selfservice.brown.edu/ss/twbkwbis.P_GenMenu?name=homepage. For video tutorials on using Banner, see www.brown.edu/cis/Training/onlinetraining/index.php.

Brown Curriculum: aka the *Open Curriculum* or "*New Curriculum*", even though it is over 30 years old. Brown's undergraduate program (the College) is well known for having one of the most open and flexible curricula in the United States. Students currently have NO requirements other than those necessary for their major field of study or concentration. In the interest of promoting a broad-based, liberal arts education, U.S. universities and colleges typically require undergraduates to take a certain number of courses in a range of fields covering the humanities, social sciences, sciences and math, and foreign languages. For more information about the Brown Curriculum, see www.brown.edu/Administration/Dean_of_the_College/curriculum.

Brown EARS (Electronic Audio Reserve Service): Reserve audio files electronically for your course. Available through Brown's *Online Course Reserve Access (OCRA)*, described on page 6 below. Accessible at dl.lib.brown.edu/reserves.

Brown-RISD Dual Degree: A new program offering students the opportunity to complete a Bachelor of Arts (A.B.) from Brown and a Bachelor of Fine Arts (B.F.A.) degree from RISD over a five-year period. For more information, see www.brown.edu/Administration/Dean_of_the_College/degree/brown_risd.php

College Curriculum Council (CCC): Chaired by the Dean of the College, the CCC is a body of faculty, students, and administrators charged with regularly reviewing and vetting undergraduate curricular offerings at Brown to ensure quality and consistency. All new courses must be approved by the department and the CCC. For information about proposing new courses, see www.brown.edu/Administration/Dean_of_the_College/faculty/new_courses.php.

Combined Degrees: Whereas most Brown students earn a B.A. or Sc.B., some choose to pursue a combined A.B./Sc.B., concurrent Baccalaureate/Master's degree or 5th Year Master's program. For more information about Combined Degrees, see www.brown.edu/Administration/Dean_of_the_College/degree/combined_degrees.php.

Concentration: An undergraduate student's major field of study (e.g. French Studies, History, Engineering, Middle East Studies, Biology, Math, etc.). Some students choose to have two concentrations. All students must request, in writing, admission to a concentration program no later than the middle of their fourth semester, before pre-registering for semester five (usually spring semester of sophomore year). Most concentrations require students to complete at least nine courses in the department. Since Brown students typically take 36 courses during their four years here, that leaves them with a great deal

of freedom and choice as they design their program of study. For a list of concentrations at Brown, see www.brown.edu/Administration/Dean_of_the_College/advising/concentration_list.php.

Copyright & Fair Use: An overview of Brown's policy on copyright and fair use can be found online at www.brown.edu/Administration/Copyright/permission.html.

Course Announcement Bulletin (CAB): Contains course listings for a given academic year, as well as requirements for all undergraduate concentrations. Originally available only in hard copy and distributed across campus, the CAB is now available only online on the homepage of the Registrar's Office website: www.brown.edu/registrar.

CourseMap: Designed to make it easier for students to explore Brown's course offerings and choose classes at registration time, CourseMap allows topical or keyword searches of courses. See coursemap.brown.edu.

Course Performance Report (CPR): A form where instructors can write out a narrative evaluation of a student's work in their course. Students will frequently ask instructors to complete the CPR if they are using the S/NC option for the course, but some students may just like to have this document on file for every course that they take. Any student regularly enrolled in a course may request a CPR and, at the instructor's discretion, receive one. Instructors of mandatory S/NC courses are obliged to honor such requests. For all other courses, instructors may decline to submit such a form if they believe they have inadequate information to do so. Students must submit CPR requests to their course instructors before mid-semester. For more information, see www.brown.edu/registrar/guidelines/acad_regs/index.html#reports.

Credit(s): Each Brown course is worth 1 credit (with the exception of music lessons, which can count for a half credit). Students need 30 credits to graduate with a B.A. (bachelor in arts) or Sc.B (bachelor in science), the standard college undergraduate degree. More credits are required for students pursuing *combined degrees* (see page 3 above).

