Student Services

Bank
The Bank of Pensacola has a branch in the Commons. The Bank offers a full range of banking services—checking and savings accounts, consumer loans, and check cashing. Call 474-2187.

Bookstore
In addition to stocking both new and used required texts and educational supplies, the University Bookstore also offers a substantial selection of general books and study aids, computer software, books and accessories, art supplies, emblematic gifts and clothing, class rings, graduation announcements and other necessities. The Bookstore offers many additional services including special orders for books, graduation apparel rentals, and UPS service. It will also purchase your used textbooks. The Bookstore accepts VISA, Nautilus, and Mastercard as well as personal checks. The Bookstore is located in the east wing of the Commons.

Campus Alcohol & Drug Information Center
The Campus Alcohol and Drug Information Center (CADIC) is the focal point on campus for information, education, reference, and referral concerning alcohol and other drug use, misuse, or abuse; and HIV/AIDS as it relates to substance abuse. The CADIC offers varied educational presentations to student groups, organizations, residence halls and classes; a comprehensive reference library of materials related to alcohol and other drug use and abuse and HIV/AIDS; for confidential referral, a listing of, and information about, various counseling facilities and treatment programs in the Pensacola area concerned with substance abuse; and a diverse supply of pamphlets, posters, brochures, fact sheets and other informational materials about alcohol and other drug use and abuse, and HIV/AIDS. The CADIC is also available to other members of the university community and is located in Building 21, Room 131, the Student Affairs Building, 474-2855.

Remember if you drink,
- Use alcohol as an adjunct to an activity, not as the primary focus of activity.
- Know your limit, and stick to it.
- Eat before drinking, and snack while drinking.
- Do not use alcohol with other drugs.
- Seek help if you think you have a drinking problem.
- Remember: Friends don’t let friends drive drunk.

BOOKSTORE HOURS
Monday-Thursday, 8:15 a.m–7 p.m.
(Summer: 8:15 a.m.–5:30 p.m.)
Friday, 8:15 a.m.–5 p.m.
Saturday, 10 a.m.–2 p.m.
(Fall and Spring Semesters Only.)
Career Center

The Career Center, Building 19, provides a centralized career service for students and alumni who seek career employment in education, business/industry, and government. The staff also provides assistance in resume preparation, career advising, and information concerning requirements for governmental employment. The Center maintains a library of employer and occupational information and part-time, off-campus employment listings. Also available is a computer-assisted career information system.

Students are encouraged to use Career Center resources early in their stay at the university as they are forming their initial career decisions.

Several times each semester a recruiting bulletin is distributed to each faculty member; copies are also posted on bulletin boards and are available for students at Building 19. This bulletin lists the employers interviewing on campus, the date of their interview, and the academic majors being sought by these employers. It is especially important that all teacher candidates register and develop the credentials file sought by the various school systems.

An Alumni Placement Service is also available to all graduates.

Cashier’s Office

The Cashier’s Office hours for the Pensacola Campus are from 8:15 a.m. to 4:45 p.m. daily. Extended hours are provided during fee payment periods. The Fort Walton Beach Campus Cashier’s Office is open from 8 a.m. to 10:30 a.m. and from 11:30 a.m. to 5 p.m. Both offices have extended hours during the fee payment/drop add period each semester. These hours are listed in the course offering/registration information brochures each semester.

Students may pay fees and other charges by walk-in payment at either office, by after-hours depository located outside Building 20 East on the main campus, outside the main administration building on the Fort Walton Beach Campus, or by mail. All mail-in payments must be postmarked by midnight of the deadline date for each specific charge. Mail payments received which are postmarked after the due date are subject to appropriate late charges. Be sure to carefully look at your fee assessment form since course fees may have differing due dates. (Please note that postage meters are not considered valid for postmark purposes.) Consult the University Catalog and course offering brochures for deadline dates.

