

Information for New Hires

Book orders:

Course texts can be ordered through the Georgetown University Bookstore in the Leavey Center on the main campus. You can order books either through the new [Faculty Book Orders](#) page or by contacting Linda Newcomb. To order books online, go through the following steps:

1. Go to www.bkstr.com/ and navigate to the Georgetown University Bookstore.
2. Select "Faculty" from the navigation bar
3. Select "eDoption"
4. Follow prompts. New users should input 873 as their password. After placing your order, you may want to follow-up by telephone, particularly if you have any problems: 202-687-7525. **Please make an effort to order your books at least one month before the start of classes to ensure that books are available in a timely fashion.**

If you would rather order your books by contacting Linda, you can either email her at ln@georgetown.edu or give her a call at 202-687-7628. If you are having trouble with this process, please contact Allison Dunlap at amd57@georgetown.edu or 202-687-0187.

Desk Copies:

Once you have placed your book order with the Georgetown University Bookstore, you can contact Allison Dunlap to ensure that you receive desk copies. Email the texts you are using, including ISBN numbers, to Allison at amd57@georgetown.edu and she will order your desk copies.

Course descriptions:

Every semester we upload the course descriptions for the upcoming semester onto the Registrar's website. Once your course description is ready for publication, you can email it to Allison at amd57@georgetown.edu.

Mailboxes:

You will have a mailbox in the main department office (306 New North) where you will receive mail from on-campus as well as off-campus senders. As we receive a large amount of mail, please be sure to check it regularly. Your office mailing address will look like this:

Georgetown University
Department of English
306 New North
3700 O St NW
Washington, DC 20057

Office Space:

You will be assigned an office where you can access a computer by logging in with your Netid. Your office assignment can change each semester, and if this is the case for you, you will be contacted regarding your new assignment. It's safe to assume that each semester will bring a different office, so please contact Donna Even-Kesef before returning to the office you used previously. If you taught during the summer and have an office assignment that is different from the one for the Fall, please ensure that you return your old office keys to Donna.

You're welcome to make outgoing local calls (press 9 to get an outside line), but the number and voice mail is still retained by the faculty member whose office you are using. Feel free to have messages left for you at the department office number (202-687-7435) and to list the office number on your syllabus. The department office also contains a copy machine and fax machine for your use as well as office supplies in its supply closet.

Office keys:

In the fall, office keys will be placed in your mailbox on **Wednesday, August 13th**. If there is no key in your box, this means Donna has not yet received your previous keys, so please bring these to her.

UIS:

University Information Services (UIS) is a service available to all faculty, staff, and students at Georgetown University. UIS can help you with most technical questions including questions about how to use different software programs. For help online, you can find many useful guides for faculty at <http://uis.georgetown.edu/faculty.html>. If you need to talk to someone on the phone regarding a computer/technology-related issue, you can call the UIS Help Desk at 202-687-4949. You can also email UIS at help@georgetown.edu or walk into St. Mary's Hall, Room G-39.

One of the most important functions that UIS can help you with is activating your Netid...

Netid:

A NetID is an automatically assigned, unique electronic identifier for each person at Georgetown. Your Netid gives you access to a number of important sources of information at Georgetown including your email, Faculty Access +, and Blackboard. These programs allow you to submit grades, access online course materials, and manage your payroll and benefits information.

You can tell when your NetID has been created by searching for yourself in the [Georgetown Directory](http://georgetown.edu) (contact.georgetown.edu). Once you find an entry for yourself, there are two options to initialize your NetID password.

1. Submit a [password change form](#) by fax, accompanied by a copy of a photo ID, and UIS will call or email you with your new password.
2. Go in person, with a photo ID in hand, to the UIS office in [St. Mary's Hall](#), Room G-39. Hours for the Service Desk are:
Monday - Thursday 9 a.m. - 9 p.m.
Friday 9 a.m. - 5 p.m.
Sunday 5 p.m. - 9 p.m.

This password reset will create a temporary password good for only about 72 hours. As soon as possible after the Help Desk confirms the reset, go to <https://netid-mgmt.georgetown.edu/passwd/> to create a permanent password. If the temporary password expires, you will have to start over.