Critical Review: Produced and published online by a Brown student organization, the *Critical Review* contains reviews of undergraduate courses, based on responses from students and instructors to questionnaires. Participation by instructors is voluntary. Many students use the *Critical Review* to help them select courses, so it can be worthwhile to participate. For more information, see www.thecriticalreview.org.

Curricular Advising Program (CAP): This advising program for first-year students allows them to enroll in a course taught by a faculty member who is also their academic advisor for the fall or spring term. Students register their interest in a CAP course the summer before they enroll; notification of a student's assignment to a CAP course is e-mailed to them prior to their arrival at Brown. For details, see www.brown.edu/Administration/Dean_of_the_College/advising/cap.php.

Degree Requirements: Before graduating, Brown undergraduates are required to (1) demonstrate competence in writing, (2) successfully complete at least 30 courses, (3) successfully complete a concentration, and (4) fulfill the enrollment requirement of eight semesters of full-time enrollment. See www.brown.edu/Administration/Dean_of_the_College/degree/degree_reqs.php.

Faculty Advising Fellows: Provide undergraduates with faculty advising on any aspect of their experience at Brown. In collaboration with a pair of non-residential faculty fellows, each of the five faculty fellows living on campus regularly open their homes to students as well as faculty, and host a variety of monthly events. For details, see www.brown.edu/Administration/Dean_of_the_College/advising/faf.php.

Fifth Course: Brown students typically take four courses each semester. Taking five courses in one semester is considered an 'overload' and students who do this frequently take the 'fifth course' (the least important one for their academic goals) S/NC. If a student tells you that your course is her "fifth class", he or she *may* do only what is necessary to pass the course.

Final Exam Period: An 8-9 day period at the end of the semester, consisting of two three-hour blocks per day and used exclusively for final examinations for courses for which such an examination is scheduled. The Registrar's Office assigns exam groups for each course (which are listed in *Banner* and the *Course Announcement Bulletin*), as well as room assignments (which are posted on the Registrar's website by mid semester). See www.brown.edu/registrar/examschedalt.html.

First Year Seminars (FYS): A relatively new addition to Brown's curricular offerings, these limited enrollment seminars provide first-year students with an introduction to a discipline in a small-group setting. For a list of current FYS offerings, see www.brown.edu/Administration/Dean_of_the_College/courses/fys.php.

Group Independent Study Projects (GISP): Cooperative ventures in which students and faculty develop credit-bearing courses that are not a regular part of the Brown curriculum. Participating students bear major responsibility for researching the course topic, constructing a syllabus, and planning and conducting the academic coursework. Each GISP is sponsored by

a Brown faculty member who is prepared to assess the proposed study, to provide advice during the semester, and to be responsible for the evaluation of each student's work. For more information, see www.brown.edu/Administration/Dean_of_the_College/courses/gisp.php.

Incomplete: In exceptional circumstances, students may request an instructor's permission to leave a course incomplete. In such cases, a grade of 'I' (Incomplete) will be assigned provided that the student has filed a request for extension of time to complete the work of the course and the instructor has consented to such a request. For more information, see www.brown.edu/registrar/guidelines/acad_regs/index.html#grading.

Independent Study Projects (ISP): Allow individual students to initiate, design, and execute a credit-bearing course with the help of a faculty advisor. The topic of an ISP is generally not offered in the established Brown curriculum. A student is responsible for designing, implementing, and carrying out the coursework him- or herself. For details, see www.brown.edu/Administration/Dean_of_the_College/courses/isp.php.

Learning Disabilities: Student who have been diagnosed with learning disabilities and request extra time or special conditions for exams, papers, etc. should present documentation from the Office of the Dean of the College. You should not make special arrangements for students with learning disabilities without official verification. If you have questions or concerns about a student, contact Brown's Office of *Disability Support Services (DSS)*, listed below under Campus Resources. You may also wish to consult the Resources for Faculty posted on the DSS website: www.brown.edu/Student_Services/Office_of_Student_Life/dss/resources/faculty/index.html.