Child Care

The UWF Educational Research Center for Child Development enrolls children 6 months up to kindergarten age; children through 10 are accepted during the summer only. Parents must be affiliated with the university. Children of students are given priority for placement. Application for services should be made in advance. The Center provides developmentally appropriate activities following the National Association for the Education of Young Children guidelines. A major goal is the reinforcement of positive learning through warm, personal concern for the individual child. Opportunities for training and research related to the education of young children are offered to qualified university students and faculty.
Charges are on a contractual basis. Flex scheduling is available. The Center is open Monday through Friday 7 a.m. to 5:30 p.m., whenever university classes are in session. For further information stop by the Center, Building 42, or call 474-2195. Check our website: http://www.uwf.edu/~childdev.

**CLOVE**

The Center for Learning Through Organized Volunteer Efforts (CLOVE) is the campus volunteer placement office. CLOVE places interested students in various non-profit agencies in the community. Students can gather intern-like experience as they work in career-related positions. At the end of each semester students can have their community service hours added to their transcripts. Students who are active in volunteerism in the community should contact the CLOVE office and register their hours. There is also a service learning course for 1-3 credit hours for both upper- and lower-division students. This course is similar to a directed study but the student finds an instructor to direct their work, work in the community, keep a journal, and write a paper reflecting on what they have learned. All types of work are available: psychology, art, environmental science, education, communication, criminal justice, social work, and much more. The CLOVE office is in the Commons, Room 230, 474-3114.

**College of Business Advising Center**

The College of Business Advising Center is on the Pensacola campus in Building 75. Advisors are available to counsel current and prospective undergraduate business majors and students in the MBA program. Students pursuing a master’s in accounting should contact the UWF Accounting Department for academic advisement, (850)474-2719. The College of Business Advising Center is open for business Monday through Friday, 8 a.m.–5 p.m. Extended hours are available during advanced Registration, Registration Day, and Late Registration-Drop/Add. Advising is normally conducted by appointment only during Advanced Registration. Appointments are encouraged at other times and can be scheduled by calling (850)474-3125.

Business students living in the Eglin and Fort Walton Beach areas who attend classes at one of those centers are strongly encouraged to contact an advisor prior to registering for classes.

**Cooperative Education**

UWF co-ops are motivated students, eager for the best education available, and willing to go the second mile in personal effort. Not satisfied with theoretical preparation alone, they build into their degree program terms of paid professional experience in their intended fields. Theory is balanced with practice as co-ops combine terms in the classroom and terms on co-op work assignments in their reinforced UWF programs.

UWF co-ops find greater meaning in their studies, identify career goals, grow in professional and self-development, and greatly improve their marketability at graduation, plus enjoying the satisfaction of paying their own way. UWF co-ops may be found on assignments scattered across Florida, the southeast, and farther flung. UWF co-op is available in most academic fields. Application the second semester of the sophomore year or first semester of the junior year is advisable. For more information contact the Career Center, Building 19, 474-2254.

**Counseling Center**

The Counseling Center provides personal, vocational, marital, and educational counseling to students free of charge. Psychologists are available to help students deal more effectively with a wide range of
problems including marital difficulties, depression, test anxiety, vocational indecision, sexual dysfunction, interpersonal conflict, identity confusion, substance abuse, stress management, or other personal difficulties which may impede a student’s academic progress. The Center does not give academic advising, as this is a faculty responsibility at UWF.

The Center also provides a number of educational and developmental programs designed to help students interact more effectively with others. These programs usually take the form of small groups or workshops organized at the beginning of each semester.

Information regarding a person’s contact with the Center is confidential and may be released only upon the person’s written request.

Those interested should contact the Center in person or by phone at 474-2420. The Center is located in Building 19 and is open from 8 a.m. to 5 p.m., Monday through Friday.

Disabled Student Services

The Office of Disabled Student Services (DSS) provides academic support services and special equipment for students with disabilities. Academic accommodations and services are available on an individual basis determined by documented need. Some of the services available to students are liaison to faculty, adaptive testing, readers, interpreters for the deaf, and adaptive computer technology.