If you have questions or concerns about your NetID, you can contact the English Department office for further assistance. Please note that you can only review your NetID while on campus.

Georgetown Email Account:

Once you have activated your NetID, you will be able to access your Georgetown email account by logging in at imap.georgetown.edu. After September of 2008, you will login at gumail.georgetown.edu.

The university sends most important information to your Georgetown email account, so you must [activate your email account](#) to make sure you are receiving university notices.

ID Cards:

Every member of the Georgetown community—faculty, staff, and students—are required to carry a Georgetown ID card, known as a GoCard. While there are many more student uses for the GoCard, you will need a GoCard in order to use library resources, access campus events, use the Georgetown University Transportation Shuttle, and use the athletic facilities or attend games. You can also use your GoCard as a debit card at a variety of stores both on and off campus. To add money to your GoCard, you can go to the GoCard website at gocard.georgetown.edu or you can go to a GoCard machine; these are located throughout campus. (Primary locations include Lauinger Library, the Leavey Center, and O'Donovan Hall.)

To obtain a GoCard, you can walk into the GoCard office located in the bottom floor of Darnall Hall, in room G-3 (opposite the Georgetown University Hospital). At the GoCard office, you will be asked to fill out a form and provide a government issued ID. Office hours are 9:00 AM - 5:00 PM, Monday - Friday.

If you are a returning adjunct and are not sure whether you need a new ID card, check the expiration date on your old one. An expired card will not affect your ability to use the card on campus as long as you have a current appointment.

Your GoCards are automatically renewed with your teaching appointment even if your current card is expired. If your card is expired and you would like a new one – please

take your old card to the GoCard office and they will issue you one for free. If you no longer have your old GoCard, there will be an automatic \$25 charge to replace the card.

Transportation:

Georgetown offers a free shuttle service called GUTS (the Georgetown University Transportation Shuttle). GUTS operates five shuttle routes, connecting the campus to the Georgetown University Law Center on Capitol Hill, to University offices on Wisconsin Avenue, to Metro stations at Rosslyn (Virginia) and Dupont Circle (District of Columbia) and to stops in North Arlington, VA. Faculty, staff and students with a valid Georgetown University ID card can ride along any GUTS route at no charge.

For the latest information on GUTS routes and pick-up locations, you can visit the GUTS website at <http://otm.georgetown.edu/guts/>.

Parking:

For the most up-to-date information on parking, please visit the OTM website at <http://otm.georgetown.edu/> or call OTM at (202) 687-4372.

Blackboard

[Blackboard](#) allows you to view students in your courses, e-mail them by setting up a discussion/e-mail list, post a reading list to the site and attach Word.docs or other files for students to print and read for class. You must activate Blackboard before you or the students in your class can use it. You will need your NetID and password to use Blackboard.

Faculty can add other students not enrolled in the class, including TAs, to their course's Blackboard list.

For instructions on using Blackboard, please refer to the [Blackboard Course Management System](#).

Registrar

The Office of the University Registrar oversees scheduling, registration, record keeping, and reporting for the entire university. The Registrar's website, registrar.georgetown.edu, contains the schedule of classes, academic calendar, and other crucial resources such as final exam schedules. The Registrar is located in White Gravenor G01, and its main phone number is 202-687-4020.

You can use the Registrar's website to find out how many students are enrolled in an upcoming class. Visit the schedule of classes on the Registrar's webpage at <http://schedule.georgetown.edu>. Navigate to the English classes, find your class, and click on "Available Seating." This link will show you how many students are enrolled in

your class, whether there is a waitlist, and at what number your class is capped.

For further information on enrollment, you can also use [Faculty Access](#) to obtain class rosters or to send out emails to your students.

Faculty Handbook

The [Faculty Handbook](#) covers all faculty guidelines and resources and is available online at <http://www1.georgetown.edu/facultyhandbook/>.

Contact Information:

Please ensure that our office staff has your most up-to-date contact information. If you ever change your address or telephone number, please contact Donna with your new information at de9@georgetown.edu. If you are leaving Georgetown and would like your mail forwarded to you, make sure to leave Donna a forwarding address.