Leave of Absence: About 15% of Brown undergraduates take a leave at some point in their academic careers. Students must meet with an academic dean to file for a personal leave. For more information, see brown.edu/Administration/Dean_of_the_College/academic_standing/leaves_of_absence.php.

Limited Enrollment Courses: Many courses have enrollment limits and/or other registration parameters (e.g. concentrators only; freshmen only). Students may register online for limited enrollment course only if they meet all of the parameters and space is available in the course. After classes begin, priority is given to students who have pre-registered for the course, who meet the posted admission criteria, and who attend the first class meeting. Students who have permission for a limited enrollment course must attend the first three class meetings (or the first two meetings of once-weekly seminars); otherwise, they forfeit any claim to a place in that course. If the enrollment limit has been reached, the instructor may grant a registration override (by entering the student's Banner ID into Banner's override function online), which will allow the student to register. Once the override is applied, the student must still register for the course online by the registration deadlines. For details, see www.brown.edu/registrar/guidelines/courses/index.html#limit_enroll.

Mandatory S/NC: An instructor has restricted the grade option to Satisfactory/No Credit, and no letter grades are given. This is most often done for courses designed to draw students whose background preparation or personal skills might make study of the material especially difficult. It may also reflect the difficulty in certain areas of making fine numerical distinctions in performance, for example, in Visual Art, creative writing, and music or theater performance courses.

Meiklejohn (Advisors): Students, typically juniors or seniors, who work with faculty members to form advising teams for first-year students. Students may refer to "my Meiklejohn" (meaning their student advisor), they may tell you that they are Meiklejohns, or they may ask you to write a recommendation if they are applying to serve as Meiklejohn advisors. For more information about the Meiklejohn Advising Program, see www.brown.edu/Student_Services/Meiks.

Mocha: Created by Brown undergraduates to assist in planning course schedules, Mocha is an online tool students use to manage their course schedules, especially during shopping period. See brown.mochacourses.com.

Online Course Reserves Access (OCRA): Use OCRA to place books and other physical media on reserve, and to create electronic reserves. Links to reserves in all formats will be added to MyCourses. See dl.lib.brown.edu/reserves.

Program in Liberal Medical Education (PLME): Special 8-year program whereby Brown admits first-year students to the College and to the Medical School. PLME students complete an undergraduate degree (in virtually any concentration) and then stay at Brown for the four years of their medical education. For more information, see bms.brown.edu/plme.

Randall Advisors: Ten faculty members charged with exclusively advising sophomores. For more information, see www.brown.edu/Administration/Dean_of_the_College/advising/randall.php.

Reading Period: While some classes meet regularly until the start of final exams, other classes do not meet during this several-day period before the start of finals. Observing Reading Period is optional and at the discretion of the instructor. Check with your department to see what the norm is.

Requirement/Required Course: The courses that students *must* take in order to complete their program of study or concentration at Brown.

Resumed Undergraduate Education (RUE): Each year, a small number of students who have been out of high school for six years or more but who have not yet completed a four-year bachelor's degree are admitted to Brown through the RUE Program. For details, see www.brown.edu/Administration/Dean_of_the_College/advising/rue.php.

RISD (pronounced Rizdee; Rhode Island School of Design): A very well known school of arts and architecture located nearby Brown. RISD students can take Brown courses and vice versa, but the academic year calendars for the two schools do not match exactly. RISD students taking your courses are expected to respect the Brown course calendar. For more information about RISD, see www.risd.edu/.

Shopping (Period): The process of students visiting several classes during the first weeks of the semester in order to find the very best ones for them. At Brown, shopping has been a sacrosanct ritual for years; it typically lasts at least two weeks and, from the instructor's point of view, means dealing with a lot of movement and instability. Class lists change constantly (you may wish to take attendance regularly), and students may have difficulty keeping up with assignments. To learn how some colleagues cope with the challenges of Shopping Period, see www.brown.edu/sheridan_center/docs/Shopping_Period.pdf.

