

New Student Orientation Information

Guard this booklet with your life!

2006-2007

prepared by
The Orientation Committee
Institute for Conflict Analysis and Resolution

Institute for Conflict Analysis and Resolution

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I. ICAR

A. *ICAR's Mission*

The mission of the Institute for Conflict Analysis and Resolution (ICAR) is to advance the understanding and resolution of protracted and deeply-rooted conflicts among individuals, groups, organizations, and communities throughout America and other nations through research, teaching, practice, and outreach activities.

Composed of a community of scholars, practitioners, alumni, graduate students and organizations in the field of peacemaking and conflict resolution, ICAR is committed to the systematic and ongoing analysis of the nature, origins, and types of social conflicts, and of the requisite processes and conditions for their productive resolution.

B. *ICAR Facilities*

The ICAR facilities are located on the 5th and 6th floors of the Truland Building at GMU's Arlington Campus in Arlington, VA. A university parking decal is required for the lot of the Truland Building. Here are some of the features you can expect to find at ICAR. Offices for ICAR's undergraduate program are on the Fairfax campus.

At the **reception desk** on the 5th floor you will find, during business hours, a front desk administrative assistant. This person has at his or her fingertips a world of useful information, including phone numbers of faculty, staff, and students; course numbers and scheduling information; and the location and timing of upcoming ICAR events. When you are away from ICAR, you can contact the front desk at 993-1300 or email icarmgr@gmu.edu. (Please note that the fax machine at the front desk cannot be used to send personal faxes.)

All of the professors have offices in the Truland building. They hold office hours as posted and by appointment, but also often welcome drop-in visitors. Stop and say hello to your professor when you see him or her at ICAR!

ICAR's **Burton Library** is a resource library for students' use. Books in the Burton Library are indexed on a computer. Many academic journals and various other materials are also available, including videos of past noon-hour seminars. This material—books, journals, videos—can be checked out for one week at a time. Resource Room lending operates on an honor system that all ICAR community members are entrusted to use responsibly. Be sure to sign the log (black 3-ring binder) for all materials you wish to borrow. Also available for browsing is **documentation of ICAR work and classes**, including copies of dissertations, examples of student papers, file folders on past APT projects and other interventions. Feel free to use these materials while at ICAR, but please do not remove them from the building.

ICAR's **student file folder cabinets** hold a folder for each ICAR student, arranged in alphabetical order. These folders are used for communicating with one another, passing things along to each other, etc. Other students, professors, and the ICAR staff may leave you surprises in your folder, so be sure to check it regularly during the semester.

Bulletin boards have information about conferences, workshops, jobs, housing, internships, and events. A **photocopying machine** is available for use, but it only operates on money out on your ID card. You can get copy cards from a machine in the Arlington library and the Law School library on the GMU Arlington campus. **Snack food and beverages** in vending machines are available for your purchase on the 3rd Floor of the Truland Building.

C. *Helpful People to Know at ICAR*

Terrence Lyons (993-1336, tlyons1@gmu.edu) and **Julie Shedd** (993-3650, jshedd@gmu.edu) are the coordinators for the Ph.D. and Master's programs respectively. They are the people to contact if you have a question about the academic program at ICAR that cannot be answered by first consulting your student handbook and/or your advisor.

ICAR Staff offices are on the fifth floor of the Truland Building.

Ala Showers (993-4453, ashowers@gmu.edu) is the Executive Assistant to the Director.

Elizabeth Thompson (993-1303, ethomps4@gmu.edu) is the Financial Manager and responsible for all personnel and financial matters.

Julie Shedd (993-3650) is the Director of Student Services and has all the answers concerning courses, scheduling and GMU paperwork plus all inquiries regarding career and alumni services.

Pam Harris (993-1310, pharris1@gmu.edu) is the Technology Manager who works on publications, recruitment materials, and special projects and is the assistant editor of the ICAR newsletter. Pam is also the ICAR webmaster and is the contact person for any problems you have with the printers and computers.

Lucy Dorick (993-1312, ldorick@gmu.edu) Director of Development at ICAR. She is in charge of raising private funding for POV and to support ICAR students and research activities.

Erin Ogilvie (993-1300, eogilvie@gmu.edu) is the front desk assistant and is responsible for planning events, scheduling rooms, and providing general information about ICAR.

Ala, Erin, Libby, Pam and **Julie** are the people who organize much of ICAR's day to day operations. If you have a question about how things are done at ICAR or GMU, it's a good bet they can answer it.

Erin and Julie are the people you need to notify of any change in street address, phone number, or email address.

Sara Cobb is the Director of ICAR. Please contact Ala Showers, not Dr. Cobb directly, if you need to schedule an appointment

Kevin Avruch is the Associate Director of ICAR

D. *Registration for classes*

Instructions for online registering can be found in the GMU Fall '06 Schedule. Many students wait until fall to register, and you will find most classes still open at that time. However, to guarantee your place in a class, register early. Descriptions of all ICAR classes are in the "GMU Catalog," and the classes available this fall are listed in the GMU Fall '06 Schedule available at <http://registrar.gmu.edu/schedule>. All ICAR classes start with the course code CONF. You need to register via patriot web with the G number and pin that have been assigned to you. The Handbook of procedures should help you decide what classes to take. Your advisor can also help you. Most new students start with CONF 501 and 713, plus one or two electives and/or CONF 610 (if full time). Taking three classes is considered to be a full-time course load, and trust us; three classes will keep you busy. Taking four classes in a semester is possible but strenuous, and taking five classes qualifies you for superhuman status.

Most ICAR classes are held in the classrooms on the fifth and sixth floors of the Truland Building, while others may be held in one of the other buildings on the Arlington campus. Most ICAR classes take place either from 4:30-7:10 PM or 7:20-10:00 PM once a week. Some are scheduled from 1:30-4:10 PM once a week.

Special, irregularly-scheduled courses are often offered during breaks and throughout the semester. These courses pack a lot of experience into just a week or two of classes, or over a few intense weekends. They are a great way to pick up a few quick and useful elective credits, and will help you complete the program in a shorter time span.

Non-ICAR GMU courses and courses at any university in the Consortium of Universities of the Washington Metropolitan Area can be taken as electives in either the MS or PhD program with your advisor's approval. Many students take non-ICAR classes as a way to incorporate into their ICAR degrees unique elements that match their individual interests. Talk with your advisor about how to take advantage of this option.

The "Handbook of Procedures" contains all the forms and links handling academic matters.

