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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.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtyard by Marriott</td>
<td>(508)363-0300</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>(508)886-9005</td>
</tr>
<tr>
<td>AC Hotels</td>
<td>(774)420-7555</td>
</tr>
<tr>
<td>Residence Inn Marriott</td>
<td>(508)753-6300</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>(508)688-8500</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>(508)757-0400</td>
</tr>
<tr>
<td>Homewood Suites by Hilton</td>
<td>(508)755-1234</td>
</tr>
</tbody>
</table>

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](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](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](http://www.wpi.edu/offices/it)

**Service Desk**

Gordon Library, Main Floor,     Ext. 5888   [www.wpi.edu/offices/services-support](http://www.wpi.edu/offices/services-support)

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](https://its.wpi.edu/All-Software)
- CLA Software Purchase (students and staff) at [https://its.wpi.edu/component/55/online-store](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 📕
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](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](https://www.wpi.edu/offices/talent/benefits-payroll-perks/payroll).

  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](https://www.wpi.edu/offices/talent/benefits-payroll-perks/payroll).

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](https://www.wpi.edu/offices/talent/benefits-payroll-perks/payroll)
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”

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”

**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
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)

Library Services  30
Life Sciences & Biengineering Center  37
Mail Services  12
Marketing Communications  28
Multicultural Affairs  20
Oasis Cultural Center  20
Payroll  38
Physical Education, Recreation & Athletics  6
Plant Energy Center  36
Police  33
Pre-Collegiate Outreach Programs  10
President  28
Printing Services  20
Procurement  12
Property Management  12
Procurement  28
Registrar  7
Residential Services  M
Rubin Campus Center  12
Sponsored Programs  15
Sponsored Programs Accounting  15
TCM Education Center  25
Student Activites  12
Student Aid & Financial Literacy  14
Student Development & Counseling Center  7
Talent & Inclusion  29
Undergraduate Admissions  14
Undergraduate Studies  28
Wadsworth App Development  24
Writing Center  25
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

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

### Academic Operations Terminology

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDR</td>
<td>Competition of Degree Requirement Form (must be submitted for IQP’s and MQP’s)</td>
</tr>
<tr>
<td>GPP</td>
<td>Global Projects Program (umbrella term for any project completed at an off-campus location)</td>
</tr>
<tr>
<td>GPS</td>
<td>Great Problems Seminars (two course sequence, interdisciplinary project-based option for first Year students)</td>
</tr>
<tr>
<td>ID 2050</td>
<td>Students completing their IQP off-campus in a single term are required to take this writing-Intensive preparation course the term before they go.</td>
</tr>
<tr>
<td>IQP</td>
<td>Interactive Qualifying Project (interdisciplinary project typically completed in junior year)</td>
</tr>
<tr>
<td>ISP</td>
<td>Independent Study (project-like academic activity conducted one-on-one or with a small group)</td>
</tr>
<tr>
<td>MQP</td>
<td>Major Qualifying Project (senior project)</td>
</tr>
<tr>
<td>NR</td>
<td>No Record. WPI’s undergraduate grade that encompasses the traditional “D” and “F” grades.</td>
</tr>
<tr>
<td>PQP</td>
<td>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.</td>
</tr>
</tbody>
</table>
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

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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

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Suggestions

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