## STUDENT SERVICES DIRECTORY

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone #</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SMEA CONTACTS</strong></td>
<td></td>
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</tr>
<tr>
<td>SMEA Main Office</td>
<td>(206) 543-7004</td>
<td>Marine Studies 101</td>
<td>M-F, 8:30-3</td>
</tr>
<tr>
<td>Prof. Terrie Klinger</td>
<td>(206) 685-2499</td>
<td>Marine Studies 221</td>
<td>By appointment</td>
</tr>
<tr>
<td>Graduate Program Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tiffany Comtois-Dion,</td>
<td>(206) 543-0106</td>
<td>Marine Studies 107</td>
<td>By appointment</td>
</tr>
<tr>
<td>Graduate Program Advisor</td>
<td></td>
<td></td>
<td>M, T, Th, &amp; F</td>
</tr>
<tr>
<td><strong>LIBRARY &amp; BOOKSTORES</strong></td>
<td></td>
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</tr>
<tr>
<td>Library (Suzzallo Library)</td>
<td>(206) 685-2126</td>
<td>Suzzallo Library,</td>
<td>M-Th: 7:30a-10p</td>
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<tr>
<td>Contact: Maureen Nolan, Rm 134</td>
<td></td>
<td>1st floor</td>
<td>F: 7:30a-6pm</td>
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<td></td>
<td></td>
<td></td>
<td>S: 1pm-5pm</td>
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<td></td>
<td></td>
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<td>Su: 1pm-10pm</td>
</tr>
<tr>
<td>UW Bookstore</td>
<td>(206) 634-3400</td>
<td>4326 University Way NE (the Ave)</td>
<td>M-F, 9a-7pm</td>
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<td></td>
<td></td>
<td></td>
<td>Sat, 10a-6pm</td>
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<td>Su, 12-5pm</td>
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<tr>
<td><strong>HEALTH &amp; INSURANCE</strong></td>
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<tr>
<td>Washington Health Benefit Exchange</td>
<td>(855) 923-4633</td>
<td></td>
<td>M-F, 8a - 5pm</td>
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<tr>
<td>(Insurance for US Resident Students)</td>
<td>wahbexchange.org</td>
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<tr>
<td>Grad Appointee Health Insurance (GAIP) for RA/TAs</td>
<td>206-543-4444</td>
<td>Email: <a href="mailto:uwgaip@uw.edu">uwgaip@uw.edu</a></td>
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<tr>
<td>LifeWise (Grad Appt. Ins. Program)</td>
<td>(800) 971-1491</td>
<td><a href="https://student.lifewiseac.com/uw/ship/">https://student.lifewiseac.com/uw/ship/</a></td>
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<tr>
<td>Hall Health Center (on campus student health clinic)</td>
<td>(206) 685-1011</td>
<td>4060 E. Stevens Way NE (Across from the HUB)</td>
<td>M: 8a - 5:30pm</td>
</tr>
<tr>
<td>24/7 Nurse Line: (206)744-2500</td>
<td></td>
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<td>T: 9am - 5:30pm</td>
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<td></td>
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<td>W-F: 8a - 5:30pm</td>
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<tr>
<td><strong>UW STUDENT SERVICES</strong></td>
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<tr>
<td>Emergency - from campus phones</td>
<td>9-911</td>
<td></td>
<td>24/7</td>
</tr>
<tr>
<td>Non-Emergency - Campus UWPD</td>
<td>(206) 685-UWPD</td>
<td>3939 15th Ave. NE</td>
<td>M-F, 8:30a-12pm</td>
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<td>(8973)</td>
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<tr>
<td>Campus Information/Visitor Center</td>
<td>(206) 543-9198</td>
<td>Odegaard Library 022</td>
<td>M-F, 8:30a-5pm</td>
</tr>
<tr>
<td>Service</td>
<td>Phone Number</td>
<td>Location</td>
<td>Operating Hours</td>
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<tr>
<td>Childcare assistance (Childcare Assistance Program)</td>
<td>(206) 543-1041</td>
<td>Schmitz Hall 520 1410 NE Campus Pkwy</td>
<td>M-F, 10a-4pm</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(206) 543-6101</td>
<td>Schmitz Hall 105</td>
<td>M &amp; F, 9a-4pm T,W,Th, 12-4pm</td>
</tr>
<tr>
<td>Graduate School</td>
<td>(206) 543-5900</td>
<td>Communications G-1</td>
<td>M-F, 8-5pm</td>
</tr>
<tr>
<td>Graduation &amp; Academic Records</td>
<td>(206) 543-1803</td>
<td>Schmitz Hall 264</td>
<td>M-F, 10a-4pm T,W,Th, 12-4pm</td>
</tr>
<tr>
<td>International Students Services</td>
<td>(206) 221-7857</td>
<td>Schmitz Hall 459</td>
<td>M-F, 10-4pm</td>
</tr>
<tr>
<td>Intramural Activities Building (IMA)</td>
<td>(206) 543-4590</td>
<td>3924 Montlake Blvd. NE</td>
<td>M-F, 6a-10:30pm Sat, 9a-9:30pm Sun, 11a-8:30pm</td>
</tr>
<tr>
<td>Transportation Services Office (Parking)</td>
<td>(206) 221-3701</td>
<td>1320 NE Campus Parkway (just West of Schmitz Hall)</td>
<td>M-F, 7:30a-5pm</td>
</tr>
<tr>
<td>Registrar</td>
<td><a href="mailto:registrar@uw.edu">registrar@uw.edu</a></td>
<td>Schmitz Hall 2nd Floor</td>
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</tbody>
</table>

