



# School of Marine Science Student Guide

**2021 - 2022**



## William & Mary - Code of Ethics

Integrity is one of the core values of William & Mary. Thus, we are committed to lawful and ethical behavior in all of the university's activities. At William & Mary, we insist that all members of the university community -- our board members, employees, students, and volunteers -- comply with all laws, regulations, policies and ethical norms applicable to them. More generally, we are to be honest, fair, and trustworthy ourselves and to take care that other members of the university community are also.

We, as members of the William & Mary community, will:

- Obey the laws, regulations, and policies applicable to our university activities.
- Protect and preserve university resources and ensure their proper use.
- Avoid both conflicts of interest and the appearance of such conflicts.
- Safeguard confidential information.
- Make procurement decisions impartially and objectively.
- Maintain effective internal controls to safeguard the regularity and integrity of our activities.
- Treat other people with dignity and respect, ensuring there is no discrimination or harassment at William & Mary.
- Report any illegal or unethical action that comes to our attention, so the university can investigate and take corrective steps.

This Code of Ethics was adopted by the Board of Visitors of the College of William & Mary on April 17, 2009. It applies to W&M and the Virginia Institute of Marine Science.

<https://www.wm.edu/offices/compliance/policies/index.php>

### Notice of Non-Discrimination

Unless otherwise constrained by law, William & Mary, including the Virginia Institute of Marine Science, is committed to providing an environment for its students and employees that is free from discrimination based on any personal factor unrelated to qualifications or performance such as, without limitation, race or color, citizenship, national origin or ethnicity, ancestry, religion or creed, political affiliation or belief, age, sex or sexual orientation, gender identity or expression, disability, marital status, pregnancy status, parental status, height, weight, military service, veteran status, caretaker status, or family medical or genetic information. William & Mary also provides reasonable accommodations for qualified individuals with disabilities as required by law.

[http://www.wm.edu/offices/compliance/discrimination\\_overview/nondiscrimination/index.php](http://www.wm.edu/offices/compliance/discrimination_overview/nondiscrimination/index.php)

### The Clery Act

The School of Marine Science at William & Mary complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics and the annual Campus Safety Report are available on the William & Mary website.

<https://www.wm.edu/offices/compliance/university-compliance-requirement/clery/index.php>



## Office of Academic Studies

### **Helping to make graduate education empowering, holistic and transformative**

Our mission is to advocate on behalf of students, to support the faculty and staff who are engaged in delivering education and student services, and to develop and administer academic and institutional policies affecting graduate students in ways that foster high academic standards and responsible conduct within a culturally and intellectually diverse and inclusive education and training environment.

Contact us:

#### **Linda Schaffner, Ph.D.**

Professor and Associate Dean of  
Academic Studies  
Watermen's Hall Room 246  
(804) 684-7105  
linda@vims.edu  
ad-as@vims.edu

#### **Jennifer Hay, M.S.**

Graduate Registrar & Assistant to the  
Associate Dean of Academic Studies  
Watermen's Hall Room 247  
(804) 684-7106  
hay@vims.edu  
registrar@vims.edu

#### **John Griffin, M.Ed.**

Assistant Director for Admissions & Student Affairs  
Watermen's Hall Room 245  
(804) 684-7256  
jmgriffin@vims.edu  
admissions@vims.edu

#### **Cathy Cake, M.P.A.**

Administrative Support  
Watermen's Hall Room 246a  
(804) 684-7505  
cake@vims.edu  
academicstudies@vims.edu

Office of Academic Studies  
Virginia Institute of Marine Science  
1370 Greate Rd.  
Gloucester Point, VA 23062-1346

[https://www.vims.edu/about/leadership\\_admin/academic\\_studies/index.php](https://www.vims.edu/about/leadership_admin/academic_studies/index.php)

## **The Academic Digest**

### **Keep Up with What's Happening in the School of Marine Science**

The Academic Digest is the primary source of official communication from the Office of Academic Studies. This electronic newsletter provides announcements of upcoming events and deadlines, funding opportunities, and other important information. The Academic Digest is distributed to students, faculty and select administrative staff weekly between September and May and twice monthly during the summer. Past editions of the Digest can be viewed on the Digest Archives webpage:

[http://www.vims.edu/intranet/graduate\\_studies/digest\\_archives/index.php](http://www.vims.edu/intranet/graduate_studies/digest_archives/index.php)

Contact: [Jennifer Hay](#)

Students of William & Mary's School of Marine Science at the Virginia Institute of Marine Science are bound by regulations, policies and procedures of William & Mary and the Virginia Institute of Marine Science. Although it is the student's responsibility to be familiar with these regulations, policies and procedures, Academic Studies is here to help guide you.

# **William & Mary and VIMS Policy Overview**

## **Student Handbook (W&M)**

The W&M Student Handbook contains important information about William & Mary's expectations regarding student conduct, student rights and responsibilities, and relevant processes and procedures to address alleged misconduct. The W&M Honor Code and its procedures are also included in the Handbook. The Honor Code prohibits lying, cheating, and stealing. William & Mary reserves the right to make changes in the procedures and regulations contained within the Student Handbook at any time. The Student Handbook is accessed through the website of the W&M Dean of Students.

<http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>

## **University-level Regulations, Policies and Procedures**

Students at VIMS are bound by all applicable university-level regulations, policies and procedures, including those guiding research conduct.

<http://www.wm.edu/offices/compliance/policies/>

As noted in the W&M Faculty Handbook, "It is also the responsibility of William & Mary administration and faculty to make undergraduate and graduate students aware 1) of William & Mary policies governing the conduct of scholarly activities and research, and 2) that students as well as faculty members are held to these policies while conducting research." Section III.F.3 (W&M Faculty Handbook, downloaded October 29, 2014)

<https://www.wm.edu/about/administration/provost/forfacstaff/faculty-handbook/index.php>

## **VIMS Policies and Procedures**

VIMS Policy and Procedure Documents (PPDs) are official policies, procedures, and related information. The policies, procedures, directions, and other information presented in the policy and procedure documents may stand-alone or they may be supplemental to policies, procedures, directions, and regulations specified by William & Mary or the Commonwealth of Virginia. Unless otherwise specified, instructions are effective at the time of issue. VIMS policies and procedures are accessed via the faculty and staff gateway of the VIMS website.

<http://www.vims.edu/gateways/facultystaff/index.php>

[https://www.vims.edu/\\_docs/vims\\_ppd.pdf](https://www.vims.edu/_docs/vims_ppd.pdf)

Lab safety protocols will be followed at all times. Closed toed shoes are required in all labs, including on the Eastern Shore Lab campus. Food and drinks are not allowed in labs. Protocols and rules specific to individual labs, as determined by faculty and lab managers, must also be followed. Research equipment and associated gear should always be stored or stowed neatly and safely.

## **Academic Policy of the University and School of Marine Science**

Academic program and related financial policies of William & Mary and the School of Marine Science are found in the Graduate Catalog. William & Mary reserves the right to make changes in the Graduate Catalog at any time.

W&M Catalog <http://catalog.wm.edu/index.php>

Select School of Marine Science from the left sidebar menu

# Safety and Security

## Campus Security

Contact: VIMS Security; (804) 694-7300 (cell); security@vims.edu

In case of emergency dial 911, or 9-911 from a VIMS phone. The Gloucester County Sheriff's Department will respond. You may also use one of the "Blue Light" phones located around the campus for emergencies:

Watermen's Hall Circle left front of Maury Hall, CBH parking lot (north and south ends), Clayton parking lot (adjacent to safety office), Fisheries Building (south wall), marine-dive locker (northeast corner facing road), CBNEERS Water Quality Lab (on corner of handicap ramp), marina (by pelican hatchery).

After work hours and on weekends, VIMS Security may be reached via cell phone. Assistance will be provided for such things as walking you to your car, unlocking/locking of buildings and rooms for special events, and investigation of incidents (theft, property damage, etc.). Requests for assistance from the Security Department may be made in advance by e-mail.

For a safety or security issue during work hours call the VIMS receptionist at extension 7000 to report the location and nature of the incident. After hours and on weekends, call security at the number above.

