



University of North Carolina Wilmington
Onslow Extension Program

UNCW Onslow Extension Faculty Information Sheet **Base Education Center, Camp Lejeune**

Welcome to the Onslow Extension Program! We have compiled some pertinent information to help answer any questions you may have about teaching aboard Camp Lejeune.

If you have any questions or concerns, feel free to contact our base office directly either by phone or email. We look forward to making your teaching experience at Camp Lejeune as pleasant as possible!

Phone number (910) 451-5266

Fax (910) 451-5457

MCAS New River Office (910) 449-4440

Website: www.uncw.edu/extension

Extension Program On-Site Staff

Camp Lejeune

- Lindsay Davis, M.Ed. – Military Enrollment Services Coordinator Email: davislc@uncw.edu
- Mary Anne Tayloe – Office Assistant
- Henry Wyschka – Testing and Technology Technician

CCCC

- Beth Barton, Ph.D. – Director, Onslow Extension Programs and Military Liaison
- Mandy Lyman – Onslow Program Manager Email: lymana@uncw.edu
- Tara Robinson, M.Ed. – Assistant Director of Admissions and Financial Aid
- Monique Ivanov, LCSW, DCSW – Department of Social Work, Faculty and Coordinator
- Lisa Keenan, M.Ed. – Watson School of Education Advisor
- Cecil Willis, Ph.D. – Department of CRM and SOC, Professor & Academic Advisor

UNCW's Camp Lejeune Extension Office

The Camp Lejeune Extension Office is located in the John A. Lejeune Education Center, Building 825, in Room 123. The John A. Lejeune Education Center is located on Stone Street, next to the Camp Lejeune DoD School Superintendent's office.

Directions to the John A. Lejeune Education Center from the South

- Follow Hwy. 17 North to Jacksonville, NC. After passing MCAS New River's front gate, take the newly constructed by-pass toward Morehead City/Swansboro and Camp Lejeune Main Gate (to Hwy 24 East).
- Continue on Hwy 24 East and exit toward Camp Lejeune's Main Gate. Stay in the far right lane and stop at the *Visitor's Center* at the Front Gate (the Visitor's Center is on the right as you approach the gate).
- After you receive your temporary Visitor's pass from the Visitor's Center, enter the Front gate and continue straight on Holcomb Blvd. until you reach the first stop light.

- At the first light, turn right onto Brewster Blvd. Continue to the first stop light and turn left onto Stone Street. The John A. Lejeune Building (Bldg 825) is on your right after you pass Lejeune High School and the Stone Street Youth Pavilion.

Parking

Parking is available in the parking lots adjacent to the Education Center. Instructors and students are allowed to park in the designated parking lot. They are advised not to park on the curb, on the grass, reserved spaces in front of the building, in back of the building or in the Superintendent's parking lot.

Parking Passes and Base Access

1. Once you enter Camp Lejeune, you will need to check-in at the Visitor's Office at the Front Gate. When you report there, please provide them with:
 - a valid driver's license
 - proof of auto insurance
 - vehicle registration
2. After you stop at the main gate, come to the John A. Lejeune Education Center, Building 825, Room 123 to receive a *Camp Lejeune Request for a Base Pass Form*, if you don't have one. The Base Pass Form will be distributed to students participating in on base classes during their first scheduled class. The Base Pass Office will not issue passes prior to the first day of the semester.
3. Take completed *Camp Lejeune Request for a Base Pass Form*, to the Vehicle Pass Office, which is Building 60, Room 161. The Vehicle Registration's office phone number is (910) 451-1793.
 - **Directions to the Vehicle Pass Office:** From Building 825, take a right onto Stone Street, take Stone Street to the stop light. Make a left onto McHugh Blvd and take a left onto Virginia Dare Road/Molly Pitcher Road. Building 60 is on your right next to Andy's Restaurant.

Important Reminders When Driving On Base

- **Cell Phones:** You may not use your cell phone on base while driving unless you have a hands-free system. Violation of this law will result in a ticket, court date, and possible removal of base driving privileges.
- **Speed Limit:** Failure to drive the speed limit on base may result in a ticket, visit to traffic court and possible removal of base driving privileges.

Information/Inclement Weather Policy

The UNCW Onslow Extension Program must follow the policies of the UNCW main campus in Wilmington **AND** Coastal Carolina Community College when it comes to Inclement Weather; this does not include holiday/break closings. For Camp Lejeune general information and information on base closings during inclement weather, call (910) 451-1717. Please visit the following link to view our policy: http://www.uncw.edu/extension/UNCW-ExtensionDistanceEducation-ForStudents_000.html (If the base is closed for non-essential personnel, UNCW classes will be cancelled).

