



WPI

ADMINISTRATIVE SUPPORT REFERENCE GUIDE

Division of Talent and Inclusion



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WORCESTER POLYTECHNIC INSTITUTE
100 Institute Road, Worcester, MA 01609

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This guide is intended to assist you in providing information that is helpful in performing a variety of daily tasks at Worcester Polytechnic Institute. Included are brief descriptions of services that are provided, contact information, links to websites, job aids and procedures. We hope you find this guide useful. Although we could not include every procedure or process, please take time to send us any comments and suggestions for our next revision.



This symbol represents frequent tasks that are commonly performed at WPI

WPI SERVICES

Procurement Services

<https://www.wpi.edu/offices/procurement>

Location: Campus Center Lower Level Ext. 4922, 6568, 6353

Procurement Services provides oversight and guidance for the purchase of goods and services at WPI. You may contact Procurement for information on preferred suppliers and Workday eProcurement. We also manage the process for leasing of vehicles, printers, and copiers, and are responsible for Property Management and Mail Services.

Ordering Office Supplies

Please order office supplies using the catalogs available in Workday by doing a Create Requisition in Workday. You may follow this link [HERE](#) to get the job aid.

Making Hotel Reservations

WPI has rate agreements with the following hotels. When booking, please be sure to advise that you are from WPI. Payment varies with each hotel, either allowing for direct bill, or for payment using your WPI PCard. Below is a current list however please consult with Procurement Services as new hotels are being added regularly.

Courtyard by Marriott	Phone: (508)363-0300
Hampton Inn & Suites	Phone: (508)886-9005
AC Hotels	Phone: (774)420-7555
Residence Inn Marriott	Phone: (508)753-6300
Hilton Garden Inn	Phone: (508)688-8500
Holiday Inn Express	Phone: (508)757-0400
Homewood Suites by Hilton	Phone: (508)755-1234

Property Management

<https://www.wpi.edu/offices/property-management>

Location: Campus Center Lower Level Ext. 6568

Property Management has responsibility for the identification, tracking, inventory, and tagging of the university's physical assets as a function of Procurement Services.

Mail Services

<https://www.wpi.edu/offices/mail-services>

Location: Campus Center Lower Level Ext. 5317

Hours of Operation: 8:30 a.m. – 4:30 p.m.

Provides courier service for the delivery all packages, postal mail, and interoffice mail to campus departments. There is a service window for purchase of stamps and outgoing shipment of packages via UPS, FedEx, and USPS.

Printing Services

<https://www.wpi.edu/offices/printing-services>

Location: Boynton Hall Lower Level Ext. 5842

Services provided include:

- Banners, single sided, size 13" x 27"
- Binding, both spiral and tape

- Booklets
- Brochures
- Business cards
- Colored paper available
- Digital Printing (Color and Black & White)
- Interoffice green envelopes
- Labels
- Laminating
- Letterhead, Envelopes
- Mailings (can be barcoded)
- NEW – White or Clear Toner on dark media
- Newsletters
- Notepads
- Posters, maximum size of 13” x 19”
- Raffle tickets
- Variable data printing

Marketing

<https://www.wpi.edu/offices/marketing-communications>

Location: Boynton Hall 3rd Floor Ext. 5305

Marketing Communications offers a number of tools, templates, and self-serve resources to help the campus community create unified, branded, and targeted communications for your audiences. They include logos, e-letterhead templates, university boilerplate, PowerPoint templates, outlook signatures, event name tags, etc. More information can be found here: <https://www.wpi.edu/offices/marketing-communications/resources-guidelines>

EVENTS AT WPI

Events Office

<https://www.wpi.edu/offices/events-office>

Location: Campus Center - Main Floor Ext. 5613

The Events Office schedules and/or coordinates events on campus and community spaces. They work directly with facilities, information technology, and catering to make your event a success.

Booking Conference Rooms

WPI has many conference rooms available to hold meetings. You can book rooms by accessing the 25Live Pro system. You must log in with your WPI credentials to: <https://25live.collegenet.com/pro/wpi#!/home/dash>

Order Catering for Events

Chartwell’s catering is the sole provider for all the special events needs for WPI, from simple breakfasts to student barbecues to executive lunches. Place your order by going to this site <https://wpi.catertrax.com/>

Obtaining Parking Permits for Visitors

All visitors who are here visiting for 3 days for less and for under 4 guests are required to display a dash permit and those permits can be obtained by contacting WPI Police at ext. 5433. These permits are for visitors only and should not be issued to employees or students. If you have more than 4 guests visiting for an event or your guests will be visiting longer than 3 days, please call campus police at ext. 5433 requesting large group/long term event parking permits.