During nights, weekends, and holidays it is especially important that windows and exterior doors remain closed and locked. This helps assure the safety of individuals who work alone and of all aspects of building interiors.

An incident report form is available on the VIMS Security webpage, listed below, that allows individuals to submit a confidential report to the Director of Facilities Management and Chief Operations Officer for further investigation. Incidents can include the loss of property, misconduct, or other concerns.

[http://www.vims.edu/intranet/facilities\\_management/security/index.php](http://www.vims.edu/intranet/facilities_management/security/index.php)

## RAVE Guardian App

You may download a free safety app to set a safety timer, manage and message your guardians (friends, family or others), and have easy emergency communication with safety officials. Although the app is designed to be used on the Williamsburg campus, it can be adapted to use on the VIMS campus.

<http://www.wm.edu/offices/police/raveguardian/index.php>

## Campus Emergency Notification System

Contact: Joseph Martinez, Chief Operations Officer; WH 252; (804) 684-7271; martinez@vims.edu

VIMS and William & Mary use an Emergency Notification System to notify the campus community that an emergency exists. Messages are broadcast using public address speakers, e-mail notifications, and optional notifications based on personal contact information entered using Banner. Fire alarms are separate from the Emergency Notification System. Depending upon the situation, part or all of the system could be used. A notification states that an emergency exists, briefly describes the situation, and provides basic guidance on actions to be taken.

Most buildings have fire alarm systems independent of the Emergency Notification System. Fire alarms are both audio and visual (strobe light). Unless you have specific knowledge that the alarm is being tested, activation of a fire alarm means that you must leave the building immediately. Each individual is an important component of the Emergency Notification System. Especially in an on-campus emergency, be sure that your office and lab neighbors are aware of and are responding to the situation.

To receive notifications through this system, please log into Banner and make sure that your contact information is accurate and up to date.

## Eastern Shore Laboratory Security

For emergencies after hours and on weekend, call 911 or 9-911 from the dorm phone. For after-hours help or problems call Sean Fate at the numbers listed for VIMS Field Operations. The Accomack County Sheriff's

Department phone number for non-emergencies is (757) 787-1131.

<https://www.vims.edu/esl/index.php>

## **Field Operations and Research Vessels**

To ensure the safety of our researchers and field operations, VIMS staff respond to after-hours vessel break-downs or concerns related to the safety status of field personnel.

<b>Operations originating at:</b>	<b>Contact:</b>	<b>Office:</b>	<b>Cell:</b>	<b>Home:</b>
Gloucester Point	Jim Goins	(804) 684-7055	(804) 815-8696	
Eastern Shore Lab	Sean Fate	(757) 787-5575	(757) 709-4076	(757) 787-8306

[https://www.vims.edu/intranet/operations/field\\_operations/contactus/index.php](https://www.vims.edu/intranet/operations/field_operations/contactus/index.php)

## **Safety Office and Worker's Compensation**

The VIMS Office of Safety and Environmental Programs ensures that members of the VIMS community and visitors to the VIMS campus have a safe working and learning environment. Please familiarize yourself with the names of the Safety Office staff and know who you should call in the case of an incident. Remember that in case of a medical or fire emergency you should call 911 immediately (dial 9-911 from a VIMS phone) and then also notify the VIMS receptionist at x7000, if possible.

<http://www.vims.edu/intranet/safety/people/index.php>

<b>Key Contacts:</b>	<b>Title:</b>	<b>Office:</b>	<b>Cell:</b>	<b>E-mail:</b>
Eric Fidler	Environmental, Health and Safety Specialist, Hazardous Materials, General Health and Safety, and Worker's Compensation	(804) 684-7322	(804) 625-2780	emfidler@vims.edu

When any work-related injury or illness (including insect bites) occurs, it must be reported as soon as possible to Eric Fidler. The employee is responsible for reporting such incidents even if medical treatment is not sought. The Commonwealth of Virginia and the Institute Workers' Compensation Program protects all state employees from financial loss due to medicalexpenses, lost wages, and other costs associated with a covered injury or illness, subject to the provisions of the Workers' Compensation Act.

