**Charlotte Campus Faculty Assistance**

*Updated 07/17/2018*

Faculty Office Assistant

Fran Spevak, Francine.Spevak@fsw.edu

Hours: Monday through Thursday, 9:00 am to 3:00 pm

Phone: 941-637-5637; on campus extension is 55637

Class Cancellations

* Notify your students via Canvas email
* Notify the following via email/call:
  + The Dean of your School
  + Campus Director: Dr. Tom Rath, Thomas.Rath@fsw.edu
  + Faculty Office Assistant: Fran Spevak, Francine.Spevak@fsw.edu
  + Office Assistant Student Affairs: Emily Moretta, Emily.Moretta@fsw.edu

*If you have an emergency and need to cancel class the same day it is scheduled:*

* Notify your students via Canvas email if possible
* Email the Dean of your School if possible
* Call Charlotte Campus Public Safety: 941-637-5608
* Call the Information Desk: 941-637-5629

Late for Class

* Call Charlotte Campus Public Safety: 941-637-5608
* Call the Information Desk: 941-637-5629

Unlock Classroom

* Call Charlotte Campus Public Safety: 941-637-5608

Lost and Found

* Found items are kept at the Public Safety Office in N-105: 941-637-5608
* Any items turned into the Faculty Office will be given to Public Safety at the end of the work day

I.T. Support

* For problems with classroom computers call: **Classroom/Event Down Hotline** 239-489-9202 or ext. 11202 from a campus phone. Note that each classroom has a phone with campus specific contacts.
* For problems with passwords and email accounts, submit a ticket to the FSW helpdesk at https://helpdesk.fsw.edu or by phone at 239-489-9202 or1-800-335-6598