Facility Information

2013-2014

Revised July 26, 2013
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Claude Moore Nursing Education Building and McLeod Hall

The Claude Moore Nursing Education building and McLeod Hall are located across from the Health Sciences Library on Jeanette Lancaster Way near the historic grounds of the University of Virginia. The Claude Moore Nursing Education Building is a four-story facility that was completed in June 2008. McLeod Hall is a five-story brick building that has housed the School of Nursing since its dedication in November 1972.

Office of the Dean
Claude Moore third floor, Dorrie Fontaine, Dean
The Office of the Dean is responsible for the overall management of all aspects of the School of Nursing. The Dean welcomes opportunities to interact with students and offers regular opportunities for students to meet in small groups to discuss issues of concern to them.

Office of the Associate Dean for Academic Program
Claude Moore third floor, Janie Heath, Associate Dean
The Office of the Associate Dean is responsible for academic programs in the School of Nursing. Student services available through this office include academic advising and assistance with course enrollment/registration. In addition, the office monitors student progression, grants leaves of absence, and addresses student concerns regarding academic issues.

Office of the Associate Dean for Administration
Claude Moore third floor, Elyta Koh, Associate Dean
The Office of the Associate Dean for Administration is responsible for human resources, financial services, information systems, and the facilities. Student-related services provided by this office include hiring, office assignment, reimbursements for approved purchases by student organizations, technical assistance on School specific software, and classroom equipment support.

Office of the Associate Dean for Research/Center for Nursing Research
McLeod Hall 5005, Linda Bullock, Associate Dean for Research
The Center for Nursing Research (CNR) is responsible for facilitating the research productivity development of the School of Nursing. The primary function of the CNR is to assist students and faculty in securing external funding to support research while supporting their growth as investigators. Staff support services include grant budget preparation, proposal formatting, providing “boiler plate” descriptions of the University and School of Nursing resources and coordinating IRB approval. In addition, the CNR obtains official University signatures, and makes arrangements for special handling and delivery. Additional CNR resources include digital recorders and phone recorders for taping interviews, manuals and instruments; research journals and copies of funded grant applications. The CNR conference room is available for research meetings and includes a speaker phone. The room can be scheduled through Ms. Camille Hicks.
The Center also provides support services to nursing students interested in pursuing research. The Center maintains files of research grant announcements and application materials and offers assistance to students in writing and submitting grant applications. The CNR maintains a website that includes links to important research at UVA and beyond. The website includes descriptions of SON resources, research, upcoming conferences, call for abstracts for presentations and funding announcements. [http://www.nursing.virginia.edu/research/cnr/default.aspx](http://www.nursing.virginia.edu/research/cnr/default.aspx).

**Office of Admissions and Student Services**  
Claude Moore first floor  
Theresa Carroll, Senior Assistant Dean for Academic and Students Services  
Clay Hysell, Assistant Dean for Admissions and Financial Aid  
The mission of the Office of Admissions and Student Services is to create a community in the School of Nursing and to provide programs and services that enhance students’ intellectual, social and cultural experiences. The office, together with related departments throughout the University, provides leadership, support and guidance to students in all areas of student life including organizations and governance, special events, residence life, health, career planning and community integration. In addition, School of Nursing Admissions, Financial Aid, and Registration are coordinated through this office.

**Development Office**  
2410 Old Ivy Road, Jefferson Quarry Building, JQ 210  
Amy Karr, Assistant Vice President for Health System Development  
The Development Office and the Office of Alumni Affairs/Annual Giving work together on fund-raising activities for the School of Nursing. The Office often works with individual, foundation, and corporate donors to establish scholarships and fellowships that are awarded to students meeting the donor’s educational and financial requirements. (Students interested in financial aid should inquire at the Office of Admissions and Student Services). On occasion, scholarship and fellowship recipients have the opportunity to meet their benefactors. In addition, the office works to obtain private funding to enhance educational, outreach, and research programs in the school.

**Clinical Simulation Learning Center (CSLC)**  
McLeod 3010, Reba Moyer Childress, Director  
The Clinical Simulation Learning Centers are located on the third floor of McLeod Hall (Rooms 3008 and 3026). The Theresa A. Thomas Intensive Care Simulation Laboratory (ICU), room 710, is a major feature of the CSLC. It is primarily available to students interested in pursuing acute care nursing.

