

## Directions for Correspondence or Inquiries

### By mail

The departments of the university receive mail through a central post office. Address correspondence to a specific individual or department as follows:

Name of Individual  
 Name of Department  
 University of Massachusetts Dartmouth  
 285 Old Westport Road  
 North Dartmouth, MA 02747-2300

### By phone

The university has both a central switchboard and direct-dial phone lines. The partial listing given below will assist one in finding key people; but the switchboard staff are always ready to assist, weekdays 7:00-6:00 pm. University police answer the central phone after these hours.

Central phone number  
 (switchboard): 508-999-8000

Central FAX number: 508-999-8901

INTERNET addresses:  
 [<first initial><lastname>]@UMASSD.EDU

### Office hours

University office hours are generally 8:30 to 4:30, Monday through Friday, extending into evening hours for key offices that work with evening students, until 7 pm, and with a broader schedule of hours for the library. We recommend that you call ahead for an appointment.

The university has a voice mail system; please leave a message for your party if calling after hours.

### Inquiries should be addressed to the following offices or officers:

Topic	Officer or Office	Phone	FAX
		508-999-XXXX	508-999-XXXX
Academics, General	Office of Academic Affairs	-8024	-8375
Arts and Sciences	Dean, College of Arts and Sciences	-8268; 8352	-9125
Business	Dean, Charlton College of Business	-8432	-8776
Engineering	Dean, College of Engineering	-8539	-9137
Nursing	Dean, College of Nursing	-8586	-9127
Visual and Performing Arts	Dean, College of Visual and Performing Arts	-8564	-9126
Marine Science and Technology	Director, School of Marine Science & Technology	-8193	-8197
Academic Advising (undergraduate)	Director, Academic Advising	-8519	-8850
Accounts—Student	Bursar	-8087	910-6643
Administration and Finance	Fiscal Affairs Division	-9130	-9138
Admission, Alternative (undergraduate)	Director, College Now Program	-8704	-9257
Admission, Graduate	Office of Graduate Studies	-8604	-8183
Admission, Undergraduate	Admissions Office	-8605	-8755
Alumni Affairs	Director, Alumni Affairs	-8031	-8773
Chancellor	Office of the Chancellor	-8004	-8860
Continuing Education, Extension	Dean, Division of Continuing Education	-8071	-8621
Equal Opportunity, Diversity, & Outreach	Assistant Chancellor	910-6405	-9201
Facilities, Plant, Grounds	Director, Physical Plant and Facilities	-8100	-9103
Financial Assistance	Director, Office of Financial Aid	-8632	-8935
Foundation	Executive Director, UMass Dartmouth Foundation	-8011	-8773
Graduate Studies	Office of Graduate Studies	-8025	-8183
Grants and Contracts	Office of Grants and Contracts	-8942	-8868
Housing	Associate Director of Housing	-8140	-8949
Information Resources and Technology	Vice Chancellor, Library Services, Information Resources and Technology	-8260	-8987
International Students	Coordinator, International Student Services	910-6633	910-6411
Library	Dean of Library Services	-8663	-8987
News and General Information	Director, News/Public Information	-8015	-9200
Personnel	Director, Human Resources	-8060	-8869
Police, Safety, Security	Chief of Safety and Security	-8107	-8122
Registration, Records, Courses	Office of University Records	-8615	-8183
Student Affairs, General	Vice Chancellor for Student Affairs	-8600	-8626
Student Life, Activities	Associate Dean of Students	-6402	910-6411
Transcripts	University Registrar	-8615	-8183