FACILITIES - MAINTENANCE

The mission of the Facilities Office is to provide a safe, clean, and properly maintained environment for the WPI community in support of academic and social activities. Our team consists of the Custodial staff, Grounds crew, Trades, Environmental Health and Safety, Capital Projects, the Events Office, and the Customer Service Center. Please see their individual pages for specifics about what they provide.

Location: 37 Lee Street Ext. 5500 <https://www.wpi.edu/offices/facilities-office>

Customer Service Center

The Customer Service Center is the hub of the WPI Facilities Office. They are here to make your repair requests as simple as possible.

Emergency Repair Requests

Emergencies should be communicated to the Service Center staff by calling x5500 during normal business hours in addition to creating a work order in [SchoolDude](#). Emergencies are unanticipated conditions that could cause damage to persons, property, equipment, or the environment, or are impeding academic programming, delivery of educational services, or workforce productivity. During non-business hours (between 5pm and 7am Monday-Friday and on weekends), please contact Campus Police at x5555 or x5433. **Work orders for emergencies should not be communicated via email.**

Entering Routine Service Requests

Work requests should be submitted through [SchoolDude](#) for the repair or replacement of defective or worn out parts of the institution's facilities such as lights, restroom fixtures, walls, floors, heating, air conditioning systems, windows, etc... Provide as much detail as possible including deadlines, schedules, and any additional details that could affect the priority (*i.e.* medical considerations). The more specific the information, the better we will be able to address the issue in a timely manner. The system will notify you by email when a work order is assigned (the status is changed to "Work in Progress") as well as when a work order has been marked complete.

Your username for SchoolDude is the same as your full WPI email address. The first time you go to submit a work order, the system will prompt you to choose a password. Please call ext. 5500 with any questions about accessing or using SchoolDude.

To access SchoolDude: <https://www.wpi.edu/offices/facilities/schooldude-and-customer-service>

Special Cleaning Requests

On occasion, it is necessary to clean areas more frequently due to an inordinate amount of traffic, spills, or any other accidents. When this occurs, we are willing and able to assist in correcting these problems. Communication of this type of request should be made through [SchoolDude](#).

Key and Card Access Request for the WPI Community

All brass key and some card access requests from within WPI should be processed through [SchoolDude](#). The work order will be considered authorization to the Lockshop to issue keys. **Email and telephone requests will not be accepted.**

When submitting a request, please include core numbers for brass keys, room numbers for card access requests, and ID numbers and email addresses for both types. Bulk requests should be broken into separate work orders for each individual person. Please allow sufficient lead-time for requests, which will assist the Lockshop in processing requests. Lost keys will incur a charge to the department. If you have any questions about key and card access requests, please call x5500.

Campus Card Access

All card access requests must be requested from WPI Police at campuscardaccess@wpi.edu. To put money on your WPI ID card, go to the Financial Services Office located on the second floor of Boynton Hall. Please view WPI's Card Access Policy: <http://www.wpi.edu/offices/police/cardaccess.html>.

INFORMATION TECHNOLOGY

Information Technology partners with the WPI community on a global scale to meet academic, research, campus life, and administrative needs for technology and access, and promotes innovation with a long-term view. IT delivers an advanced technology infrastructure, security and access management, data systems and integration for decision support, user-centric support services, and a robust IT governance process.

Location - Fuller Labs, Room 213

Ext. 5136 www.wpi.edu/offices/it

Service Desk

www.wpi.edu/offices/services-support

Gordon Library, Main Floor,

Ext. 5888

You may call x5888 or email the Service Desk at its@wpi.edu with questions on any computer, printer, email or network related problems. Our service desk can also help you with the following issues:

- Assist with guidance on the purchase of new computer equipment or printers
- Help with laptop access to the network
- New User Account Access
- Password resets
- Guest Wireless connections
- Request Software to be installed in a computer lab - <https://its.wpi.edu/All-Software>
- CLA Software Purchase (students and staff) at <https://its.wpi.edu/component/55/online-store>
- To report any phishing attempts or security concerns, send an email to phishing@wpi.edu
- New Employee Technology Orientation
- Purchase CDs, DVDs, Flash Drives, and network cables
- WPI owned cellular plans, cell phone purchases, and technical support
- For changes to computer access and permissions for existing employees or student workers
- Note: All new account requests must be submitted to IT for processing. Please allow sufficient time for processing.

