



Additional Resources

E-MAIL: THE ELECTRONIC CONNECTION

Each student at Johnson & Wales University receives a university e-mail account. Students use Microsoft Outlook Web Access, a Web-based e-mail program that allows access to e-mail through any computer with an Internet connection. Students may access their e-mail accounts at <http://email.jwu.edu>. **E-mail is one of the primary tools that university staff and faculty uses to communicate with you. Therefore, it is very important that you activate your e-mail address as soon as possible and check your account on a daily basis.**

Directions for obtaining your e-mail address from uconnect

1. On the Internet go to <http://uconnect.jwu.edu>
2. Log in to the secure area
3. Click on "Personal Information"
4. Click on "E-mail information" to obtain your Username

Accessing JWU Student e-mail for the first time

1. Open your browser to <http://email.jwu.edu>
2. Click on "Change Your Password" on the left of the screen
3. Enter your Username
4. Enter your old password
5. Type in your new password. Passwords must be at least 6 characters long.
6. Retype the new password in the confirmation box
7. Click on "Change Password"
8. Click on "Click Here to Logon"
9. Enter your Username in the "Username" box
10. Press the TAB key
11. Enter your Password in the "Password" box
12. Click OK

If you can't remember your password: Use the password reset manager on the email website or visit one of the computer labs where a lab assistant can help you.

Accessing Public Folders: Public folders are used by the university for general information pertinent to students, and by instructors to correspond with students regarding coursework.

1. Log on to your JWU e-mail account (see above).
2. Click on Public Folders on the left-hand side of the screen.
3. Select Miami Campus.
4. Locate the folder and click on it.

STUDENT HANDBOOK

To view the North Miami Campus Student Handbook, please visit: www.jwu.edu/northmiami/studentlife/

GET INVOLVED

Intramural sports and fitness opportunities are offered through the Office of Athletics. Student leadership, club and Greek life activities are offered through the Office of Student Activities. See these departments' sections within this guide for more information.

WILDCAT MAGAZINE

The *Wildcat* is the official student news magazine, published four times per year by the Office of Communications with the support of the student body. We welcome ideas, suggestions and submissions for each issue. For information about contributing articles or photos to *The Wildcat*, call 305-892-7072. Issues are distributed across campus.

NORTH MIAMI CAMPUS UPDATE

The North Miami Campus Update is released every Friday to all students and employees via JWU e-mail. The update contains important information, including deadlines from student service departments and campus events. You may also view it at <http://www.jwu.edu/nmcu>.

'TP' TIMES

The Toilet Paper Times is a monthly newsletter produced by the Office of Student Activities. As opposed to being handed out or posted in designated areas, the TP Times is placed on the back of bathroom stalls.

INFORMATION TECHNOLOGY HELPDESK

phone: 1-866-JWU-HELP (1-866-598-4357)
e-mail: helpdesk@jwu.edu
Web: <http://helpdesk.jwu.edu>

EMERGENCY INFORMATION

Safety & Security - For 24-hour assistance from Safety & Security, call 305-892-7011.

Campus Closures - For information on university operations during emergency situations (i.e., severe weather):

- Emergency Information Line: 305-892-7598
- University Web page: <http://www.jwu.edu/northmiamialert>

Emergency Notification System- In the event of a campus emergency, students, staff and faculty will receive an emergency message with information and instructions transmitted to cell, home, classroom and office phones that are on file in the university's emergency notification system, **Emergency Notification System**. Please maintain accurate contact information through uconnect (<http://uconnect.jwu.edu>) as this is the information the university uses for emergency notifications.