E. Core ICAR Faculty

The ICAR faculty contains the usual professorial mix of eccentricity and wisdom. They alternately inspire and frustrate us (or both at once), as they should!

One of these folks is assigned to you as an advisor. Please note that if your assigned advisor doesn't seem suitable for you, you can change advisors. To change, see the coordinator for your program, that is, **Masters: Julie Shedd**, and **Ph.D.: Terrence Lyons**. The following brief descriptions will serve as an introduction to core faculty members. In addition to these individuals, ICAR is often privileged to have auxiliary or visiting professors who teach courses.

Cobb, Sara, Ph.D., University of Massachusetts, Amherst. **ICAR Director**. Teaches courses on narrative research methods.

Avruch, Kevin, Ph.D., University of California. Philosophy and Methods of Conflict Research; Approaches to Violence; Ethnography in Conflict Zones; Culture and ethnic conflict, peace keeping.

Cheldelin, Sandra, Ed.D, University of Florida. Clinical teaching of interpersonal and organizational conflict, and applied practice and theory program. Conducts individual and organizational consultations around dialogue, collaborative work relationships, conflict resolution, and transformation. Research on civil societies and organizational conflict.

Hirsch, Susan, Ph.D., Duke University, Associate Professor of Conflict Resolution. Legal anthropology, sociolegal studies, discourse analysis, gender theory, East Africa, Islam. She is also the director of the CAR Undergraduate program on the Fairfax Campus

Goodale, Mark, Ph.D., University of Wisconsin-Madison. Assistant Professor of Conflict Analysis and Anthropology. Ethnographic analysis of conflict, human rights theory and practice in cross-cultural perspective, legal globalization, cultural constructions of violence

Gopin, Marc, Ph.D., Brandeis University, Endowed Chair of Religion, Diplomacy and Conflict Resolution. Research interest include Secular religious identity conflicts, the role of religion and culture in Arab/Israeli conflict and peacemaking, culture and conflict, international development and conflict, moral dilemmas of international intervention.

Jeong, Ho-Won, Ph.D., Ohio State University. Assistant Professor of Conflict Resolution. Editor, Peace and Conflict Studies and the International Journal of Peace Studies. Director, Network of Peace and Conflict Studies. Teaches conflict analysis theory and structural causes of conflict. Research in transformation of conflict, development and social change, post-conflict peace building, political economy, reconstruction and sustainable development, power, structural causes of conflict, and postmodern (poststructuralist) approaches to conflict analysis and resolution.

Howard, Tiffany, PhD. Michigan State University. Assistant Professor of Conflict Resolution. Research methods, failing states and forced migration.

Nan Susan Allen, Ph.D., George Mason University. *Assistant Professor of Conflict Resolution. Ph.D.,* Research and research methods, evaluation, Track 1 1/2 workshop facilitation, third party roles, and theories of peace and conflict. She is the director of the Certificate program.

Lyons, Terrence, PhD in political science from the Johns Hopkins University School of Advanced International Studies. Teaches introduction to conflict analysis, theories of conflict, theories of social harmony, and conflict and development. Research focus on civil wars, African conflicts, and peacebuilding. Practice on internal conflict, post conflict transitions, and Africa.

Mitchell, Christopher, Ph.D., University of London. Former Director of ICAR. Professor Emeritus of Conflict Resolution. Structure and dynamics of conflict, international conflict resolution.

Paczynska, Agnieszka, Ph.D., University of Virginia. Assistant Professor of Conflict Resolution. Globalization and political economy

Rothbart, Daniel, Ph.D., Washington University, Associate Professor of Conflict Resolution and Philosophy. Identity-formation and conflict. Philosophy of research methods. He is the internship coordinator

Rouhana, Nadim, Ph.D., Wayne State University, Henry Hart Rice Professor of Conflict Resolution. Identity and conflict, dynamics of asymmetric conflict, truth and reconciliation.

Rubenstein, Richard, J.D, Harvard University. Professor and Former Director of ICAR. Teaches Religion and conflict, and Theory of Conflict Analysis. Research in international terrorism, political violence and religious conflict.

Sandole, Dennis, Ph.D., University of Strathclyde (Scotland). Professor and Alumni liason. Teaches research methods, War/violence and conflict resolution, and integration of theory and practice. Research in generic theory and practice, use of simulation as a theory building tool, and international security mechanisms and the causes of war.

Schoeny, Mara, Ph.D. George Mason University. Assistant Professor. Dissertation entitled: *Conceptions of Practice: Didactic and Participatory Approaches in Conflict Resolution Training.* Currently, her research and practice interests include conflict resolution training and education, dialogue, nonviolence, structural violence, and U.S. race relations.

Simmons, Solon, PhD. University of Wisconsin. Assistant Professor of Conflict Resolution. Quantitative research methods, structural approaches to conflict, and class and race within the US context.

Sluzki, Carlos, M.D., University of Buenos Aires School of Medicine. Research Professor. Refugee and migration processes.

Warfield, Wallace, Ph.D., George Mason University, Public Policy. M.P.A., University of Southern California. Teaches laboratories and applied practice program. Research on public leadership, racial and ethnic conflict. Practice in multi-cultural, intense inter-ethnic conflict, organizational and community conflict resolution.

Research Faculty:

Korostelina Karina, Dr. of Sc. (Doctor of science), Institute of Psychology of Ukrainian Academy of Science, Kiev. Structure and dynamic of social identity system.

Distinguished Scholar in Residence:

Pruitt Dean, Ph.D., Yale University, Distinguished Scholar in Residence. Conflict Resolution, Intergroup Relations and Political Psychology.

F. Graduate Students in Conflict Studies (GSCS)

GSCS is a student group that represents all GMU graduate students taking courses through ICAR. GSCS provides a framework through which:

- Students can participate in decision making within ICAR
- Communications and community building can take place
- Students can find opportunities for personal and professional growth
- Formal and informal conflict analysis and resolution projects can be pursued

GSCS exists to promote the use of responsible, collective decision making processes within the ICAR community. GSCS is also a forum that nurtures student initiative and creativity. GSCS offers the opportunity for students to articulate and discuss their thoughts, ideas, and needs, and to take action on them. One of the principal benefits of participating in GSCS is the chance to network with other students, building friendships and professional associations.

GSCS serves to inform the student body about events, actions, and ideas that impact us. We have representation in:

- Faculty meetings
- Advisory Board meetings
- GMU Graduate Student Council
- ICAR publications
- Conferences in the conflict resolution field

To facilitate communication GSCS:

- Organizes class representatives
- Organizes fun social events!
- Prepares class announcements
- Holds "town meetings"
- Organizes class evaluations
- Provides a forum for discussions at ICAR

All students are instrumental to the success of GSCS and we encourage everyone to take an active role. We hope you will join us.