For additional information on services and equipment, contact DSS, Building 21, Room 130, or call 474-2387 (V/TDD).

Financial Aid

The purpose of the financial aid program at UWF is to provide the financial assistance necessary for a student who otherwise would be unable to attend or remain at the university. A comprehensive program of scholarships, grants, part-time employment, and loans is available through federal, state, and university funds. In cases where the student demonstrates extensive need, a combination of several types of aid may be extended.

The applications for financial aid at UWF should be filed beginning January 1 for the following academic year. Applications will be processed throughout the academic year as long as funds permit. A new application and financial statement must be submitted each year. A good

Financial Aid Helpful Hints

The financial aid application process can be confusing and complex. Read instructions carefully and stay in touch with the Financial Aid staff. Ask about anything that is not clear; don’t rely on your friends’ advice.

APPLY EARLY. If you want aid for the 1999-2000 school year, you should apply as soon as possible after January 1, 1999.

BE THOROUGH. Provide all the information on all the required forms. You will not be considered for any aid until your file is complete.

KEEP RECORDS. Make copies of all forms and correspondence concerning your financial aid.

REAPPLY. Remember that if you are receiving aid this year, you must reapply as soon after January 1 as possible to receive it again next year. Also, don’t hesitate to reapply for aid for which you were previously turned down.
starting point for learning more about programs offered through the Financial Aid Office is to read its publication on financial assistance and scholarships entitled Making Sense. The Financial Aid web page can be accessed from the UWF home page (http://www.uwf.edu) or directly at http://www.uwf.edu/~finaid. Considerable information is available in this electronic format. Financial Aid is located in Building 21, Room 120.

All financial aid is disbursed by the Student Accounts Office at the Cashier’s Office in Building 20 East, beginning on the first day of classes each academic term. No financial aid is disbursed prior to the first day of classes.

Game Room

The Game Room is located in the Commons. Facilities include pool tables, ping pong tables, pinball, and video game machines.

Health Center

The Health Center is a medical outpatient clinic, located in Building 63. It provides primary care (general practitioner office-type care) to all currently enrolled students, spouses, and their dependents. The medical staff consists of two full-time registered nurses, one R.N./Health Educator and two part-time physicians.

The Health Service is open the first day of class through the last day of finals, Monday through Friday, and closed on all school holidays, breaks, and weekends. If medical care is needed when the clinic is closed, students may go to the emergency room of an area hospital or call a local physician.

All patient records are treated confidentially. Patients are given the authority to approve or refuse the release of their records in compliance with applicable state and federal laws. For more information call extension 2172 or 476-4969.

Housing

On-campus housing features unique residence halls and offers economy, companionship, individuality, and group interaction. UWF offers two-student rooms with some access to communal kitchen areas. Private rooms, married and student apartments are also available. All residence halls have in-room telephone service, refrigerators, cable TV hook-ups, access to coin-operated laundry facilities and vending machines.

Educational, recreational, cultural, and social activities are a regular feature of residence life.

The Housing Office is located in Building 21, or call 474-2463. The UWF Village may be contacted at 473-0065.

Information Center

The UWF Information Center is a distribution point for maps and temporary parking permits. The staff there provide directions, information on facilities and activities, course guides and brochures, class schedules, catalogs, campus directories, and admissions applications. Normal hours for the center, located on University Drive near the Field House, are 7:30 a.m. to 4:30 p.m., Monday through Friday. Call 474-3000.
Information Technology Services

Information Technology Services, or ITS, supports the use of information technology by UWF students, faculty, and staff. ITS is located in Buildings 79 (Computer Center) and 37 (Instructional Media Center).