Requesting IT access for employees and contingent workers

New employee access to Workday is created approximately seven days prior to the new employee's start date. The IT Access Request Form is used to accurately provision access for both new and existing WPI accounts. This form should be submitted approximately 10 days prior to an employee's start date. The form is needed to request access for a new account, new access or modified access. More information about account creation can be found here: <https://its.wpi.edu/article/236/access-request-for-employees-and-contingent-workers>

Academic Technology Center www.wpi.edu/offices/academic-technology-center

Fuller Labs – Room 113, Ext. 5220

Services provided by the ATC include:

- Loaning of AV equipment – send email to atc@wpi.edu or call x5220
 - Reservations are preferred but we will do our best to accommodate walk-in requests
 - If you need ATC to setup the equipment, we ask for 4 business days advanced notice
 - Wide variety of equipment including cameras, laptops, projectors, microphones, etc.
- Assistance with web-conferencing
- Manage AV equipment in the electronic classrooms and conference rooms
- Print posters (2 day minimum turn-around)
- Support digital signage displays installed around campus
- Purchase AV Equipment for departmental use
- Support use of Canvas, our Learning Management System and other instructional technologies such as polling, surveying, multimedia projects

IT Security, Networking & Telecommunications

www.wpi.edu/offices/it/security-networking-telecommunications/

Morgan Wedge Ext. 6666

The Office of Telecommunications operates the campus telephone utilizing the infrastructure which [Network Operations](#) has installed. They also provide a self-service directory and perform the installation, moves, and changes in telephone service for your office landline.

Network Operations can install or move network ports, and also handles card access issues. Contact information - Email: its@wpi.edu or netops@wpi.edu

FINANCIAL SERVICES

Location: Boynton Hall, 2nd Floor Ext. 5754




<https://www.wpi.edu/offices/financial-services>

The Finance and Operations Division provides essential financial services and assistance to the WPI Community in a number of areas including budget and planning, financial accounting and reporting and financial services.

Accounts Payable:

Location: Boynton Hall, 2nd Floor Ext. 5524 accountspayable@wpi.edu

Accounts payable processes payments to suppliers, employee and student expense reports and issues 1099 Forms. You may click on the links below for job aids to complete some of the following tasks>

- Paying Invoices  : [Create Supplier Invoice Request](#)
- Creating an Expense Report  : [Create Expense Report](#)
- Requesting a Purchasing Card (P-Cards)  : request one [Here](#)

Banking & Treasury:

Location: Boynton Hall, 2nd Floor

Included within the Finance and Operations Division, Banking and Treasury is responsible for Cash/Check deposit, Wire transfers and Receipts

Accounting Office:

Location: Boynton Hall, 2nd Floor Accounting@wpi.edu

The Accounting Department is responsible for Budget reports, IDT (Interdepartmental Transfer/Journal entry Form), Adjustments and Quarterly reports

Frequently Used Finance Forms:  <https://www.wpi.edu/offices/controller/forms>

Most Commonly Used Account Numbers 
http://www.wpi.edu/Images/CMS/ACC/Account_Numbers.pdf

TALENT & INCLUSION/PAYROLL

Location: Boynton Hall, 2nd Floor

Ext. 5470

<https://www.wpi.edu/offices/talent>

<http://www.wpi.edu/offices/hr/payroll.html>

Payroll Process

All new WPI employees complete the following forms via their Workday inbox. These forms will be part of the onboarding process in Workday.

- **Form I-9**, Employment Eligibility Verification, in Workday. 💡 Identification task to be completed in HR Office.
- **Form W-4** – Federal tax withholding form
- **Form M-4** – Massachusetts tax withholding form
- **Payment Election (Direct Deposit Form)**
- **Foreign National Form** – for tax purposes (Foreign VISA holders ONLY) NOT a task in Workday

For payroll deadlines see: <https://www.wpi.edu/offices/talent/benefits-payroll-perks/payroll>

- **Biweekly paid hourly employees** must complete a timesheet in Workday every two weeks. Timesheets are due by **NOON on Monday** at the end of each pay period and paid the following Friday. For the job aid on how to enter your time electronically click [HERE](#)

Workday will allow to the employee to adjust and enter time as far back as two pay periods. A paper timesheet for anything beyond the two pay period will need to be submitted to payroll. Payment will be included with next pay cycle.