G. University Dispute Resolution Project (UDRP)

UDRP is the student run center at GMU that offers mediation and conflict resolution resources to the campus community. While providing real opportunities for conflict resolution students to meld theory and practice, UDRP offers students professional experience in a wide range of areas including mediation, training and facilitation. The services we offer include:

- Free mediation to all GMU students, faculty and staff
- Facilitation of meetings, panel discussions and dialogues
- Training and workshops on conflict resolution, problem-solving and mediation
- Workshops on diversity issues which impact disputes, such as culture, bias awareness and prejudice reduction
- Dialogue sessions across and within a number of diverse identity groups

The UDRP Committee Chairs, in concert with the Director, guide and manage the affairs of UDRP. Members serve one year terms, beginning in late August with a time commitment of approximately four hours per week. Opportunities with UDRP include: publicity, networking within the GMU community,

fund-raising, training and workshop development, facilitation and mediation. You can get involved at any time as a member of UDRP-there are many ways you can participate.

Your involvement with UDRP will add greatly to the creativity and longevity of this worthwhile organization. The shape of UDRP and the work to be done will be further framed by your interests and skills.

Take advantage of the chance to be involved with the daily operations of a conflict resolution center. Join today and become a more active member of the GMU community! Learn more about UDRP <http://www.gmu.edu/org/UDRP>

H. Other ICAR Affiliates

The following organizations are currently associated with and located at or near ICAR.

Alliance for Conflict Transformation, Inc. (ACT)

The Alliance for Conflict Transformation (ACT), Inc. is a non-profit organization dedicated to expanding the knowledge and practice of conflict transformation and peacebuilding within the U.S. and international communities (<http://www.conflicttransformation.org>).

ACT is an Alliance of skilled professionals with advanced degrees and over 50 years of collective professional experience and expertise in community building and conflict resolution. ACT recognizes that Conflict is an inseparable part of human interaction. When addressed effectively, it can lead to peaceful and positive change. ACT helps people Transform destructive conflicts by addressing underlying needs and concerns, building sustainable relationships, and changing the contexts and conditions that foster violence.

Perhaps one of the best-known services of ACT are the **jobs listservs**. Students can sign up for the service for a fee (usually around \$20/yr) and receive e-mails about opportunities in the Eastern United States and around the world. It is the best and most complete list of jobs in the conflict resolution field that we know of.

Northern Virginia Mediation Service (NVMS)

NVMS is a student-founded organization that offers mediation services to Northern Virginia residents involved in civil or minor criminal disputes. It also offers 40-hour training programs in the mediation process, shorter programs on specific mediation areas, such as family mediation, and apprenticeship training for mediators. Since the ICAR programs do not provide mediation training leading to certification for the majority of students, NVMS offers a convenient place to be trained and apprenticed in those skills. The Director is David Michael. NVMS's web site is: <http://www.gmu.edu/departments/nvms/>

Conflict Resolution Alumni Chapter

The alumni organization was chartered to bring ICAR alumni together, enhance networking among alumni as well as between faculty, alumni, and students, and to increase the visibility of ICAR (http://icar.gmu.edu/ICAR_Alumni). Alumni can serve as resources to students, employment contacts, and mentors. Students and Alumni events are an opportunity to meet the alumni and do some networking.

II. Funding Information

A. ICAR Funding

ICAR provides a limited amount of funding in the form of Graduate Research Assistantships (GRAs). The number of GRAs varies in a given academic year. Preference for GRA positions is given to PhD and international students. See the website for more funding and scholarship information.

B. Other University Funding

There are several other funding opportunities at the university. The university libraries have several reference GRA positions and there are a few university wide GRA positions available. ICAR students may also be able to obtain GRA positions in other departments in the university, notably Sociology, Anthropology, and Environment and Public Policy (a group of departments from whence sprang our dear ICAR). There are also teaching possibilities with the Communication Department and New Century College.

C. Academic Common Market

Students wishing to pursue study in uncommon programs not available within their home state may be able to take advantage of the Academic Common Market. This is a program whereby legal residents of 15 southern states can attend specified out-of-state graduate programs without paying out-of-state tuition. Since ICAR is one of a kind, anyone from the following states may qualify:

Alabama	Kentucky	South Carolina
Arkansas	Louisiana	Tennessee
Delaware	Maryland	Texas
Florida	Mississippi	Virginia
Georgia	Oklahoma	West Virginia

To take advantage of the ACM, you must start the process in your home state. ACM decisions are made on a case by case basis. ACM designations will change financial aid awards. See section VIII for detailed information.

D. Establishing In-State Residency Status

If you wish to establish in-state residency status to qualify for in-state tuition during your *second* year here (you must live in Virginia for one year before you can apply for residency), you need to do the following during your *first* year here:

1. Have a lease with the start date August 15th 2005 or before.
2. Register your car and get your Virginia driver's license immediately on arrival.
3. Open a bank account in Virginia.
4. Have a one or two utilities in your name (e.g., electric, water, etc.).
5. Earn some money in Virginia over the year.
6. Attest on the application form that you intend to stay in Virginia indefinitely upon graduation.
7. Apply early; you will need to fill out plenty of forms. The forms can be obtained at the Registrar's Office.

E. Employment

Most students work full or part-time. ICAR offers Career Services advice. Any questions in this regard need to be directed to Julie Shedd jshedd@gmu.edu. In addition, the Career Services Webpage contains detailed information on career services events and job postings.

III. Campus Info

A. Student Cards

Get your student photo identification card right away – you will need it for various university services. On the Arlington campus, photo I.D.s are issued in the bookstore. You must be registered for classes before you can get your card. Once you get your ID be sure you activate at the library's circulation desk, so you will have all the library privileges.

B. University Catalog

Much of the following information is taken from the University Catalog. The catalog has many more details including an academic calendar (so you will know when you will have time off!). Catalogs can be purchased at the University, you will receive one for free at the orientation.

C. Parking

Parking near the Arlington campus is not so easy... However, there is one main parking lot for the Arlington Campus, located to the right of the original building. To park your car in this lot, you must have a valid decal or day pass. There are also metered parking spaces along the streets as well as parking garages in the immediate area. We are aware that these options may prove expensive and would suggest public transportation as an alternative. Virginia Square and Clarendon are the closest Metro stops. If you do drive, BEWARE: Parking tickets can also be expensive, so be sure that you understand the laws and are parked legally.