From Building 79, ITS provides various services to students, including:

- ArgoNet, the university data network that connects university computers with each other and with the Internet.
- Dial-in services, including a support help desk (474-2075), allowing off-campus access to ArgoNet and the Internet.
- Electronic mail services.
- World-wide web publishing.
- Open access computer labs (the largest located in Building 79), offering general-purpose workstations, instructional software, printing, and scanning services.
- UserID and Personal Identification Numbers (PINs) for use with the NAUTICAL campus-wide information system.
- Training and documentation regarding the use of UWF information technology resources.

ITS workgroups located in the Instructional Media Center (Building 37), provide media production services, audiovisual services, and television/audio services to both students and faculty.

Through Audiovisual Services, students may arrange to borrow equipment for classroom presentations. Listening/viewing carrels are available for studying videotapes, slides, or audio tapes placed on reserve by instructors.

UWF-TV (Cox Cable channel four in Escambia county), offers students opportunities to be involved in television production projects, and also supports audio- and videotaping of class presentations with approval of the instructor.

Presentations may be transmitted by portable tape player or over UWF’s five-channel closed-circuit television system.

ITS employs many students; employment opportunities are posted via the Office of Student Financial Aid.

International Program

The Office of International Education and Programs (OIEP) develops and maintains international exchange programs for students and faculty. UWF’s exchange agreements with universities in Europe, Asia, Mexico, and Central America allow students to pay UWF tuition and receive UWF credit for course work done abroad. In addition, the OIEP facilitates the participation of UWF students in study abroad programs sponsored by other state universities.

Increasingly, employers are giving preference to graduates who speak more than one language. Study abroad opportunities afford students the means of learning another culture and language by living and studying for an extended period in the host country.

UWF students may go overseas for an entire academic year, a semester, or for a short summer program. The length of stay depends upon the host institutions’ academic calendars and the needs of the student.

The OIEP is also responsible for bringing qualified international students to UWF. Many of our international students have come through one of our exchange programs which permit students to credit work done at UWF to their degree programs at their home institutions. Since 1996, the OIEP has also brought international students to campus to study in its International English Center.
Intensive English Program. Each year, about 100 students study English in the program and many enroll as degree-seeking students upon completion of the program.

In addition to study abroad programs, the OIEP offers students the opportunity to attend one of 150 universities throughout the United States on the National Student Exchange Program. NSE exchanges are for a semester or a year, and the student pays UWF tuition while attending the host campus. There are NSE member schools in 47 states, from Hawaii to Maine.

The OIEP also assists faculty in their professional development by facilitating international exchanges in areas of faculty expertise. Likewise, the OIEP facilitates visits of international scholars to UWF.

The activities of the OIEP are directed at the cultivation of international awareness on the part of students and faculty. For further information, call 474-3479 or drop by the office in Building 8.

International Student Advisement

The International Student Advisor is available to assist foreign students with problems ranging from immigration to personal matters. Foreign students should feel free to ask questions and seek assistance from this office at any time. All foreign students should contact this office immediately upon arrival at the university. Also, any U.S. student wishing to be involved in international activities or friendships should contact this office located in Student Affairs, Building 21.

Library

In a beautifully renovated and expanded facility, the university library collection consists of more than 550,000 volumes, 920,000 microform pieces and over 3,000 current journal and newspaper subscriptions. In addition, as a regional depository for publications of the U.S. Government and the State of Florida, the library has available more than 520,000 government documents. Supplementing these resources are more than 620,000 items relating to historic Pensacola and the West Florida region. A branch library is maintained at the Fort Walton Beach Campus.

As a member of the Florida Center for Library Automation, the library participates in a cooperative automation network that provides access, via an online catalog, to the holdings of all ten Florida State University System libraries. This online catalog, WebLUIS, also makes a variety of journal indexes and full-text resources readily available from any library computer. WebLUIS also provides access to the Internet. UWF students may access these resources through their personal computers as well.

Books and journals are classified using the Library of Congress classification system and are presented in an open stack arrangement. Students may choose to study at individual study carrels or tables, in group study areas, or in comfortable lounge areas.