S/NC (Satisfactory/No Credit): Instead of taking a course for a grade (ABC/NC), a student may choose the S/NC or Pass/Fail option when they register for a course. There have actually been Brown students who chose to take all of their courses S/NC, but it is far more common for students to use this option in those subjects they find most challenging or for those that they deem less important to their primary fields of study. A small number of courses are designated by their instructors as mandatory S/NC. For guidelines to help students choose their grade option, see www.brown.edu/Administration/Dean_of_the_College/courses/grade_options.php.

University-Community Academic Advising Program (UCAAP): Brings together small groups of first-year students and academic advisors who want their academic work to connect with service in the community. During Orientation, UCAAP students and advisors participate in the Institute on Service and Community. During the semester, UCAAP students meet monthly for lectures, conferences, dinners, and site visits to learn about service opportunities and to discuss dimensions of community work. Limited to 50 students. See www.brown.edu/Administration/Dean_of_the_College/advising/ucaap.php.

University Courses: Courses that address major themes and problems requiring a different perspective than generally governs departmental offerings. They provide students with the opportunity to integrate their understanding of major areas of learning and explore relationships among diverse forms of human experience, or to relate one or more disciplines to a broader context, or to focus on large and fundamental problems that need to be approached through several disciplines or by ways not found in existing disciplines.

Vagabond: Students who sit in on courses with the instructor's permission but without officially registering, either for credit or as auditors, are called vagabonds. "Vagabonding" is the process of sitting in without official status. For more information about vagabonding, see www.brown.edu/registrar/guidelines/courses/index.html#vagabonding.

Writing Fellows: Undergraduates trained in composition and pedagogy who are assigned to a faculty member to work with students on their writing in a particular course. Requests for Writing Fellows must be submitted the semester before a course is offered. For more information, see www.brown.edu/Student_Services/Writing_Fellows/.

Writing Requirement: Currently under review, this degree requirement for undergraduates requires them to demonstrate competence in writing. If an instructor is concerned about a student's ability to write competently, he or she may contact the Associate Dean of the Writing Requirement (Kathleen_McSharry@brown.edu), who will contact the student and identify steps that will enable the student to fulfill the writing requirement.

Year Course: A year-long sequence of courses (for example, Basic Chinese) whose first semester grade is a temporary one. Neither course in the sequence may be taken independently without special written permission. The final grade submitted at the end of the second semester of course work is recorded as the final grade for both semesters.

3. CAMPUS RESOURCES

Academic Success Center (formerly the Academic Support Center): An academic help center for undergraduates. Housing both the Tutoring Program and Study Skills Corps (see below for more information about these), the Academic Success Center provides free services and is located on the 3rd floor of J. Walter Wilson Hall. www.brown.edu/Student_Services/Resource_Center/new/asc/

Brown Daily Herald (BDH): Independent, student-run campus newspaper which can provide insight into campus life. Available online (subscriptions are free) or in hard copy. For more information, go to www.browndailyherald.com.

Career Development Center (CDC): Provides a range of services and resources to assist undergraduate and graduate students in integrating their academic experience with their career development. Provides databases with job and internship listings, offers individual consultations, helps students prepare CVs and résumés, and runs a confidential dossier service which undergraduates and graduate students can use to keep their CV and recommendation letters on file to be sent out together upon request. Located in the Hemisphere Building at 167 Angell Street. careerdevelopment.brown.edu/

Center for Language Studies (CLS): Umbrella unit for all language faculty at Brown. Organizes workshops, lectures, and conferences relevant to language teaching and learning; sponsors the Theory and Methods of Foreign Language Teaching and Learning seminar for graduate TAs; cosponsors the Sheridan/LRC/CLS certificate in Language and Culture Teaching and Technology. Located on the 2nd floor at 195 Angell Street. www.brown.edu/Departments/CLS/

Cogut Center for the Humanities: Supports collaborative research among humanities scholars, focusing on interdisciplinary and comparative work across cultural and linguistic boundaries. Offers fellowship and grant programs, distinguished visitors program and regularly scheduled events. See www.brown.edu/Departments/Humanities_Center.