GMU Parking Services (993-2710 or 993-2711 for appeals or tickets, located in SUB II of the Main Campus on the lower level near the mailboxes and the photo ID office) sells the parking decals which let you park on campus and at ICAR for a semester or for the year. It also sells day passes, which may be more economical if you do not plan to park on campus very often. Check out their website for prices and details: <http://www.gmu.edu/univserv/parking/index.htm>. For information about parking in the Arlington campus go to page 14.

D. Libraries

There are two libraries on the Arlington campus: the **Arlington Campus Library** (993-8188, <http://library.gmu.edu/libinfo/acl.html>) and the **Law Center Library** (993-8100, <http://www.law.gmu.edu/libtech>). Graduate students may borrow books for a period of six weeks. The library catalog is available online through the GMU library home page <http://library.gmu.edu>.

Do not forget the Burton Library located in the 6th floor of the Truland Building, our own resource library.

In addition, GMU is a member of the Washington Consortium of Libraries which includes American, George Washington, Catholic and UDC. Books can be obtained from these libraries through Interlibrary Loan and checked out with your GMU student card. A catalog to these books is also available on-line at the library home page – go to the section on electronic resources to find the WRLC catalog.

E. Computers

If you have any problems or questions with using campus computers or your Mason account please call the UCIS Support Center at 703 993-8870.

Computer Labs

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- Computer labs are located in the Original Building, Room 306 (Phone:703- 993-8226) and in Arlington I, Rooms 342 and 350 (Phone: 703-993-8984/8985). The labs are open to faculty, staff, and students.
- There are also several computers at ICAR that are assigned to GRA's. All students are welcome to use them, however, GRA's are given priority. For the good of the ICAR community, we request that you take reasonable precautions to prevent contamination by virus. Run Norton Anti-virus on every disk you put in a PC. Please notify **Pam Harris** if you experience problems with the Resource Room machines
- Mason, including ICAR has wireless access in most places.

Campus Computer Accounts for Students

It is very important that all ICAR students have an email account. E-mail is a major mode of communication at ICAR, so you may miss out on information or feedback from professors if you are not on-line.

A computer account on the campus mainframe is automatically created for every student. Many students who already have email and internet at home or at work never access their campus computer account; however, it is very useful to activate and use this account if you do not already have an Internet Service Provider.

All students are required to access the GMU email, as this is the source of all official GMU announcements. In addition, faculty are only allowed to e-mail you at your mason e-mail account.

For detailed instructions on how to dial into Mason's modems from home, how to connect your computer to Mason's network from the residence halls, how to set up Netscape Messenger for email, how to get computer assistance, and much more..... See the Student Technology Guide at http://itu.gmu.edu/pdf/stu_techguide.

ICAR Online Forum

Your username and password for the ICAR Forum have been preset and are the same. It is your first initial and last name, lowercase without spaces. If your name is John Doe, the access information would be as follows:

Username: jdoe
Password: jdoe

To access the Online Forum from the web, go to ICAR's homepage at www.gmu.edu/departments/icar and click on the ICAR Forum icon on the right side of the page. Follow the prompts, then enter your username and password.

Once you log in you can change the password by clicking on the Workspace Tab, then user profile, then modify profile. For additional information about or problems with the online forum, please contact Pam Harris via email to pharris1@gmu.edu. To post an announcement, chose the relevant folder and go to add discussion topic.

F. Arlington Campus Resources

Following is a list of university student support services offered at the Arlington Campus, unless otherwise indicated. For more information, call Arlington Campus Information Services at 703-993-8999.

University Life

(703-993-8984, Arlington Original Building, Suite 334). The Office of University Life at the Arlington Campus provides access to essential programs and services for students such as the Counseling Center, International Programs and Services and Student Health Services. A major goal is to create a campus-wide sense of community and identity by providing opportunities for social interaction and networking among students, faculty and staff.

Website: <http://www.gmu.edu/departments/unilife/arlington/>

Counseling Center (703-993-2380, Arlington Original Building, Room 334E). The [Counseling Center](#) at George Mason University helps students achieve academic and personal success. School, work, family and relationship responsibilities are demanding and frequently affect a student's performance in the university. Counseling center staff consult and collaborate with students, faculty, and staff to provide a coordinated program of personal and academic development services and assist students in resolving adjustment and performance issues. For inquiries about psychological services on the Arlington Campus or to schedule an appointment, please call 703-993-2380. Website: <http://counseling.gmu.edu/>

Disability Resource Center (703-993-4492 Arlington Original Building, Room 334E). The mission of the [Disability Resource Center](#) (DRC) at George Mason University is to facilitate equal access for students with disabilities to university programs, events, and services. The DRC is committed to upholding the legal, ethical, and philosophical principles of the Americans with Disabilities Act of 1990 by providing reasonable Accommodations and services that will help ensure that students with disabilities have equal opportunities to achieve their full human potential. Website: <http://www.gmu.edu/student/drc/>

English Language Institute (703-993-4494, Arlington Original Building, Room 334G). The ELI provides free English workshops and drop-in tutoring for non-native speakers in the GMU community (students, employees, family members). It also offers a 12-week non-credit "Writing for International Graduate Students" course (at a discounted rate for full-time GMU students) and two English communication courses for local professionals. Visit <http://eli.gmu.edu> for more information, class schedules, and applications.

Office of International Programs and Services (703-993-4494, Arlington Original Building, Room 334G). The [Office of International Programs and Services](#) strives to encourage global awareness by promoting the integration of international students, researchers, and faculty into the campus community. The office provides guidance to students and scholars studying and working at George Mason University in immigration, employment and taxation, assists with adjustment issues, and fosters cross-cultural understanding through programs highlighting global themes. Website: <http://www.gmu.edu/student/oips/>

Sexual Assault Services (703-993-8186, Arlington Original Building, Room 334E). Provides information on sexual assault and sexual assault prevention as well as services for victims of sexual assault. Website: <http://www.gmu.edu/facstaff/sexual/>

Student Health Services (703-993-4863, Truland Building, Room 150). Provides treatment of illness, injury, immunizations, travel clinic laboratory services, and referrals. Website: <http://www.gmu.edu/student/hcs/shs.html>

Transcript Services (703-993-8984, Arlington Original Building, Room 334F). The office of Transcript Services provides academic transcripts and enrollment verifications to all non-Law School students.