The library staff is available to assist students with their information needs and research projects and in obtaining the materials needed for their research. Both compact disk reference indexes and computerized database searches provide rapid access to research materials. Through OCLC (Online Computer Library Center) and RLIN (Research Libraries Network), the library can assist users in locating books or journals in libraries throughout the United States and Canada, and can acquire them through interlibrary loan should UWF's library not own the
materials. Document delivery is also available through several commercial vendors.

Instruction in the use of the library is provided through individual assistance, general classes in the use of the library, and instruction in specialized areas, including how to do research using the Internet. Instruction is provided by the staff of the reference department.

The Student Government Association provides computers for word processing and other applications. These are located on the first floor.

Normal hours are: 8 a.m.-10 p.m., Monday through Thursday; 8 a.m.-5 p.m., Friday; 10 a.m-6 p.m., Saturday; and 1 p.m.-9 p.m., Sunday. Hours vary on holidays and during intersessions and may be obtained by calling 474-2462. The library’s home page can be accessed at www.lib.uwf.edu.

**Mathematics/Statistics Laboratory**

The Department of Mathematics/Statistics operates a tutoring laboratory for the benefit of all university students. The lab is staffed by advanced undergraduate and graduate students. Most of the tutoring is related to mathematics and statistics courses being taken by the student; however, tutoring is also available for other topics in mathematics and statistics. The laboratory is located in Building 38, Room 147. It is open five days each week. No appointments are necessary. Laboratory hours are posted outside the laboratory and on campus bulletin boards. For further information, please call 474-3054.

**Off-Campus Housing**

The UWF Housing Office provides assistance limited to identifying available off-campus apartments in the Pensacola area. If you are interested in off-campus housing, stop by the Housing Office, located in Building 21. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

**Off-Campus Programs**

University off-campus locations are the Fort Walton Beach Campus and the Eglin Air Force Base Center. Select graduate and undergraduate degree programs can be pursued and completed at the FWB Campus and Eglin Center. The university’s off-campus operations reflect Florida’s two-plus-two approach to higher education and encourage full use of joint programs and joint facilities with Okaloosa-Walton Community College. A student can pursue a 4-year degree program and graduate school within the region, yet distant from Pensacola. Students may occasionally be required to complete some degree requirements at the Pensacola campus. For information call: (850) 863-6569 (FWB) or (850) 678-3727 (Eglin AFB). Limited course work is offered at Whiting Field in Milton, Florida, and student services are available onboard NAS, Pensacola. For information call: (850) 453-4006 (NAS) or (850) 626-3581 (Whiting Field).

Course work leading to a degree is generally offered in the late afternoon or evening time blocks for the convenience of students who must work while going to school. However students registered at the centers may take courses offered at any or all of the University locations, including main campus. Academic advisement and counseling periods for students in each program are scheduled routinely, and individual appointments are arranged upon request. In addition, direct telephone lines to the campus are available for student use from the Fort Walton Beach Campus/Eglin Center: 244-1216 or 243-4515.

Off-campus credit courses are also offered at other locations throughout the UWF service area. For information about all off-campus courses call the appropriate college or the FWB Campus.
Orientation

The transition to college life can be a confusing experience. Adjusting to any new environment takes time, and the University of West Florida offers a summer orientation program to help freshmen and sophomores begin the process of familiarization and adaption to the surroundings of UWF.

The Summer Orientation program (A.R.G.O.) provides an excellent opportunity for new students to learn about academic majors, requirements and guidelines, available student services, physical facilities, techniques for college survival, sources of financial aid, and career planning. In addition, students receive their approved class schedules for the fall semester.

Transfer students with 60 or more hours are invited to attend the Transfer Student Orientation prior to registration and the start of classes in the fall. During this program, students will meet with UWF administrators, members of the faculty, student services staff, and other UWF students.

For additional information about the orientation programs, please contact Student Affairs at 474-2384.