The primary objective of the CSLC is to provide a state-of-the-art learning environment that is well-equipped and staffed in order to promote acquisition of basic and advanced skills as well as behaviors that are essential for undergraduate nursing students to master. The CSLC offers supervised and independent practice throughout the student’s academic endeavor. Students who desire the opportunity to practice a skill they have not used recently or will need in an upcoming
clinical assignment may come to the CSLC to receive help from the experienced CSLC staff and to utilize the CSLC resources. Food and drinks are not permitted in the CSLC areas.

**Faculty Offices**
Claude Moore second and third floors; McLeod fourth and fifth floors
Each faculty member has an office located in McLeod Hall or Claude Moore. A listing of faculty and their office numbers can be found on each floor outside of the elevators in McLeod Hall and on the bulletin board located just inside the ground floor entrance to CMNE. Contact individual faculty for office hours.

**Bulletin Boards/Monitors**
Claude Moore and McLeod Hall have numerous bulletin boards throughout the building, each assigned to a particular office, class, program or organization. In an effort to minimize the amount of paper used to create individual announcements, important notices, policies, schedules, and course information are posted on these bulletin boards. Students should check the bulletin boards weekly in order to keep well-informed. Additionally, in the lobby area of both buildings, there is a monitor linked into a central server capable of broadcasting School-related events, network news, and emergency information.

**Classrooms**

**Claude Moore Large Classrooms**
The two classrooms on the ground floor are tiered classrooms: Room G010 seats 118 and Room G120 seats 74. The two classrooms on the first floor are flat floor classrooms: Room 1110 seats 48 and Room 1120 seats 40. Each room is fully equipped with state of the art audiovisual equipment.

**Fenwick Auditorium**
McLeod 1020
With seating for 476, the Fenwick Auditorium is the site of several Medical and Nursing School Conferences throughout the year. In addition to single and dual slide projectors, it has a video projection system for video and computer programs.

**Mailboxes**

**Faculty Mailboxes**
First, second, and third floor, Claude Moore; and fourth floor, McLeod
Each faculty member has a mailbox in which they receive outside mail, messenger mail and messages.
**Student Mailboxes**
PhD students have a mailbox in McLeod 3020.

**Parking Garages: McLeod Garage and South Garage**
The two-floor parking garage located beneath McLeod Hall is reserved parking from 7 am to 5 pm, Monday-Friday. The South Garage located beside McLeod Hall is reserved parking at all times. Reserved parking permits for these two garages are available, by a priority system, to full-time UVA Health System faculty and staff only. The permit system for this and all other parking lots at the University is strictly enforced. Illegally parked cars are ticketed (and are subject to being towed) by the Department of Parking and Transportation.

**Student Common Areas**
Both Nursing buildings have common areas for students to relax between classes. In the McLeod Hall Student Lounge on the 2nd floor, students may relax on the sofa, make local phone calls, store snacks in the refrigerator, or use the microwave oven. Vending machines for soft drinks and snacks are located in the McLeod Hall student common area and the lower level of Claude Moore. The Sternheimer Student Life Center in CMNE provides additional space for students to eat lunch or relax between classes. Access to a microwave oven and a community popcorn machine are also available in this space. Bleecker Street Café and Java City are in McLeod Hall. Students are asked to use recycling bins to recycle their waste.

**Phones and Cell Phones (UVA Alerts and UVA Mobile)**

**Public Phone**
Students may use telephones located in the front entrance of McLeod Hall. Local calls are made by dialing “9” and then the number. On-grounds calls are made by dialing the last 5 digits of the phone number. Long distance calls may be made only on the telephone in the Student Lounge using a calling card or operator assistance. The telephone at the main entrance does not accept long distance calls.