Writing Center (703-993-4491, Arlington Original Building, Room 334C). The [Writing Center](#) is a free resource open to the George Mason University community, including Students, faculty, staff, and alumni. Trained graduate tutors with diverse academic and professional experience are available to help you gain confidence and improve your writing skills. We can help you at any stage in the writing process, whether you're just

beginning to brainstorm or want to go over a final version of a longer paper. To schedule an appointment, visit: <http://writingcenter.gmu.edu>.

Other Services

Arlington Independent Media

The local cable television station broadcasts Arlington Campus courses on channel 69 from 1 to 4 p.m. See their programming schedule for the evening broadcast schedule at www.arlingtonmedia.com.

Arlington Information Services

Phone: 703-993-8999

Locations: Original Building Room 102B; Original Building 2nd Floor Lobby

Information about the campus, the university and the community is available for faculty, staff, students and visitors.

Arlington YMCA

Phone: 703-525-5420, Location: 3422 N. 13th Street

A discounted fee of \$2 per visit is available for students. The YMCA also has a faculty/staff discount. Users must have a valid GMU ID.

Bookstore

Phone: 703-993-8170

Location: Original Building, First Floor

The bookstore provides all textbooks and school supplies for the Arlington Campus, as well as stamps, greeting cards, and gifts.

Docket

Phone: 703-993-8156

Location: Hazel Hall, Room 334

This monthly student newspaper covers activities at the School of Law.

Dining Services

Phone: 703-993-8002

Locations: Hazel Hall, Café; Jazzman's, Original Building, 1st floor.

Sodexo Services provides a variety of fresh sandwiches, salads, and grilled items. Vending machines are located in the rear of the cafeteria.

Events Management

Phone: 703 993-8190

Location: Original Building, Room 311

Events Management is there to assist clients with planning and coordinating logistical support for meetings, conferences, and other activities at the university. Whether you are planning a small meeting for your organization or a gala for 200 people, the Arlington Office of Events Management is your first stop on the road to a successful event.

Handicap Parking

Temporary and long-term handicapped parking permits are available for students, faculty, and staff. Fees are the same as regular decal fees. A valid George Mason ID and proof of disability (i.e. a doctor's note, DMV hangtag) are required. DMV permits alone are not sufficient in George Mason handicapped spaces.

Mail Services

Phone: 703-993-2691

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Location: Original Building, Room 107

Mail Services provides pickup, processing, and distribution of incoming and outgoing and intercampus mail, UPS and FedEx shipments, and bulk mailing support through the U.S. Postal Service.

Mason Money/Meal Plan

Phone: 703-993-2870

Location: Hazel Hall, Café

Several plans make eating on campus convenient for students, faculty, and staff. If you have a food service contract with Sodexo, the wide magnetic strip will access your meal plan.

Parking Services

Phone: 703-993-8146

Location: Original Building, Room 108

Parking spaces are available on-site for students, faculty, and staff with valid Arlington Campus parking decals. No overnight parking is permitted without authorization from the campus operations coordinator. Parking lot enforcement hours are 7 a.m. to midnight.

Photo ID

Phone: 703-993-8170

Location: Original Building, Bookstore, Room 117

- A driver's license, military ID, passport or other photo ID must be presented.
- Students must be registered for the current semester.
- Faculty and staff must be in the Human Resources database.
- Adjunct faculty must present a signed contract or be in the Human Resources database.
- Affiliate/contract employees must present a signed GMU affiliate/contract form.

Print Services

Phone: 703-993-8141

Location: Arlington Law Library, Room 134

The copy center provides copy service, course material sales, transparencies, manuscripts, copying of legal briefs, and library reserve materials. Special requests are sent to the Johnson Center copy center. Coin/card operated copiers and teller machines are located in both libraries.

Student Health Insurance

Phone: 703-993-2827

Applications can be picked up at the Information Desk in the Original Building, or at Student Health Services in the Truland Building, Room 150.

University Police and Department of Public Safety

Phone: 703-993-8070, 703-993-2810

Location: Hazel Hall, B-1, Room 15

University Police provides 24-hour police coverage and an escort service of the Arlington Campus.

United Bank

Phone: 703-993-9090

ATMs are located in the Original Building, second floor, and in Arlington I, B-1 level, near the University Police office. United Bank offers a student/faculty/staff checking account free of monthly service charges. Students, faculty, and staff can open an account at the United Bank at 907 N. Quincy Street. For more information, call 703-525-1501.

The Arlington Campus addresses are:

Arlington I:
3301 N. Fairfax Drive
Arlington, VA 22201

Original Building:
3401 N. Fairfax Drive
Arlington, VA 22201

Truland Building:
3330 N. Washington Boulevard
Arlington, VA 22201

G. Main Campus Resources

As ICAR is located on the Arlington Campus of George Mason University, some of the university's services are not readily available. For this reason, you may want to familiarize yourself with services that are offered on the Fairfax Main Campus. The following services are offered exclusively on the main campus although they may be accessed by students of any GMU campus.

Aquatic and Fitness Center

Phone: 703-993-3939

Handicapped-accessible facilities include a 50 Meter Olympic Pool, 25 Yard Recreational Pool, a diving well, Jacuzzi spa, sauna, and a fitness room. Free admittance and use of a locker when you show your GMU ID card, if you are a full-time student registered for at least 6 graduate credits. The Aquatic Center also offers low-cost personal training, swimming lessons, and fitness classes.

Peer Empowerment Program

Phone: 703-993-2377

Location: SUB I, Room 221

The Peer Empowerment Program (PEP) is a Multicultural Counseling Center Program that provides emotional support and outreach services for all students, especially those students who represent underrepresented populations in GMU.

Campus Ministry

Phone 703-993-3323

Location: SUB I Room 207

This office serves not only the major religious denominations but also other groups of various faiths and interests.

Career Development Center

Phone: 703-993-2370

Location: SUB I, Room 348

Part-time and full-time jobs are posted on the Job Board at the Career Development Center. A weekly job bulletin is also posted on-line onto Gopher and First Place Job Line. They also provide consultation and seminars, help with finding internships, a career library, and interviewing opportunities.

Center for the Arts

Phone: 703-993-8888

The Center for the Arts provides free student tickets to events in the Concert Hall, Theater Space, and Harris Theater with a valid GMU ID.

Computer Store

Phone: 703-993-4100

Location: Johnson Center 1st Floor

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The Patriot Computer Store sells computers, software, and computer supplies.

Copy Center

Phone: 703-993-2561 or 703-993-9083,

Location: Johnson Center Room 135.