Security

Emergencies can be reported directly to the Base Education Office in the John A. Lejeune Education Building. The Duty Officer is located in Room 200; the phone number is 910-320-1934 (for the evening classes only)

Classroom Equipment/Supplies Policy

Each classroom at the John A. Lejeune Education center has a media tower with a television, DVD, and VCR. Instructors are responsible for setting up and taking down the equipment for each class. Faculty members using classrooms 221, 400, and 423 will be given keys to the UNCW storage cabinets. Keys will be assigned at the start of the semester and must be returned to the *Military Enrollment Services Coordinator* at the end of the semester.

The storage closet contains:

- Laptop computer (classrooms are wireless)
- Dry Erase Markers and Eraser
- TV/DVD Key
- LCD Projector

Other Reminders:

- The classrooms are not exclusively used by UNCW, so please secure the laptop, projector, and other office supplies in the UNCW cabinet before leaving. Additionally, if you have taken equipment or supplies from another room, please return the items immediately after your class.
- Ensure all windows and doors are secured before you leave the classroom.
- Please keep the classroom doors closed during class and class breaks to conserve energy. If a unit breaks, it takes several weeks for it to be fixed.

Add/Drop Cards

It is the instructor's responsibility to bring student Add/Drop cards to the first day of class and upon completion send them directly to the Registrar's Office at the main campus. Students may also obtain the yellow Drop cards by visiting their academic advisor.

Class Rosters

Instructors should log onto SeaNet the day of their first class and print a copy of their roster. If you do not have access to SeaNet, contact your department secretary to obtain a printed copy of the roster. Visit the following link to view the SeaNet guide and Tutorial:

https://seanet.uncw.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Final Exam/Reading Day

We do not follow the UNCW Final Exam (or Reading Day) schedule since most of our students make special work and/or family arrangements to attend classes on the specific days and times they have scheduled. For this reason, we ask that all faculty give final exams the week after the last day of class, on the same day of the week during the same class time as the class was regularly scheduled. We have reserved all classrooms for all instructors for an extra week past the last day of classes.

Photocopies

The copier in room 217 at the John A. Lejeune Education Center is available for your use. Extension staff can make copies for instructors. To order photocopies, please email the requests, along with documents to be copied, to the *Military Enrollment Services Coordinator* at least 48 hours in advance.

Cafeteria/Snack Shop

A cafeteria/snack shop with limited hours and several vending machines is available at the John A. Lejeune Education Center. Food is not allowed in the classrooms. Only beverages with lids are allowed in the classrooms. Please make sure the classroom is cleaned up after each class.

Library

There is a Library and Research/Study Center located at the John A. Lejeune Education Center. Contact any library staff member to put items on reserve. Please call (910) 450-9844 for more information.

UNCW Computer Lab at the John A. Lejeune Education Center

The UNCW computer lab is located in room 216 and consists of 12 Dell computers with internet access along with one color printer (paper is NOT provided for the printer).

To reserve the computer lab, please contact the *Military Enrollment Services Coordinator* at 910-451-5266 or via email at davislc@uncw.edu.

Bookstore Information

The UNCW Bookstore comes to Jacksonville several times each semester to accommodate the extension students. The bookstore brings books, merchandise and buys back used books. Dates will be posted on our extension website: <http://www.uncw.edu/extension/events-bookstore.html>

Disability Services

In collaboration with the main campus, CCCC offers testing services for disabled students. Students needing to use UNCW's Disability Services should contact the Extension Office.

Holidays

Extension faculty members teaching at Camp Lejeune are encouraged to observe the same federal holidays that the military observes. Please make adjustments to your calendars, if possible. If you prefer to hold class on an observed holiday, we can make arrangements for you to do so at the Coastal Carolina Community College campus. Space is very limited so make sure to contact the *Military Enrollment Services Coordinator* at (910-455-5266) as soon as the semester begins so she can find/reserve space.

Scantrons

UNCW and Coastal Carolina Community College ***do not use*** the same scantrons. Since UNCW students are not able to purchase UNCW scantrons in Jacksonville, faculty members using scantrons for exams will typically purchase the UNCW scantrons at the main campus in advance and will either sell or supply the students with the scantrons.

UBusiness

To approve travel, please log onto UBusiness at <https://busaff.uncw.edu/ubusiness/login.cfm>.

Mileage Log

All travel must be submitted on the travel form listed on the extension website at www.uncw.edu/extension under the "For Faculty" tab. Travel **MUST** be submitted within 30 days (end of each month), you may email the completed form to: lymana@uncw.edu

Graduation

Camp Lejeune holds a special graduation for all the schools on base once a year (in May). Students that graduate in the fall and/or spring are permitted to participate in the Extension Graduation. Please have students view the Extension Website for more information at www.uncw.edu/extension.

Camp Lejeune Info

<http://www.lejeune.usmc.mil/>

Base Education Information

<http://www.mccslejeune.com/LLL/index.html>