- **Monthly** paid employees are paid the last working day in that month.

All live paychecks and Wisely Card Payments are held in the Talent and Inclusion Office for pick up with photo ID. Anyone who does not have a payment election in Workday will be paid on a Wisely Pay Card, click here to learn about the [Wisely Pay Card](#).

Summer Salary

To initiate Summer Salary payments to your department Faculty please use the Workday task Manage Period Activity pay with the Summer Salary Activity.

Please see the job aid Summer Salary: [Summer Salary Job Aid](#)

Hiring a Student Worker

All student employment is processed in Workday. The hiring/payment process all have separate job aids. These are all found on the WPI Portal: [Hiring a Student Worker Job Aid](#)

Hourly Students

If a student only has a pre-hire record you should use the *Hire* task in Workday to start employment for the student. Use the appropriate job aid from the link above for - Federal Work Study or Department Hourly. Once hired, you will see both an employee record and a pre-hire record.

If the student is already an employee in Workday, different from your job, use the *Add Job* task in Workday.

*Seeing only a pre-hire record = *Hire*. Seeing a pre-hire record and an employee record = *Add Job*



Please advise your student employees to complete all onboarding tasks in Workday for employment purposes. This can include tax forms, direct deposit and Form I9. [Here](#) is a guide you can share with your new student workers to help them navigate through the process.

RESEARCH ASSISTANTS

Graduate Student responsibilities:

- Required to be an admitted student
- Maintain satisfactory academic progress as defined by the department
- Expected to work 20 hours per week on their duties
- Complete all onboarding tasks in Workday for employment purposes. This can include tax forms, direct deposit and Form I9.

TEACHING ASSISTANTS

Graduate Student responsibilities:

- Required to be an admitted student and enrolled full time
- Maintain satisfactory academic progress as defined by the department
- TAs are required to be on campus and available for TA duties from August 15 through May 14 of each academic year. TA's should be available every day the university is open. These dates correspond to the employment dates for TA's.
- Expected to work 20 hours per week on their assigned duties
- Complete all onboarding tasks in Workday for employment purposes. This can include tax forms, direct deposit and Form I9.

ACADEMIC DEPARTMENTS

To hire a TA (Teaching Assistant) or RA (Research Assistant) the process is the same if the student already has a position, or doesn't yet have one. All student's names will be in Workday, including the new hires. Instructions can be found here: [Hiring an RA or TA](#)

Posting Positions

Creating a Staff and FT Faculty Job Posting

To create a staff and faculty posting you must have an “unfilled” position available in your supervisory organization. Please contact the Office of Talent & Inclusion at ext. 5470 or email talent@wpi.edu if you do not see the position listed.

Login into your **WPI Workday Account** and click the **My Team** worklet in Workday Homepage. Under the *Actions* menu, click **Create Job Requisition**. If you do not see the *My Team* worklet, simply type *Create Job Requisition* into the search bar and click the task.

Enter your supervisory organization and find the existing position. Worker type is “Employee”



WPI Search

Create Job Requisition

Copy Details from Existing Job Requisition

Supervisory Organization *

Create New Position

For Existing Position

Worker Type *

Enter the recruiting details selecting next at the bottom of each page. Click submit when you are done. For more information please refer to the [Create Staff Job Requisition Job Aid](#) and [Create Faculty & Non-Faculty Research Job Requisition Job Aid](#).

Creating a Temporary, Adjunct or Seasonal Job Posting

To create a temporary, adjunct or seasonal job posting you will need to select the appropriate JM (Job Management) organization. Please contact the Office of Talent & Inclusion at ext. 5470 or email talent@wpi.edu if you do not see the JM Supervisory org listed.

Login into your **WPI Workday Account** and click the **My Team** worklet in Workday Homepage. Under the *Actions* menu, click **Create Job Requisition**. If you do not see the *My Team* worklet, simply type *Create Job Requisition* into the search bar and click the task.

Find your **Supervisory Organization by Manager** name (followed by **JM**). Worker type is “Employee”

Create Job Requisition

IMPORTANT NOTE BEFORE YOU BEGIN CREATING A JOB REQUISITION:

In order to be able to create a regular **Staff, Faculty, or Non-Faculty Research** job requisition, the default is Employee. If no vacancy exists and you need to create a new position, please contact your supervisor.