The Copy Center is the place to go for the best price on large or complicated copying jobs. It is equipped to make full color copies, transparencies, flyers, brochures, T-shirts, and more.

Financial Aid

Phone: 703-993-2353, 703-993-4GMU

Location: South Chesapeake Module

The Office of Student Financial Aid provides financial counseling, referral and information resources, and financial assistance in the form of grants, loans, and work-study jobs. For more information, call the Direct Online Aid Resource System (DOLARS) at 703-993-4GMU.

GMU-TV

Phone: 703-993-3110

GMU-TV broadcasts 15 to 20 classes for credit each semester; six of these telecourses have won national and international awards.

Health and Wellness Center

Phone: 703-993-2831

Location: SUB I Room 232

Offers free examinations and consultations, immunizations, AIDS testing, nutritional counseling, allergy clinics, first aid, and more. There is a charge for laboratory testing, and students will be referred to outside pharmacies for the purchase of medication and to outside doctors for serious or chronic problems. After-hours nurse call line is available nights, weekends and holidays.

Learning Services

Phone: 703-993-2999

Location: SUB I Room 350

Offers workshops on academic skills such as note taking and effective textbook reading.

Office of Diversity Programs and Services

Phone: 703-993-2700

Location: SUB I Room 227

Provides programming and support for minorities, including minorities of race, ethnicity, and sexual orientation.

Student Technology Assistance and Resource Center [STAR]

Phone: 703-993-8990

Location: Johnson Center Room 229.

Offers free information technology workshops including beginning Power Point, Java, PhotoShop, html, and video editing. Students may also borrow STAR's video cameras or use video and audio editing equipment free of charge.

University Relations

Phone: 703-993-8780

Location: Mason Hall, D217, Fairfax Campus

University Relations provides communications and outreach support for all campuses.

Veteran's Services and Benefits (703-993-2448, Enterprise Hall Room 418).

Women's Studies Research and Resource Center

Phone: 703-993-2896

Location: Johnson Center Room 240 K

Sponsors lectures and workshops, including self-defense.

H. Personal/Recreational Resources

City Guides. For up-to-date information on off-campus events, restaurants, nightlife, jobs, housing, and more, check out online city guides. For one of the best, go to www.webcrawler.com and click on their city guides button. This page will link you to major cities such as DC, or you can enter your zip code to get very local information. It offers an events search function, and links to local sites and newspapers with lots of great entertainment, job, and housing information. Or try www.sidewalk.citysearch.com. Another good DC site is www.dcpages.com. Also helpful can be to search for a city such as Washington D.C. at www.yahoo.com. For theater listings in DC, try www.geocities.com/~curtainup/dcmain.html. For club listings, try <http://ourworld.compuserve.com/homepages/linton/>

Groceries. There are many grocery options in Arlington; the following is a very incomplete list! The closest grocery store to GMU is the **Giant**, located one block from the Truland Building on Washington Boulevard (821 N. Abingdon). Giant is a reasonably priced, typical grocery store and a good option for inexpensive lunches. There is also a **Whole Foods** within walking distance between Wilson and Clarendon Boulevards (2700 Wilson Blvd.). In addition, there is a **farmer's market** held every Wednesday at the Clarendon Metro Stop from 3-7. Another area grocery store is the **Harris Teeter** at 600 N. Glebe.

Newspapers. The *Broadside* is the best-established and somewhat conservative campus newspaper. It is distributed for free in newspaper racks in most campus buildings, along with the Washington D.C. *City Paper*. Both are excellent sources of information on upcoming events and entertainment options. Other campus newspapers include the *Expulsion*, an irreverent humor newspaper, and several irregularly published student political newspapers of varying affiliations.

I. Alternative Book-Buying Resources

All books for ICAR courses will be available at the Arlington Campus Bookstore (993-8170). However, the bookstore is often an expensive option, so you may want to consider alternative sources.

Murphy's Books (218-3425, 312 Main Street in Fairfax) often sells new and used texts cheaper than the campus bookstore, but it probably won't have all of the books that you need. It can be a good first stop if you want to buy all your books in a store instead of ordering them by mail through the internet.

Amazon.com (<http://www.amazon.com>) sells many of the textbooks required for ICAR classes at reduced prices. Caveats: you must be aware that they cannot always ship all books immediately (some take a week or more) and shipping and handling fees will add to your total cost. It is best to use Amazon.com or other internet book services when you can wait a few days or weeks for your books, and when you can place a large order at one site (so that the total savings on your order will be more than the shipping fees you will pay).

Bestbookbuys.com (<http://www.bestbookbuys.com>) searches 26 online bookstores and tells you which one has your book for the lowest price. This service is great for making comparisons, but beware of racking up shipping and handling charges when ordering from several different online bookstores.

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College Stuff (<http://www.homestead.com/collegestuff>) Another good online bookstore. See caveats about online book buying under Amazon.com.

Varsitybooks.com (<http://www.varsitybooks.com>) is another internet service selling books at discount prices. Its specialty is finding textbooks...it even can even find the books for your specific class by asking you to tell it what university and what course you are enrolled in. The same caveats apply for Varsitybooks.com as for Amazon.com above, plus one additional important warning: this service is only as good as the information it has gotten from GMU regarding the required textbooks for each class!!! Do not rely on this service to tell you what books you need for a class. It is much safer to find out from your professor what books you will need and then search for each book individually.

IV. Transportation, Housing, and Dining

A. Getting Around

George Mason University's Arlington Campus is located just a few miles west of Washington. Although this is not a huge distance, the area is highly populated and is prone to rush hour congestion. To avoid this, you may want to find housing and a job near school, keeping in mind, however, that the entire Northern Virginia area offers a variety of living situations, and the city itself is a wealth of opportunity.

Public Transportation:

The Arlington Campus is quite accessible via public transportation. It is serviced by Metrobus lines as well as by Metro rail. Metro fares vary depending on your destination, and fares increase during rush hour. The closest Metro station to the Arlington Campus is Virginia Square-GMU. The closest bus route runs along Washington Boulevard, which is the street along which the Truland building is located. Detailed information about the rail and bus routes can be found at <http://www.wmata.com>.

B. Where to Live

As mentioned above, the entire Northern Virginia area offers a wide range of living situations (and rental rates!). While the immediate area around the Arlington campus is nice, convenient to many amenities, and metro accessible, it can be quite expensive for students. However, you may wish to form a "group house" with other students in order to save on rent. You may also choose to live somewhat further away from the metro line, as housing that is not metro accessible tends to be cheaper. To search for housing, check out the Washington City Paper (www.washingtoncitypaper.com), Craig's List (www.craigslist.org) or the Washington Post classifieds (www.washingtonpost.com).