Computing & Information Services (CIS): Responsible for Brown's computing and communications infrastructure, applications and services, and specialized support. For an overview of CIS services, see www.brown.edu/cis/services. For a list of available software downloads, see software.brown.edu/dist/index.html.

Continuing Education: Administers the Summer@Brown Program, which offers credit-bearing college courses and one- to four-week mini-courses for pre-college students, as well as an array of courses and programs for adults. Summer@Brown provides graduate students with an opportunity to teach their own courses. See www.brown.edu/scs.

Curricular Resource Center: Assists students in the planning and implementation of individual independent study projects (ISPs) and group independent study projects (GISPs), academic internships, and experiential learning opportunities away from Brown. Located on the 3rd floor of J. Walter Wilson Hall. See www.brown.edu/Student_Services/Resource_Center/new/.

Disability Support Services (DSS): Coordinates and facilitates services for students, faculty and staff with physical, psychological, and learning disabilities. You can contact them with questions or concerns: dss@brown.edu or 863-9588. See www.brown.edu/dss for more information about DSS.

Educational Technology Center (ETC): Is responsible for technological support, advice and training relating to teaching across the disciplines. Located on the 2nd floor of the CIT Building (at 115 Waterman Street), it provides instructors with computing resources, a teaching laboratory classroom, development space, support and supervision for innovative projects involving technology. For more information, see <http://www.brown.edu/cis/services/academic/etc>.

Faunce House: Brown's student center. Located on north side of the Main Green (bordering Waterman Street), Faunce House houses a network of student activity and recreational spaces. www.brown.edu/Administration/Student_Activities/faunce/

Health Services: Provides basic medical care for Brown students. May provide notes documenting that students were seen by them. www.brown.edu/Student_Services/Health_Services/

J. Walter Wilson (Hall): Located on Waterman Street across from the street from Faunce House and the Third World Center, J. Walter Wilson Hall was recently renovated to create offices, seminar space, and new homes for a variety of student services and resources. For a list of offices found there, see www.brown.edu/Facilities/Campus_Center/JWW/.

Main Green: The grassy, open space between the main Brown campus buildings including Faunce Hall (the current student center, with a cafeteria called the Blue Room, a mail room, a barber shop, etc.), University Hall (with the President's, Provost's,

and Deans' offices), several class buildings (Sayles, Wilson, Salomon), and the John Carter Brown Library. This is a space where students play, sunbathe, meet friends, etc.

Math Resource Center : A walk-in help center designed for students taking calculus courses. Staffed by graduate students and undergraduates who help students on an individual or small group basis. Located in Kassar House #105, at the southeast corner of Thayer and George Streets. www.math.brown.edu/mrc/

Office of International Programs (OIP): Supports Brown students who study abroad. Offers over 50 Brown Programs across the globe, as well as more than 130 approved Alternative Programs run by other institutions. Students can petition for permission to study at a location which is neither a Brown nor an Approved Alternative site. Located on the 4th floor of J. Walter Wilson Hall. www.brown.edu/Administration/OIP/

Office of International Scholar and Student Services: Supports the integration of international students and scholars into the Brown community. Provides advising services with respect to immigration and visa matters, work permission, orientation, cultural adjustment and personal concerns. Located on the 5th floor of J. Walter Wilson Hall. www.brown.edu/Administration/OISSS/

Office of Student Life: The Office of Student Life provides a variety of services, support and outreach to undergraduate, graduate, and medical students to promote their academic achievement and personal development. www.brown.edu/Student_Services/Office_of_Student_Life/

Psychological Services: Offers counseling for students experiencing emotional and psychological difficulties. Located on the 5th floor of J. Walter Wilson Hall, this office will send an official letter of notification if a student is handling a family death or other particularly traumatic situations. www.brown.edu/Student_Services/Psychological_Services/

Registrar's Office: Responsible for course registration, course and classroom scheduling, posting of grades, transcripts and student certifications, tuition charges, final clearance of degree requirements at graduation, publication of the University Catalogue and Course Announcement, and preparation and release of diplomas for Commencement. Located on the 3rd floor of J. Walter Wilson Hall. www.brown.edu/registrar/