North Miami Campus Map



1701 NE 127th St., North Miami, FL 33181
<http://www.jwu.edu/northmiami>

NORTH MIAMI CAMPUS AT-A-GLANCE



CAMPUS DEPARTMENTS

Academic Affairs • Athletics
Bookstore • Culinary Administration
Experiential Education & Career Services • Health Services
ID Cards • International Student Services • Library
Residential Life • Campus Safety & Security
Student Academic Services • Student Activities
Student Affairs • Student Conduct • Student Employment
Student Financial Services • Student Success
The Mix & Dining Services

Plus: E-mail Instructions, Student News and Campus Map



ACADEMIC AFFAIRS

Location: Academic & Student Center, 505
Phone: 305-892-5366

Regular Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

- Office of the VP/Dean of Academic Affairs
- Academic Programs & Support
- Academic Decisions & Information
- Academic Policies

College/Program offices:

- **School of Arts & Sciences**
Academic & Student Center, 201, 305-892-7616
- **College of Business**
Academic & Student Center, 403, 305-892-5323
- **College of Culinary Arts**, University Center, 2nd floor
(Above Storeroom), 305-892-7027
- **The Hospitality College**
Academic & Student Center, 401, 305-892-7588
- **Honors Program**, Student Life Center
(University Center, 227), 305-892-7588

ATHLETICS

Location: Recreation Center (behind Academic & Student Center)
Phone: 305-892-7022 • Athletics Information Line: 305-913-2287

Visit <http://www.jwu.edu/northmiami> for game times

Regular Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

- Athletic and Recreational Facilities
- Competitive Sports including participation in the National Association of Intercollegiate Athletics.
- Fitness Center, Biscayne Commons, 12350 Biscayne Blvd.

BOOKSTORE & MORE

Location: Academic & Student Center, 1st floor

Phone: 305-892-7064, <http://www.jwubookstore.com>

Regular Hours: Monday-Thursday: 8:30 a.m. - 5 p.m.

Friday: 8:30 a.m. - 3 p.m.

**Extended hours during Friday make-up days and during the first two weeks of each term*

- Textbooks & trade books
- School, electronic & computer supplies
- JWU imprinted merchandise
- School uniforms
- Snacks & refreshments

CULINARY ADMINISTRATION

Location: University Center, 2nd floor (above Storeroom)

Phone: 305-892-7027

Regular Hours: Monday - Friday, 6:30 a.m. - 4:30 p.m.

- Culinary faculty
- Dean of Culinary Education, Director of Culinary Operations, Culinary Events Manager, Dept. Chairs
- Information on Special Functions Team

EXPERIENTIAL EDUCATION & CAREER SERVICES

Location: Academic & Student Center, 103 and 105

Web site: Visit <http://jwu.erecruiting.com>

Phone: 305-892-7029

Regular Hours: Monday - Thursday, 8:30 a.m. - 5 p.m.

Friday, 8:30 a.m. - 4:30 p.m.

- Annual career fairs/expos, and on campus recruitment events
- Employment assistance for current students and alumni
- Career education and coaching (including building of résumés & career portfolios)
- For Cooperative Education Programs & Externships contact 305-892-7619

HEALTH SERVICES

Location: Academic & Student Center, 207

Phone: 305-892-7594 or 305-892-7009

Regular Hours: Monday - Thursday, 7 a.m. - 6 p.m.

Friday, 9 a.m. - 1 p.m.

- Medical assistance and referrals
- On-campus physician hours

ID CARDS

Student Financial Services, University Center, 1st floor

Phone: 305-892-7070

Monday - Friday, 8:30 a.m. - 3:30 p.m.

Safety & Security, 1705 NE 124th Street

Phone: 305-892-7604

ID cards available 24 hours per day, 7 days per week

INTERNATIONAL STUDENT SERVICES

Location: Student Life Center (University Center, 2nd floor), 240

Phone: 305-892-7554

Regular Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

- Orientation for new international students
- Counseling on immigration regulations
- Maintenance of international documents

LIBRARY

Location: Between University Center and ASC buildings

Phone: 305-892-7043

Regular Hours: Monday - Thursday, 8 a.m. - 9 p.m.

Friday, 9 a.m. - 4 p.m.

Saturday, 10 a.m. - 5 p.m.

Sunday, noon - 8 p.m.