Housing Off Campus Made Easy (H.O.M.E.) (<http://och.gmu.edu>) is an online extension of George Mason University's student newspaper, Broadside. H.O.M.E. is committed to assisting Mason students, faculty, and staff in locating quality and affordable housing within the Northern Virginia and D.C. Metropolitan area. For more information about Broadside and H.O.M.E. you can also call our main line at (703) 993-2950.

Members of the ICAR community often post housing advertisements to the **ICAR Forum and on the ICAR bulletin boards.**

The **City Paper** for Washington DC is a free newspaper with a good housing section. Available in the Johnson Center, in public libraries, bookstores, metro stations, in coffee houses, and in street newspaper dispensers. Online at <http://www.washingtoncitypaper.com>

If you are not planning to establish in-state residency in order to avoid out-of-state tuition, you may want to consider living in Washington. With its walkable neighborhoods, pleasant townhouses and apartments, and central access to urban culture, it can be an appealing option. Many parts of the city are Metro accessible. In addition, because George Mason is part of the Consortium of Washington Area Universities, you can use any of the university libraries in the DC area.

C. Car and Driver's Licensing

You may want to get a Virginia driver's license, and title and register your car in Virginia, **especially if you wish to become a Virginia resident for purposes of lowering your GMU tuition after your first year** (see establishing in-state residency Section II D). If so, you will have the pleasure of dealing with the Department of Motor Vehicles (DMV). This will be a time-consuming, intricate, and moderately costly process, which we do not pretend to understand. For detailed information on what you will need to do, you can reach the DMV's 24 hour information line at (703) 761-4655. Their website, with lots of handy information, can be found at <http://www.dmv.state.va.us>. Here you can find eligibility requirements for getting Virginia documents, as well as office locations, hours, and other useful information.

Please note that not all ICAR students will ever need to visit the DMV. If you are an out-of-state full time student, *and you are not employed*, then you can drive indefinitely with out-of-state plates and an out of-state driver's license. There are also exceptions for military personnel—see the DMV web site for details. Technically, if you do not meet the exemption criteria, then you will need to become a resident of Virginia, with all the paperwork that entails.

Please do be aware that regardless of where your plates and license are from, you must have auto insurance from a company authorized to operate in Virginia. The “accident” rate in Northern Virginia is quite high do to the heavy usage of its roads, so car insurance is a good investment.

Finally, almost all residential communities will require you to get a locality sticker or decal in order to park on the street near your house or apartment. You can obtain a locality sticker or decal by registering your car with the local government office, but be forewarned that once the office knows where you live and what you drive, you may be mailed a yearly bill for a personal property tax on your car (around 3% of the blue book value). For those of you from states that do not tax property, this tax can be a shocker! (If you are from a state that *does* tax your car, you can avoid paying the Virginia tax by showing proof of the tax you've already paid).

D. Area Dining

The Arlington Campus is located at the crossroads of two areas in Arlington: Ballston and Clarendon. Both areas offer a wide range of food options, from large chains such as **California Pizza Kitchen**, to local favorites such as **Deli Dhaba** (Indian) and **Mexicali Blues** (Tex/Mex). It would take a second information guide to list all of the options, but there are a couple (worth mentioning for their convenient location) you should know about. **Murky Coffee** (3211 Wilson Blvd.) is a coffee shop one block from the Law Center building that features wireless Internet. Many students and neighbors spend hours here with a laptop or a friend. Another convenient food option is the **Silver Diner**, located at 3200 Wilson Boulevard. You may also want to check out the **Giant** deli for inexpensive lunch options.

VI. ICAR Faculty/Staff Phone Numbers and Email Addresses

Director

Sara Cobb, Director993-4453..... scobb@gmu.edu

Staff

Erin Ogilvie993-1300..... eogilvie@gmu.edu

Ala Showers993-4453..... ashowers@gmu.edu

Libby Thompson993-1303..... ethomps4@gmu.edu

Pamela Harris993-1310..... pharris1@gmu.edu

Julie Shedd993-3650..... jsheddd@gmu.edu

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Lucy Dorick.....993-1312.....ldorick@gmu.edu

Faculty

Kevin Avruch.....993-3607.....kavruch@gmu.edu

Sandra Cheldelin.....993-1300.....scheldel@gmu.edu

Marc Gopin.....993-1308.....mgopin@gmu.edu

Mark Goodale.....993-3782.....mgoodale@gmu.edu

Susan Hirsch.....993-9407.....shirsch4@gmu.edu

Ho-Won Jeong.....993-1313.....hwjeong@gmu.edu

Tiffany Howard.....993-9406.....thowar3@gmu.edu

Karyna Korostelina.....993-1304.....ckoroste@gmu.edu

Terrence Lyons.....993-1336.....tlyons1@gmu.edu

Christopher Mitchell.....993-1306.....cmitchel@gmu.edu

Susan Allen Nan.....993-3653.....snan@gmu.edu

Agnieszka Paczynska.....993-1364.....apaczyns@gmu.edu

Nadim Rouhana.....993-9409.....nrrouhana@gmu.edu

Richard Rubenstein.....993-1307.....rrubenst@gmu.edu

Dennis Sandole.....993-1309.....dsandole@gmu.edu

Mara Schoney.....993-9462.....mschoney@gmu.edu

Solon Simmons.....993-3781.....ssimmon3@gmu.edu

Carlos Sluzki.....993-4475.....csluzki@gmu.edu

Wallace Warfield.....993-3649.....wwarfiel@gmu.edu

VII. Useful Phone Numbers and Campus Info Resources

Campus Bookstore..... (703) 993-3836

Financial Aid..... 993-2353

ICAR Reception Desk..... 993-1300

NVMS..... 993-3656
Off-Campus Housing..... 877-895-1234
Registrar 993-2441
UDRP 993-2887

- The **Campus Information Switchboard** (993-1000) can connect you to any number on campus.
- **Johnson Center Information Desk** (993-9000)
- **Student Union Building II Information Desk** (993-2859)
- With the **Patriot Web** (<http://patriotweb.gmu.edu>) automated system you can complete a number of tasks by phone without having to travel to campus. Options include class registration, adding and dropping classes, paying your tuition bill by credit card, and checking your academic records.
- The **GMU webpage** (<http://www.gmu.edu>) hosts incredible amounts of information on campus services, a people-finder function that will help you look up contact information for any member of the GMU community, a link to your academic records, and dozens of other useful connections. Be sure to browse the GMU webpage and see what it can do for you.
- If you're interested in campus media, check out **WGMU** radio at 1370 AM and **GMU-TV** (channel 48 in Fairfax).
- Find out **if campus closed due to inclement weather** by calling the GMU switchboard, or by tuning in to GMU-TV or WGMU (above).