Science Center: Supports the full range of scientific activities at Brown. For students, the Center offers academic support, tutoring, science-related activities, and a network of faculty and peer advisors familiar with Brown's science curricula. The Science Center supports Brown faculty by providing them with resources, guidance, and assistance in preparing research proposals with required outreach components. It assists faculty as well as students in planning and conducting outreach programs in local schools and at sites around the world. www.brown.edu/Administration/Dean_of_the_College/Science_Center/

Sheridan Center for Teaching and Learning: The Sheridan Center offers faculty, postdocs and graduate students a variety of programs, consulting services and publications to support teaching at Brown. Center staff are available to meet individually with instructors. For more information, see www.brown.edu/sheridan_center.

Study Skills Corps: Brown undergraduates trained in facilitation and study skills development offer free, 50-minute workshops on reading strategies, note-taking, time management, and test preparation. www.brown.edu/Student_Services/Resource_Center/new/asc/spp.shtml

Swearer Center: Brown's center for public service. Named after Howard Swearer (Brown's fifteenth President), the Center works to connect the capacities of the university and community to address inequalities in our society and communities; create, share, and apply knowledge for the public good; and educate and prepare students for lives of effective action. Located at 25 George Street. www.brown.edu/Departments/Swearer_Center/

Tutoring Program: Provides free one-on-one tutoring to undergraduates. You can refer students with academic difficulties to this program for tutoring. Located on the 3rd floor of J. Walter Wilson Hall. www.brown.edu/Student_Services/Resource_Center/new/asc/tutoring.shtml

University Hall: Located on the west side of the Main Green, University Hall currently houses the offices of high-level campus administrators, including the President, Provost, Dean of the Faculty and Dean of the College.

Writing Center: Provides free individual and group writing support to any member of the Brown community. Writing Center staff help students with all stages of the writing process, from finding a topic through drafting, revising, and final editing. Writing conferences generally last an hour; ongoing weekly appointments are available. Writing Center associates also offer a

series of workshops on specific topics designed to meet the needs of a variety of students. Located on the 2nd floor of J. Walter Wilson Hall. www.brown.edu/Student_Services/Writing_Center/

4. THE BROWN ADMINISTRATION

President: Ruth Simmons (Ph.D. Harvard, Romance Languages). Sworn in as the eighteenth president of Brown in July 2001, President Simmons has led Brown in creating and realizing the Plan for Academic Enrichment, which calls for expanding the faculty, improving compensation for faculty, instituting 'need blind' admissions, internationalization, etc. For information about the Academic Enrichment Initiatives, see www.brown.edu/web/pae/.
www.brown.edu/Administration/President/

Provost: David Kertzer (Anthropology, Italian Studies). The provost is the chief academic officer at Brown, responsible for all academic programs in all of the disciplines and professional schools.
www.brown.edu/Administration/Provost/

Dean of the Faculty: Rajiv Vohra (Economics). The Dean of the Faculty is responsible for leading departments in the process of hiring new faculty and retaining and promoting faculty members.
www.brown.edu/Administration/Dean_of_the_Faculty/

Dean of the College: Katherine Bergeron (Music). The Dean of the College is responsible for all academic and curricular matters pertaining to the undergraduate "College" at Brown and oversees the Office of the Dean of the College, which contains a number of Associate and Assistant Deans.
www.brown.edu/Administration/Dean_of_the_College/

Each Associate and Assistant Dean holds open, walk-in office hours every week, and each specializes in certain areas (learning disabilities, independent concentrations, academic code, etc.). All of them can handle initial contacts and make sure that students are referred to the right place. To find out about office hours and which dean handles each specific issue, see www.brown.edu/Administration/Dean_of_the_College/people/.

Dean of the Graduate School: Sheila Bonde (History of Art & Architecture)

The Dean of the Graduate School is responsible for all academic matters related to graduate students and graduate studies, including admissions, curricula, requirements, dissertations fellowships, etc. For more information about the Graduate School, see gradschool.brown.edu.