Post Office

University Postal Services operates a new, modern full-service Post Office in the University Commons, Building 22. A wide variety of mailing services are available for all students including: stamp sales, money orders, mail drops, parcel mailing, express (overnight) and priority (2-3 day) mail, registered, certified and insured mail, zip code books, tax forms, package wrapping assistance, change of address, and mail forwarding service.

The University provides free mailboxes to students residing in the University Village and Residence Halls. Box assignments may be obtained at the campus Post Office service window.

Student organization mailboxes are located in the Office of Student Activities, upstairs in the Commons.
Mail collection boxes are found in four locations on campus: Post Office, University Village parking lot, Water Tower/WUWF parking lot and next to Building 50.

Post Office hours of operation are Monday-Friday, 7:45 a.m. to 4 p.m. and on Saturday for resident student mailbox service and parcel pick-up from 7:30 a.m.-11:30 a.m.

Call 472-2436 for additional information or assistance.

Radio Station

Good Music. There’s more to a great radio station than good music alone. That’s why WUWF 88.1 FM Public Radio is your total quality radio station.

WUWF offers the exciting sounds of adult alternative music and jazz perfect for those evenings spent cramming for finals, soothing notes of classical music excellent for those late nights alone with that “someone special,” and the latest news and information from National Public Radio for keeping up-to-date with current events. 88.1 FM also provides award-winning news coverage seven days a week from our own talented news team.

88.1 FM presents a variety of concerts and community outreach activities throughout the year, including the popular live radio show RadioLive every month at various sites throughout the region. Stay up-to-date on these and other local cultural and entertainment activities by calling WUWF’s ArtsLine at 474-ARTS, (toll-free 800/239-WUWF) or visit 88.1 FM on the web at www.uwf.org.

Spend a little free time with WUWF. Various volunteer positions and internships are available year-round at the radio station. Stop by Building 88 at the base of the water tower for a tour and more information.

Registrar’s Office

The Registrar’s Office provides and maintains information pertaining to University academic policies and requirements. Access to student records is limited under the provisions of the Family Educational Rights and Privacy Act of 1974. Students have the right to withhold the disclosure of any or all categories of directory information. Requests to withhold such information must be made in writing to the Registrar.

Many of the forms and services provided by the Registrar’s Office are available on the Internet. Visit our home page at URL http://www.uwf.edu/~registr/.

Safety and Security

Department of Public Safety officers are duly sworn law enforcement officers of the State of Florida pursuant to Section 240.268, Florida Statutes. Personnel are available 24 hours daily to assist all persons on the campus in any matter relating to safety or police services. The department is located in Building 19 or can be reached by telephone at 474-2415. Emergency calls should be placed to ext. 2911 or 474-2911.

Student Activities

The University Commons Student Activities Office is responsible for the coordination and administration of several major areas:

- Campus Programming such as concerts, films and special events
- Student Organizations and Greek Affairs
- Leadership Programs
- General management of the University Commons
- University Commons Service Desk
- Facilities and services for student organizations
- Conference Services (facilities rental and youth camps)
Student Advocate

Appointed by the Student Government Association president, the Student Advocate is available to assist students upon request with information regarding: university policies, grievance procedures, and appeal procedures; and to serve as a facilitator in the resolution of disagreements, grievances, or otherwise unsatisfactory conditions.

The Student Advocate may be contacted in the Student Government Association office, the Commons, 474-2393.

Student Affairs

The Student Affairs Office offers a wide range of student services and programs and provides information to students, faculty, and staff concerning student life. Contact this office for questions relating to testing, disabled student services, international student advising, student conduct, insurance, immunization, orientation, or university policies and procedures.

Student Affairs staff are available to help students with problems or to make an appropriate referral. Call this office at 474-2384 or stop by Building 21, Room 130.

Student Success

Learning Center

Individual Tutorial Assistance:
All students are eligible for individual assistance based on tutor availability and subject.