**Cell Phones**
Students are encouraged to register with UVA Alerts and to use UVA Mobile. Students who register their cell phone numbers with UVA alerts will receive important emergency messages from UVA when necessary ([https://www.virginia.edu/uvalerts](https://www.virginia.edu/uvalerts)). Also, students can view UVA Mobile using web enabled cell phones ([http://mobile.virginia.edu](http://mobile.virginia.edu)). UVA mobile provides safety information, bus schedules, news, phone numbers, weather and much more to its users.
Other University Facilities

Learning Needs and Evaluation Center
The Center provides direct services such as readers, note takers, tutorials, transcribing, word processing, written language assistance, interpreters, etc, for students with a wide variety of learning assistance needs. Students having academic difficulties may also contact the Center for diagnostic studies to help identify underlying learning difficulties.
The Center is located in the Elson Student Health Center, 400 Brandon Avenue. The website is: http://www.virginia.edu/studenthealth/lnec.html.

Libraries
Students have access to all holdings throughout the University’s library system. There are several libraries that students will find essential throughout course work. Those most commonly used by students in the School of Nursing are Alderman (the central library), Claude Moore Health Sciences, Clemons, Science and Technology, Law, and the Colgate Darden Business Libraries. Reference staff at each library can assist students with finding document holdings and other reference materials. Alderman is a federal depository for government documents and has specialized personnel in that unit.

Claude Moore Health Sciences Library (HSL)
The Claude Moore Health Sciences Library is the major resource for nursing, biomedical and health care information at the University of Virginia. The Library completed a major renovation project in the late fall 2000 that resulted in an entirely refurbished and expanded area for its collections and user spaces.

Users have access to a large collection of books and journals in the health sciences. In addition, the Library provides access to many electronic databases, journals and other research materials available from workstations inside the Library as well as by remote access via the World Wide Web. The Library’s microcomputer lab offers a large number of computer workstations with both general purpose software as well as software in the health sciences.

The Library offers many classes, consultations, tours and general orientations both on an ongoing basis and by request. Classes and other presentations can be tailored to specific topics or needs. Librarians provide assistance at the Reference Desk in using resources, designing a research strategy and locating materials. The Historical Collections and Services department has many historical and archival materials documenting the history of nursing both as a profession and its role at the University of Virginia.

The Library’s web site, http://www.healthsystem.virginia.edu/internet/library, is an excellent resource for most library services, resources and general information. The HS Library/Nursing liaison is Patricia Vaughn (http://www.hsl.virginia.edu/portal/sonursing/ebn.cfm).
Parking and Transportation
Parking and Transportation is located on Millmont Drive, behind Barracks Road Shopping Center. Parking on Grounds is controlled by a permit system for specific parking areas and is stringently enforced. The University operates a bus system which serves most student residential areas and commuter parking lots with frequent service to the major academic areas. Student ID cards are valid for unlimited use on the University Transit System. Many commuting students choose to park in the lots located near University Hall and Scott Stadium and take the bus to McLeod Hall (www.virginia.edu/parking).

University Registrar’s Office
Located in Carruthers Hall, the Registrar’s Office is the main student records office of the University. The Registrar’s Office handles registration for spring and fall semesters, official grade reports, official transcripts, and student records. Students needing verification of degrees and past course work should make requests in writing to the Registrar’s Office (www.virginia.edu/registrar).

Writing Center
The Writing Center, located in Bryan Hall 314, offers free individual tutoring sessions (up to 50 minutes). The tutors can work with you to clarify your ideas, strengthen your argument, improve your transitions, brush up on your grammar, as well as improve other writing skills. You may bring in your paper at any point in the writing process, including the brainstorming phase. In compliance with UVA’s honor code, the Center cannot offer editing or proofreading services. The Writing Center is open from the second Monday of the semester until the last day of classes. Hours are Monday through Thursday, 9:00 A.M. to 5:00 P.M. and 7:00 to 10:00 P.M., and Fridays from 9:00 A.M. to 5:00 P.M. For more information, see http://www.engl.virginia.edu/writing/wctr/index.html, or e-mail the director of the Writing Center at writingcenter@virginia.edu

Teaching Resource Center
The Teaching Resource Center (TRC) offers a number of services and resource materials designed to enhance the teaching abilities of faculty and teaching assistants at the University of Virginia. The TRC also administers several special programs, recognizing the skills and accomplishments of faculty and aiding in the development of courses. The TRC offers workshops, programs, consultations, teaching tips, resources and links. For more information go to http://trc.virginia.edu.