VIII. Useful Websites

Center for World Religions, Diplomacy and Conflict Resolution
<http://www.gmu.edu/departments/crdc/>

Consortium of Universities of the Washington Metropolitan Area
<http://www.consortium.org/>

George Mason University
<http://www.gmu.edu/>

Institute for Conflict Analysis and Resolution (ICAR)
<http://www.gmu.edu/departments/ICAR>

Northern Virginia Mediation Service (NVMS)
<http://www.gmu.edu/departments/nvms/>

United State Institute of Peace (USIP)
<http://www.usip.org/>

University Dispute Resolution Project (UDRP)
<http://www.gmu.edu/org/UDRP>

IX. Academic Common Market Information

The Academic Common Market is a program that may allow non-Virginia residents to take classes at ICAR for in-state tuition rates. Check out the below information below to see if you qualify. This information was taken from the ACM's website
<http://www.cep.unt.edu/ACM.html>

Students wishing to pursue study in uncommon programs not available within their home state may be able to take advantage of the Academic Common Market. This is a program whereby legal residents of 15 southern states can attend specified out-of-state graduate programs without paying out-of-state tuition; selected baccalaureate programs are also available to residents of 13 of these states. (Florida and Texas provide access to selected graduate out-of-state programs only.)

Information on degree programs included in each state in the Academic Common Market is available by contacting the Southern Regional Education Board, 592 Tenth Street, N.W. , Atlanta, GA 30318-5790 . Phone 404-875-9211.m FAX: 404-872-1477 E-Mail: ann.creech@sreb.org

Residents of these states who are accepted for admission into selected out-of-state programs may enroll on an in-state tuition basis. To qualify, an applicant must (1) be accepted into a program to which his or her state has made arrangements to send its students, and (2) submit proof to the coordinator in the state of legal residence.

Alabama -- PAUL B. MOHR, SR.
Director of Special Programs
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000
334-242-2209
FAX: 334-242-0270
E-Mail: pmohr@ache.state.al.us

Arkansas -- CYNTHIA MOTEN
State Coordinator for the Academic
Common Market
Arkansas Department of Higher Education
114 East Capitol Avenue
Little Rock, AR 72201-3818
501-371-2037
FAX: 501-371-2002
E-Mail: cynthiam@adhe.arknet.edu

Delaware -- CYNTHIA M. KIRKPATRICK
State Coordinator for the Academic
Common Market

Delaware Higher Education Commission
Carvel State Office Building
820 N. French Street
Wilmington, DE 19801
302-577-3240
FAX: 302-577-6765
E-Mail: ckirkpatric@state.de.us

Florida -- NELL T. KELLY
State Coordinator for the Academic
Common Market
State University System of Florida
Room 1548, FEC
325 West Gaines Street
Tallahassee, FL 32399-1950
850-201-7210
FAX: 850-922-2014
E-Mail: kellyn@mail.bor.state.fl.us

Georgia -- DAVID M. MORGAN
Deputy Senior Vice Chancellor for
Academic Affairs

Board of Regents of the University System
of Georgia

270 Washington Street, S.W.
Atlanta, GA 30334-1450
404-656-0765
FAX: 404-651-5190
E-Mail:
dmorgan@mail.regents.peachnet.edu

Kentucky -- BARBARA COOK
State Coordinator for the Academic Market
Kentucky Council on Postsecondary
Education

1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
502-573-1555
FAX: 502-573-1535
E-Mail: barbara.cook@mail.state.ky.us

Louisiana -- STEPHEN C. SCOTT
State Coordinator for the Academic
Common Market

Louisiana Board of Regents
Division of Academic Affairs
150 Third Street, Suite 129
Baton Rouge, LA 70801-1389
225-342-4253
FAX: 225-342-6926
E-Mail: sscott@regents.state.la.us
Webpage: <http://www.regents.state.la.us>

Maryland -- GENEVIEVE SEGURA
State Certification Officer
Maryland Higher Education Commission

The Jeffrey Building
16 Francis Street
Annapolis, MD 21401
410-974-2971, ext. 136
FAX: 410-974-5376
E-Mail: Gsegura@mhec.state.md.us

Mississippi -- PEARL PENNINGTON
Director of Academic Student Affairs and
Off-Campus Programming

Mississippi Institutions of Higher Learning
3825 Ridgewood Road
Jackson, MS 39211
601-432-6978
FAX: 601-364-2380
E-Mail: Pearl@ihl.state.ms.us

Oklahoma -- MARTHA NAGLE
Assistant Vice Chancellor
Oklahoma State Regents for Higher
Education

500 Education Building, State Capitol
Complex
Oklahoma City, OK 73105
405-524-9141
FAX: 405-524-9230
E-Mail: mnagle@osrhe.edu

South Carolina -- PAM SPIRES
Administrative Coordinator
Commission on Higher Education

1333 Main Street, Suite 200
Columbia, SC 29201
803-737-2242
FAX: 803-737-2297
E-Mail: PSpires@CHE400.state.sc.us
Webpage: <http://www.che400.state.sc.us>

Tennessee -- BRIAN NOLAND
Director of Academic Programs
Tennessee Higher Education Commission

Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, TN 37243-0830
615-532-3862; student information, 615-741-
7564
FAX: 615-741-6230
E-Mail: bnoland@mail.state.tn.us

Texas -- LINDA L. MCDONOUGH
State Coordinator for the Academic
Common Market

Texas Higher Education Coordinating
Board
Box 12788
Austin, TX 78711
512-483-6525
FAX: 512-483-6168
E-Mail: mcdonougla@theccb.state.tx.us

Virginia -- WENDELL PAI
Coordinator, Institutional Approval
State Council on Higher Education

James Monroe Building, 9th Floor
101 North Fourteenth Street

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Richmond, VA 23219
804-371-2457
FAX: 804-225-2604
E-Mail: pai@schev.edu

West Virginia -- MARK W. STOTLER
Program Review and Planning Coordinator

State College and University Systems of
West Virginia
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301-2827
304-558-0262
FAX: 304-558-1646
E-Mail: stotler@wvncsus.wvnet.edu