<http://www.vims.edu/intranet/safety/programs/compensate.php>

## **Gloucester County Sheriff**

Contact: (804) 693-3890 (for non-emergencies; for emergencies dial 911 or 9-911 from a VIMS phone)

The Gloucester County Sheriff is the local law enforcement agency.

## **W&M Campus Police (W&M campus)**

Contact: W&M Police Department; (757) 221-4596. In any emergency, regardless of your location, dial 911.

Victims of sexual assault may call the Avalon Center 24-Hour Sexual Assault Helpline at (757) 258-5051

The William & Mary Police Department is open 24 hours a day, year-round. The department is in the Police Building located in the office area of the Parking Garage at 201 Ukrop Way, Williamsburg.

<http://www.wm.edu/offices/police/resourcedirectory/index.php>

## Resource Guide A - Z

### About VIMS

The Virginia Institute of Marine Science has a three-part mission of research, education, and advisory service. Our overarching goals are to

- Make seminal advances in understanding marine systems through research and discovery,
- Translate research findings into practical solutions to complex issues of societal importance, and
- Provide new generations of researchers, educators, problem solvers, and managers with a marine-science education of unsurpassed quality.

The School of Marine Science (SMS) at VIMS is one of five units of William & Mary that offer graduate or professional education. The SMS also offers an undergraduate minor in marine science in collaboration with W&M Arts and Sciences.

[https://www.vims.edu/about/at\\_a\\_glance/mission/index.php](https://www.vims.edu/about/at_a_glance/mission/index.php)

<http://www.vims.edu/education/graduate/>

### Abrahamson House

Abrahamson House (located at 7592 Spencer Road, adjacent to Sowers House) is open for business to visiting scientists, faculty and students. All reservations are made on a first-come first-serve basis.

First Floor (all areas ADA Accessible)

Living Room

Dining Area

Kitchen (fully equipped)

Washer/Dryer

Bed Room – Single Bed and Bathroom

Screen Porch

Second Floor:

Bed Room – Double Bed and Private Bathroom

(2) Bed Rooms – each with a Double Bed

Bathroom (shared)

Study Area

Amenities:

Telephone (*for local calls only*)

Wireless Internet and Cable TV



Room reservations are made electronically through the VIMS Event Management System (EMS). The daily rate will be \$25.00 per day per person. Questions regarding room scheduling may be directed to Bobbie Dorety at (804) 684-7137 or e-mail [bdorety@vims.edu](mailto:bdorety@vims.edu).

### Academic Calendar

The Academic Calendar for the School of Marine Science includes information on starting and ending dates for each semester and the summer sessions, as well as the dates for registration, grading, examinations, degree conferral, Commencement, holiday breaks and more. A printable version and previous year calendars are available.

[http://www.vims.edu/education/graduate/sms\\_academic\\_calendars/index.php](http://www.vims.edu/education/graduate/sms_academic_calendars/index.php)

The W&M Academic Calendar website allows you to access dynamic calendars for VIMS (SMS) as well as the other academic units of W&M.

<http://www.wm.edu/offices/registrar/calendarsandexams/>

## **Academic Council**

The Academic Council (AC) is a representative body of the School of Marine Science Faculty and provides for the development, maintenance, and advancement of the academic and degrees programs. The AC evaluates academic issues and formulates academic policy recommendations. These recommendations are made to the Associate Dean of Academic Studies (ADAS) of the School of Marine Science for approval and implementation by the Office of Academic Studies. For more information, navigate to:

[http://www.vims.edu/intranet/councils\\_and\\_committees/academic\\_council/index.php](http://www.vims.edu/intranet/councils_and_committees/academic_council/index.php) (intranet only)

## **Advancement Office**

The office of Advancement raises private funds to support VIMS, manages affairs of the VIMS Foundation, increases the visibility of VIMS and its leadership, and engages audiences, including public and alumni, in the life of the Institute. Students may have the opportunity to assist the Advancement Office with awareness and fundraising events.