Special Tutorial Assistance:
Provided for students seeking assistance in preparing for CLAST, ACT/SAT, LSAT, GRE, and GMAT

Computerized tutorial assistance and word processing software is also available. Contact the Learning Center in Bldg. 52, Room 151, 474-3488.

Student Support Services

University Student Support Services Program is a federally funded program that provides academic support services for university students. This program serves minority and other low-income, first generation students (parents have not completed a bachelor’s degree). Services include tutoring, developmental advising, peer counseling/advising, career planning, cultural and social activities, and motivational workshops. This program includes mentoring with faculty, staff, and community professionals. Contact us in Building 18, 474-3212.

Teacher Education

For information related to admission to teacher education, student advising, field experiences, student teaching, teacher certification, and the Florida Teacher Certification Exam, students should contact Teacher Education Student Services, Building 85, Room 113, 474-3228.

Testing

The Testing Office offers information on numerous testing programs, and can provide you with specific information about the following tests:

- American College Testing Program (ACT)
- College-Level Academic Skills Test (CLAST)
- College-Level Examination Program (CLEP)
- Graduate Record Exam (GRE)
- Graduate Management Admission Test (GMAT)
- Law School Admission Test (LSAT)
- Medical College Admission Test (MCAT)
- Michigan Language Tests
- Professional Assessments for Beginning Teachers (PRAXIS/NTE)
- Scholastic Assessment Tests (SAT I and SAT II)
- Test of English as a Foreign Language (TOEFL)

Information about the above exams, and others, can be obtained at the Testing Office, Room 130, Building 21, 474-2384.
University Advising Center

The University Advising Center is designed to provide high-quality academic advising services to all incoming freshmen and sophomores. Students are assigned an academic advisor to assist them with program planning, course selection, and choice of major.

The Center is located in Hopkins Hall, Building 18, Room 131. Office hours are Monday through Friday 8 a.m.-5 p.m. Drop-ins are welcome, but appointments are encouraged. Please call 474-3170 for assistance.

University Commons Service Desk

The University Commons Service Desk provides a variety of useful services to UWF students, faculty, and staff including University Commons facility reservations, general campus information, event information, a public fax machine, banner making supplies, board games, and a full range of ticket services for the Campus Activity Board, the university’s theater and music departments, athletics and other sponsors. The UC Service Desk is on the first floor of the University Commons adjacent to the Great Hall.

Veterans Services

The Office of Veterans Services assists all students eligible for Department of Veterans Affairs educational benefits. More than 10 percent of currently enrolled UWF students are receiving DVA benefits. The Office of Veterans Services is located in Building 18, room 167 and may be contacted by calling 474-2262. It is the campus point of contact for benefit information, enrollment certification, tuition deferments, and peer counseling.

Writing Center

The Writing Center, Building 51, houses the Writing Lab, Language Lab, Computerized Writing Classroom, and other areas which offer services to UWF students, faculty, administrators, and staff. Any university student, whether or not enrolled in a composition course, may use the Writing Lab for help with writing problems. The Writing Lab offers paper reading/critiquing and tutoring in grammar and usage, mechanics, and sentence structure. The lab also offers many other valuable services, including but not limited to the Grammar Hotline (474-2120), the 101 Grammar Mini Lessons Series, diagnostic testing, an Essay Bank, sample essay exams for the CLAST and Florida Teachers’ Exam, information handouts on writing grammar, Writing Tutorials on various aspects of composition, and self-study/independent study programs for students who need help with writing.

The University’s Writing Skills Lab is staffed by trained, qualified graduate and undergraduate teaching assistants who provide one-on-one tutoring to students who want to improve their writing skills. “Labbies” administer and grade tests, read students’ papers and answer questions related to written and spoken communication.

The Writing Skills Lab is available for students’ use approximately forty (40) hours a week. It is open five days a week, with some additional evening hours and Saturdays when staffing is available. Specific schedules are announced each term and posted at the Writing Lab.

Call 474-2029 for more information.