



UNIVERSITY OF NEBRASKA AT OMAHA

## CENTER FOR FACULTY EXCELLENCE



### Things New Faculty Should Know Before the First Week of Class

Welcome to UNO! While every new beginning has its adjustment period, we want to make your transition to teaching here as smooth as possible. We, therefore, encourage you to make sure you have completed the tasks below and received the information that will make your first week of classes less stressful.

- 1. Your NUID Number:** This 8-digit number will be the basis for all important transactions here on campus. If you have not received your NUID at least a week before classes begin, you should contact Records and Registration: "If you are outside the Omaha metro area, you can send a SIGNED letter to UNO Records and Registration, 6001 Dodge St., EAB 105, Omaha, NE 68182-0286 or a SIGNED FAX to 402.554.3472 requesting your NUID be mailed to you (home address for students, department address for faculty/staff). We DO NOT accept e-mailed requests. Please include your name and date of birth for identification purposes."
- 2. Mav Card:** Your Mav Card is an ID card that can be used on campus to purchase food, access buildings and classrooms, and enter certain parking structures. If you do not have a Mav Card, you can obtain one (provided you have an NUID number) at the Mav Card Office in Milo Bail Student Center (<http://www.unomaha.edu/milo-bail-student-center/mavcard/index.php> or 402-554-2220).
- 3. MavLink:** With your NUID number, you can establish your MavLink Account, which is where you will find class assignments, class rosters, and building and classroom designations. For questions about initial log-on to MavLink contact Matt Schill in the registrar's office at [mschill@unomaha.edu](mailto:mschill@unomaha.edu) or call 402-554-2011.
- 4. Blackboard:** When your MavLink account has been established, you will be able to create an account for Blackboard, the online course delivery system. If you have questions concerning Blackboard or need training, the Academic Partnership for Instruction offers sessions in August that are free to faculty. For technical support email [unohelpdesk@unomaha.edu](mailto:unohelpdesk@unomaha.edu) or call 1-866-866-2721. For instructional design support email [uno.is.api@unomaha.edu](mailto:uno.is.api@unomaha.edu).
- 5. Classrooms:** It is recommended to preview your classrooms. Some classrooms require a key that can be issued to you by your department or by campus security. Others will require that your Mav Card be

programmed to allow building and classroom access. Most classrooms are equipped with smart technology, but it is advised that you familiarize yourself with access and classroom technology.

**6. Parking:** Both surface lot and garage parking passes are available for purchase. Be aware that if you have a surface pass, spaces are difficult to find after about 8:30 a.m. on Monday-Thursday. Give yourself at least 30 minutes before appointment time to find a space and be aware that you can pay to park in the garage should a space not be available. The garages get quite full between 10:00 a.m. and 12:00 p.m. For more information visit <http://www.unomaha.edu/business-and-finance/support-services/parking-services/index.php> or call 402.554.PARK (7275).

**7. Teaching Assignments:** Approximately one week prior to the first day of the semester, teaching assignments should be available on MavLink. Be sure to access this information and familiarize yourself with building assignment and class roster. Initial drop/add does not end until a week after the beginning of the semester, so it is advised that you wait until then to establish a permanent roster. If your assignments do not show on MavLink, contact your department's Administrative Technician immediately.

**8. Know the Campus:** UNO is comprised of three campuses (Dodge Street, Pacific Street, and Center Street). It is advised that you become acquainted with all three campuses and the anticipated commute time between them. You can access campus maps at <http://www.unomaha.edu/business-and-finance/support-services/campus-maps.php>.

**9. Book Orders:** Your department should contact you concerning textbook ordering, but if you have not been asked to provide a book order by late July, we suggest you contact Dale Davis in the bookstore at [dpdavis@unomaha.edu](mailto:dpdavis@unomaha.edu). If you provide him with your class names, sections, and text information (title, author, and ISBN), he can start your book order. Once you are in the system, you can edit orders and start new requests for textbooks through the online system at [http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore\\_id=5080](http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=5080). Please be aware that whatever email address you initially use to establish the account will become the log-on for the system.

**10. Employee Benefits:** You should enroll for benefits no later than 31 days after your official start date (for most this will be August 15, 2016). If you have questions or want to set up an appointment, contact Tim Rochford at [trochford@unomaha.edu](mailto:trochford@unomaha.edu) or call 402-554-2465.

**The Center for Faculty Excellence will be glad to assist you with any questions you have about teaching at UNO. Please feel free to contact us at [unofacdev@unomaha.edu](mailto:unofacdev@unomaha.edu) or 402-554-2427.**

UNO is an AA/EEO institution. For special needs or assistance please call 554-2474.