*Please double check office hours/availability.*
Resources to Get You Started!

**UW NetID**  You will use your NetID to set up and use your UW email, and access your MyUW account.

   **Go to:**  [Get Your UW NetID](https://www.washington.edu/

**MyUW**  You will use MyUW to register for classes, check and pay tuition, access your grades, change your address, and apply for short-term loans, and just about everything else. You will need your NetID to get into MyUW.

   **Go to:**  [MyUW](https://myuw.uw.edu/

**Quarterly Course Schedules**  To access the schedule of all UW courses and SLNs needed to enroll.

   **Go to:**  [University of Washington Time Schedule (WIN2023, SPR2023, etc)](https://course.finearts.washington.edu/)

**Academic Calendar**  For quarterly/yearly schedules, including all registration deadlines.

   **Go to:**  [Academic Calendars](https://www.washington.edu/)

**Financial Aid**  For information and application forms.

   **Go to:**  [Office of Student Financial Aid](https://www.washington.edu/)

**Paying your Tuition**  This covers all the ways you can make tuition payments and the due dates.

   **Go to:**  [Student Fiscal Services-Pay Tuition and Fees](https://www.washington.edu/)

**Graduate Funding Information Service**  The Grants and Funding Information Service provides help identifying resources for external funding (not UW funding) for graduate students.

   **Go to:**  [Graduate Funding Information Service (GFIS Home)](https://www.washington.edu/)

**COVID-19 Facts & Resources for UW**  Reference this site for all up-to-date info on COVID-19 as it relates to the UW campus and its students, staff, and faculty.

   **Go to:**  [Covid-19 Resources](https://www.washington.edu/)

**Graduate Appointee (RA/TA) Insurance**  To check which benefits are included in Graduate Appointee Insurance.

   **Go to:**  [Graduate Appointees: Health Insurance](https://www.washington.edu/)

**Washington Health Plan Finder**  For students that are US residents to locate and apply for health insurance if they do not currently have insurance under a spouse, parent, or employer.

   **Go to:**  [Washington Health Plan Finder Tool](https://www.washington.edu/)

**International Student Health Insurance Plan (ISHIP)**  This is a required insurance plan for UW International students.

   **Go to:**  [ISHIP Office](https://www.washington.edu/)

**Transportation Services**  Information on biking, parking, bussing and generally getting around and onto campus.
Go to:  Transportation Services-Home
For U-Pass, Go to: Transportation Services- U-PASS

Website for Seattle Bus Transit
Go to:  King County Metro Home
Your Personal UW NetID

Your personal UW NetID (and its password) provides access to many UW online services including MyUW and UW Email. Your UW NetID verifies who you are, ensures the privacy of your personal information, and restricts the use of UW resources to authorized users.

Don’t have a UW NetID yet?
Get a personal UW NetID: https://uwnetid.washington.edu/newid/

Manage your UW NetID Services:
View and manage your services: https://uwnetid.washington.edu/manage/

Changing or Resetting Your Password

If you know your UW NetID, you can change your password or reset a forgotten password at any time.