To create a job requisition for a **Temporary, Seasonal or Adjunct** position, please select the appropriate process.

If you are hiring an hourly student or TA/RA, a job requisition is NOT required.

Please click [here](#) for available job aids.

The screenshot shows a form with three main sections:

- Copy Details from Existing Job Requisition:** A text input field with a mouse cursor hovering over it and a menu icon (three horizontal lines) to its right.
- Supervisory Organization:** A dropdown menu with a red asterisk to its left. The selected option is "× Talent and Inclusion-JM (Gina Ferraro)" and it has a menu icon to its right.
- Worker Type:** A dropdown menu with a red asterisk to its left and the selected option "Employee" with a downward arrow.

Enter the recruiting details selecting next at the bottom of each page. Click submit when you are done. For more information please refer to the [Create Temporary/Staff Job Requisition Job Aid](#) and [Create Adjunct Faculty Job Requisition Job Aid](#).

MISCELLANEOUS EMPLOYEE INFORMATION

Referring a Candidate

To refer a candidate for an open position at WPI login into your **WPI Workday Account** and click the **Career** worklet in Workday Homepage. For more information about the Employee Referral Process click [here](#) to view the Benefits and Policies Manual.

Applying for a Job Posting

To apply for a job at WPI, you will be an Internal Candidate. Log into your **WPI Workday Account** and click the **Careers** worklet in Workday Homepage. Click on **Find Jobs** and select the job you wish to apply to. Click **Apply** button, attach your resume and answer the internal questionnaire. If you would like to update your Job Profile you can do so by clicking on **go to your profile** before you apply. Click submit when you are finished.

Requesting Time Off

Absence requests are submitted in Workday for manager's approval. In addition to requesting time off you can also view your balances under the [Absences](#) worklet.

View your Pay Information


Employees can view their [payslips](#) by going to their Workday profile and clicking on Pay. You can also view your tax information including editing your deductions and viewing/printing your W2's.

Update Contact Information

To update your personal contact information in Workday, information should be sent to talent@wpi.edu


CAMPUS MAP & DIRECTORY

<https://www.wpi.edu/coming-to-campus>



100 Institute Road
Worcester, MA, 01609

GPS Address
(Parking Garage):
151 Salisbury Street



KEY

- University Buildings
- Residential Buildings
- Greek Houses
- P Parking

UNIVERSITY BUILDINGS

1 37 Lee Street (not shown)	14 Bartlett Center	27 Power House
2 1 Drury Lane	15 15-19 Schussler Road	28 Boynton Hall
3 15 Regent Street	16 Goddard Hall	29 Fuller Laboratories
4 27 Hackfeld Road	17 Olin Hall	30 Gordon Library
5 32 Hackfeld Road	18 Higgins Laboratories	31 Kaven Hall
6 Sports & Recreation Center	19 Alden Memorial	32 Skull Tomb
7 16 Einhorn Road	20 20 Schussler Road	33 Campus Police
8 Harrington Auditorium	21 Project Center	34 35/37 Institute Road
9 28 Trowbridge Road	22 Stratton Hall	35 108 Grove Street
10 20 Trowbridge Road	23 157 West Street	36 85 Prescott Street
11 Higgins House	24 Atwater Kent Laboratories	37 60 Prescott Street
12 Rubin Campus Center	25 Salisbury Laboratories	38 50 Prescott Street
13 Foisie Innovation Studio	26 Washburn Shops/ Stoddard Laboratories	39 15 Sagamore Road

RESIDENTIAL BUILDINGS

A Hackfeld House	I Sanford Riley Hall
B Stoddard Complex	J Schussler House
C Morgan Hall	K Salisbury Estates (not shown)
D Elsworth Apartments	L Elbridge House
E Trowbridge House	M East Hall
F Daniels Hall	N Founders Hall
G Fuller Apartments	O Institute Hall
H Messenger Hall	P Faraday Hall

GREEK HOUSES

G1 Alpha Xi Delta	G10 Sigma Pi
G2 Alpha Tau Omega	G11 Phi Sigma Kappa
G3 Alpha Pi	G12 Theta Chi
G4 Alpha Gamma Delta	G13 Zeta Psi
G5 Chi Omega	G14 Lambda Chi Alpha
G6 Phi Sigma Sigma	G15 Phi Kappa Theta
G7 Sigma Phi Epsilon	G16 Tau Kappa Epsilon
G8 Phi Gamma Delta	G17 Sigma Alpha Epsilon
G9 Alpha Chi Rho	

See reverse side for campus directory. Visit maps.wpi.edu for interactive map.