- Comprehensive collection of books, videos, DVDs, journals, and newspapers
- Internet access, including wireless network capability
- Conference rooms with access to a television, VCR and DVD player
- Professional reference assistance

RESIDENTIAL LIFE

Location: Student Life Center (University Center, 2nd Floor)

Phone: 305-892-7071

Regular Hours:

Housing Operations: Monday - Friday, 8:30 a.m. - 4:30 p.m.

Front desk attendants available 24 hours per day, 7 days per week

- Flamingo Hall front desk, 305-892-7071
- Lakeside Towers front desk, 305-892-7650
- Tropical Pointe front desk, 305-892-7660

CAMPUS SAFETY & SECURITY

Location: 1705 NE 124th Street

24-hour emergency and service line: 305-892-7011

Regular Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

- Administrative Services/Parking permits: 305-892-7604
- Lost & Found: 305-892-7604
- Investigations/Follow-up: 305-892-7601
- Access Control: 305-892-7604
- JWU Emergency Information Line: 305-892-QJWU (7598)
- ID cards available (24 hour a day): 305-892-7604
- Safe Ride requests (7 p.m. - 3 a.m.): 305-892-7011

STUDENT ACADEMIC SERVICES

Location: University Center, 1st floor

Phone: 305-892-7038

Office Hours: Monday - Thursday, 8:30 a.m. - 5 p.m.

Friday, 8:30-4:30 p.m.

- Academic advising
- Class schedules
- Domestic transfer credit evaluations
- uconnect assistance (address changes, self-scheduling, ordering transcripts, etc.)
- Veterans benefits

STUDENT ACTIVITIES

Location: Student Life Center (University Center, 2nd floor)

Phone: 305-892-5363

Regular Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

• Calendar of events available online:

<http://www.jwu.edu/northmiami>

- Advise all university clubs & organizations, including Campus Activities Board, Greek Life and Student Government Association
- Planning and hosting campus events
- Community service opportunities

STUDENT AFFAIRS

Location: Academic & Student Center, 505

Phone: 305-892-7567

Regular Hours: Monday - Friday: 8:30 a.m. - 4:30 p.m.

- Administrative Concerns
- Grievances

STUDENT CONDUCT

Location: Student Life Center (University Center, 2nd floor)

Phone: 305-892-7602

Regular Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

- Conduct reviews

STUDENT EMPLOYMENT

Location: Academic & Student Center, 503

Phone: 305-892-7039

Regular Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

- Student employment programs
- Work study placement
- Student payroll administration

* Student pay checks distributed in SFS student window

STUDENT FINANCIAL SERVICES

Location: University Center, 1st floor, Student Academic & Financial Services

Phone: 305-892-7006 (returning students)

305-892-7059 (freshman team)

E-mail: sfs.mia@jwu.edu

Regular Hours: Monday - Thursday, 8:30 a.m. - 5 p.m.

Friday, 8:30 a.m. - 4:30 p.m.

- Financial planning counselors
- Scholarship search assistance

STUDENT SUCCESS

Location: Academic & Student Center, 102

Phone: 305-892-7026

Advising Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.

Tutoring Hours: Monday - Thursday 8:30 a.m. - 7:30 p.m.

Friday, 9 a.m. - 1 p.m.

- Free peer and professional tutoring in all academic areas
- Advising for both personal and academic issues
- Academic probation
- Accommodations for students with disabilities

THE MIX & DINING SERVICES

Location: University Center, 1st floor

Mix Hours: Monday - Thursday, 6:30 a.m. - 8 a.m. & 11 a.m. - 8 p.m.

Cyber Café Hours: Monday - Thursday, 6:30 a.m. - 8 p.m.,

Friday - Sunday, 11 a.m. - 6 p.m.

- Grab a snack to go or enjoy a leisurely lunch
- Six stations offering a variety of cuisine
- Flex dollars, cash and major credit/debit cards are accepted
- Information online at: <http://www.dineoncampus.com/jwumiami>

*Note: Most departments observe modified hours (8:30 a.m. - 1 p.m.) on Fridays during the summer months.