Change your UW NetID password:

Change Your Password: https://uwnetid.washington.edu/manage/?password

Reset a Forgotten Password: https://uwnetid.washington.edu/renew/

Alternative Ways to Change Your Password

If you do not know your current password or would rather not use the online method, you have several alternatives:

By phone

Current UW faculty, staff, and clinicians can call the UW Information Technology Service Center at 206-221-5000

Changing your password by phone requires verification of your identity. You may be asked to FAX (not email) your photo ID and a phone number.

In person

Students, student applicants, and alumni should come to the UW Information Technology Service Center with an appropriate photo ID. The Service Center staff will give you a temporary UW NetID password that you can then change to something known only to you. If this is a hardship for you, please call the Service Center.

If you obtained your UW NetID through another organization that has a relationship with the UW, such as Cascadia Community College or Fred Hutchinson Cancer Research Center, you may need to contact their support services to change your password.
Protect Your Password

Prevent someone else from using your UW services:

- Use passwords that are difficult to guess and change them regularly.
- Never tell anyone your password. UW staff, including UW Information Technology consultants, will NEVER ask for your password. Email messages that ask you to send your UW NetID and password (such as to "verify your account") are fakes and should not be responded to.

Expirations

You will occasionally receive a service expiration notice from the UW. This notice is for services only; not the UW NetID, password and forwarding service.

**Your UW NetID account is provided for life but services (such as email, web publishing, etc.) that are available to you depend on the type of affiliation you have with the UW at a given time.** You may also have multiple affiliations, so if you have questions or concerns about this, please contact the UW-IT Service Center at 206-221-5000 or email help@uw.edu.

No Longer an Active Student?

Your UW NetID, password and forwarding is still active. You can use your UW NetID to forward your email to your UW Google Apps or UW Windows Live account. Google Apps and UW Windows Live accounts do not expire for graduates, current or former students.

Your UW NetID is Permanent

In general, your UW NetID is permanent and cannot be changed except in rare circumstances. For more information, send email to help@uw.edu.
The Lab
The Student Computer Lab is located in room 270 of the Marine Studies Building (MAR). The local phone there is (206) 543-0056. It is open 24 hours a day for SMEA students with access codes. Per UW policies, the lab MUST remain locked if no students are present inside.

IT Support
For assistance with the computer lab or other SMEA related technical needs, please email smeahelp@uw.edu or see one of the SMEA staff in the main office.

Equipment
- 12 STF Funded Dell Optiplex Workstations: With dual screens to offering easier editing and collaboration with group projects. 4 STF Funded iMAC computers
- HP LaserJet duplex printer, so you can print double sided without having to rotate paper
- Headphones for transcribing

Software
- Dragon Naturally Speaking
- Adobe Photoshop Elements
- Adobe Acrobat Reader DC
- ArcGIS 10.4.1
  - ArcGlobe
  - ArcMap
  - ArcScene
  - ArcCatalog
- Policy Maker 4.0
- R
- RStudio
- Microsoft Office Professional Plus 2016
  - Access
  - Excel
  - InfoPath
  - OneNote
  - Outlook
  - PowerPoint
  - Publisher
  - Word
Additional Equipment for Loan
- 4 Canon PowerShot waterproof cameras w/extra batteries and memory cards
- 12 digital voice recorders (with built-in USB plugs)

Using the PCs
Click on “switch user” to login. To log on, simply enter your UW Net ID and password.

Internet Connection
UW has wireless connections throughout MAR and the rest of campus. Ethernet connections are available in the student carrels, near the printer in the lab, and in the upstairs lounge.

Basic Care and Security
Toner is provided by SMEA, but paper is not. You will need to purchase your own paper for printing in the Student Computer Lab. You can also print at the library and other on-campus locations using money on your Husky Card (at $0.10/page or so).

As hard as we try to keep our network secure, the UW is a prime target for hackers and identity thieves. In general, using any public computer for credit card transactions, bank accounts, etc. is probably a bad idea. But if you do, be sure to log out of such services and fully close your browser before logging off.

Last but not least, please do not eat or drink in the computer lab. We do not have funds to replace the computers and even bottled water can cause permanent damage to the hardware.