CAMPUS DIRECTORY

ACADEMIC DEPARTMENTS & PROGRAMS

A	
Aerospace Engineering	18
Air Force Aerospace Studies	34
Architectural Engineering	31
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Biology & Biotechnology	37, 16
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Business	38, 26
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Chemistry & Biochemistry	37, 16
Civil & Environmental Engineering	31
Computer Science	29
Cybersecurity	29
D	
Data Science	29
E	
Electrical & Computer Engineering	24
Environmental & Sustainability Studies	25
Environmental Engineering	31
F	
Fire Protection Engineering	38
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M	
Manufacturing Engineering	26
Materials Process Engineering	26
Materials Science & Engineering	26
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Mechanical Engineering	18
Military Science	F

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Physical Education	6
Physics	17
Power Systems	37
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R	
Robotics Engineering	36
S	
Social Science & Policy Studies	25
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Budget & Planning	28
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C	
Campus Police	33
Career Development Center	21
Center for Project-Based Learning	23
Change & Project Management	35
China Hub	25
Collegiate Religious Center	15
Communication Across the Curriculum	25
Controller's Office	28
Corporate & Professional Education	37
Corporate Engagement	37

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IT Systems Operations	29
J	
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Life Sciences & Bioengineering Center	37
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P	
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Physical Education, Recreation & Athletics	6
Planned Giving	36
Police	33
Pre-Collegiate Outreach Programs	10
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Printing Services	28
Procurement	12
Property Management	12
Provost	28
R	
Registrar	F
Residential Services	M
Rubin Campus Center	12
S	
Sponsored Programs	15
Sponsored Programs Accounting	15
STEM Education Center	23
Student Activities	12
Student Aid & Financial Literacy	14
Student Development & Counseling Center	7
T	
Talent & Inclusion	28
U	
Undergraduate Admissions	14
Undergraduate Studies	28
W	
Web App Development	24
Writing Center	25

11.2019

There is a shuttle service to Gateway Park every 20 minutes with drop off and pick up at: **Gateway Park:** Inside the Gateway Garage by the single ground parking spots. **85 Prescott Street:** In front of building. **Salisbury Estates:** By the rotary island. **WPI Facility Building/ Lee Street:** In front of Building. **Bartlett Center:** In front of Building

GUIDE TO ACRONYMS AT WPI

There are more than 200 student clubs and organizations on top of numerous departments, many of which use acronyms. You will quickly learn that WPI is big on acronyms! You can learn about them all following [THIS](#) link.

Governance

CAO	Committee on Academic Operations (undergraduate)
CAP	Committee on Academic Policy (undergraduate)
CASL	Committee on Advising and Student Life (undergrad and grad)
CGSR	Committee on Graduate Studies and Research
CHB	Campus Hearing Board (student judicial system)
CITP	Committee on Information Technology Policy
COAP	Committee on Appointments and Promotions
COG	Committee on Governance (“committee on committees”, runs elections)

CTAF	Committee on Tenure and Academic Freedom
EDC	Educational Development Committee
FAP	Committee on Financial and Administrative Policy
FBC	Fringe Benefits Committee
FRC	Faculty Review Committee
UOAC	Undergraduate Outcomes Assessment Committee

Majors, Departments, and Degree Programs

AE	Aerospace Engineering	IE	Industrial Engineering
AREN	Architectural Engineering	IGSD	Interdisciplinary & Global Studies
BBT	Biology & Biotechnology	IMGD	Interactive Media and Game Develop.
BCB	Bioinformatics and Biotechnology	LS&T	Learning Science & Technologies
BME	Biomedical Engineering	MA	Mathematical Sciences
CBC	Chemistry and Biochemistry	MAC	Actuarial Mathematics
CEE	Civil and Environmental Engineering	ME	Mechanical Engineering
CHE	Chemical Engineering	MFE	Manufacturing Engineering
CEE	Civil & Environmental Engineering	MTE	Materials Science and Engineering
CS	Computer Science	MG	Management
DS	Data Science	MGE	Management Engineering
ECE	Electrical & Computer Engineering	MIS	Management Information Systems
EVE	Environmental Engineering	PH	Physics
EVS	Environmental Sciences	PSS	Psychological Sciences
FPE	Fire Protection Engineering	PW	Professional Writing
FBS	Foisie Business School	RBE	Robotics Engineering
HUA	Humanities & Arts	SSPS	Social Science & Policy Studies

Academic Operations Terminology

CDR	Competition of Degree Requirement Form (must be submitted for IQP's and MQP's)
GPP	Global Projects Program (umbrella term for any project completed at an off-campus location)
GPS	Great Problems Seminars (two course sequence, interdisciplinary project-based option for first Year students)
ID 2050	Students completing their IQP off-campus in a single term are required to take this writing-intensive preparation course the term before they go.
IQP	Interactive Qualifying Project (interdisciplinary project typically completed in junior year)
ISP	Independent Study (project-like academic activity conducted one-on-one or with a small group)
MQP	Major Qualifying Project (senior project)
NR	No Record. WPI's undergraduate grade that encompasses the traditional "D" and "F" grades.
PQP	Pre-Qualifying Project, usually 1/6. Most often taken in parallel with ID 2050 as preparation for An off-campus IQP. Sometimes used as preparation for one-term off campus MQP's as well.

Faculty or Campus-Wide Services

ATC	Academics Technology Center
CxC	Communication Across the Curriculum (includes Writing Center, which provides peer tutoring Services, and offers faculty development programs)
CDC	Career Development Center
CPE	Corporate and Professional Education
FFT	Food for Thought (lunchtime seminar series run by the Morgan Teaching and Learning Center)
FLC	Faculty Learning Community (grants program with an annual submission cycle)
IRB	Institutional Review Board (provides oversight of human subject research)
ITS	Information Technology Services, may also be referred to as the Helpdesk)
OSP	Office of Sponsored Programs

Student-Related Positions, Groups, Locations, Events and Services*

CA	Community Advisors: Upperclass students who serve as peer mentors for a group of 20-30 first-year students.
DAKA	Former name of the campus dining services provider, which is now, properly, Chartwell's.
GSG	Graduate Student Government
IFC	Interfraternity Council
ISO	International Student Organization
Insight	Fall semester transitional and community-building program for all first-year students. Insight teams live on the same floor of a residence hall and are assigned a Community Advisor (CA), Resident Advisor (RA), and an Insight Advisor (faculty or staff member).
MASH	Math and Science Help: group review sessions run by upperclass "mash leaders" for courses in Calculus and Differential Equations, Chemistry, Computer Sciences, and Physics
NSO	New Student Orientation
ODS	Office of Disability Services
Panhel	Panhellenic Council (governing body for sororities)
PAC	Peer Academic Coach
PLA	Peer Learning Assistant (referred to as "senior tutors" or SA's "senior assistants" in some Departments)
RA	Resident Advisor in residence halls (using "dorm" is discouraged)
RA	Research Assistant or Research Assistantship (referring to graduate students)
ROTC	Reserve Officers Training Corps
SDCC	Student Development and Counseling Center
SGA	Student Government Association (undergraduate)
SocComm	Social Committee (funds and organized student events)
SSN	Student Support Network
TA	Teaching Assistant or Teaching Assistantship (referring to graduate students)

PHONE EXTENSIONS REFERENCE GUIDE

	<u>Ext.</u>
Undergraduate Admissions	5286
Graduate Admission	5301
Campus Police (parking pass)	5433
Environmental & Safety Office	5216
Events Coordinator (to reserve conference rooms)	5613
Facilities	5500
Financial Aid	5469
Financial Services/Bursar	5754
Gordon Library	5410
Help Desk (for help with any computer-related problems)	5888
Talent & Inclusion	5470
Ombuds Office	5454, 5621
Mail Services	5371
Payroll	5470
Physical Education and Athletics Office	5243
Printing Services	5842, 5571
Procurement Services	4922, 6568
Provost's office	5222
Registrar's Office	5211
Residential Services (I.D. badge)	5130, 5645
Telecommunications (phones)	5210, 6666
EMERGENCY	5555

COMMENTS & SUGGESTIONS

This Administrative Support Guide is to be used as a quick reference to help you in your transition. Please tell us what you think.

Comments _____

Suggestions _____

*Return to Talent and Inclusion, 2nd Floor Boynton Hall
Fax: 508-831-5715 or email: talent@wpi.edu*