## **Associate Dean of Academic Studies**

Dr. Linda C. Schaffner serves as the Associate Dean of Academic Studies of the Virginia Institute of Marine Science and W&M's School of Marine Science. [http://www.vims.edu/people/schaffner\\_lc/](http://www.vims.edu/people/schaffner_lc/)

## **Associate Dean for Research and Advisory Services**

Dr. Mark W. Luckenbach serves as the Associate Dean for Research and Advisory Service of the Virginia Institute of Marine Science. [http://www.vims.edu/people/luckenbach\\_mw/](http://www.vims.edu/people/luckenbach_mw/)

## **Campus Map (VIMS)**

[https://www.vims.edu/about/contact\\_visit/campus\\_maps/index.php](https://www.vims.edu/about/contact_visit/campus_maps/index.php)

## **Campus Map (W&M)**

<https://www.wm.edu/about/visiting/campusmap/>

## **Cohen Career Center (W&M)**

Contact: Don Snyder, Associate Director; (757) 221-3282; [dlsnyder@wm.edu](mailto:dlsnyder@wm.edu)

School of Marine Science students have full access to services, programs and events designed for students, including workshops, networking receptions, career fairs, one-on-one career advising, and more.

[https://www.wm.edu/offices/career/students/graduate\\_students/index.php](https://www.wm.edu/offices/career/students/graduate_students/index.php)

## **Coleman Bridge**

The Coleman Bridge between Gloucester Point and Yorktown has a toll. There is a commuter discount if you use an EZPass. \$2.00 for a car without pass, \$0.85 for car with pass, only when traveling northbound. For more information, contact:

Gloucester DMV Customer Service

2348 York Crossing Drive, Hayes, VA 23072

Phone: (804) 497-7100

Toll Free Call: (877) 762-7824

Hours: Monday-Friday 9 a.m.-5 p.m., Saturday 8 a.m.-12 p.m.

The Coleman Bridge opens upon vessel demand, according to federal regulations. Scheduled openings of the Coleman Bridge are posted on the Virginia Department of Transportation website: <http://www.511virginia.org>



## **Communications**

See *News & Media Services*

## **Community Garden**

Contact: [garden@vims.edu](mailto:garden@vims.edu)

The community garden provides the larger VIMS community with access to small plots to grow and maintain produce. Plots are 8' x 10' and are rented for the entire year for a small fee. If interested, send a message via e-mail and you will be contacted by an organizer with more details.

[http://www.vims.edu/newsandevents/topstories/archives/2012/community\\_garden.php](http://www.vims.edu/newsandevents/topstories/archives/2012/community_garden.php)

## **Computers, Network, Instructional Technology and Video Conferencing**

See *Information Technology & Network Services (ITNS)*

## **Counseling Center (W&M)**

Contact: Counseling Center, 240 Gooch Dr., Williamsburg, VA 23187;

Phone: (757) 221-3620; Fax: (757) 221-3615

Hours of Operation: Monday – Friday, 8 a.m. - 12 p.m., 1 p.m. - 5 p.m.

[*Note: The Counseling Center is closed for lunch between 12 p.m. and 1 p.m.*]

**After-Hours Emergencies:** The Counseling Center can be reached during business hours at (757) 221-3620. If your concern is of an urgent nature, please let the receptionist know that in order to facilitate a response to your call. For after-hours emergencies, a counselor is on-call 24 hours per day and can be reached through the Campus Police at (757) 221-4596. The Campus Police will page the on-call counselor, and they will call you back.

The Counseling Center offers a range of mental health services to students wanting help with personal concerns. The staff specializes in the developmental issues and clinical concerns common to college and graduate students. Services include outreach and presentation activities; individual, couples, and group therapy; and consultation to friends, faculty, and parents/guardians concerned about a student in distress. The Center responds to crisis situations by providing immediate intervention, stabilization and support. Students wishing to use Counseling Center services can do so at no charge by calling for an initial assessment appointment. The Counseling Center is accredited by the International Association of Counseling Services, Inc.

In a student's first session with a counselor, the student will discuss the reasons for the visit and make an initial plan. That plan may include one of the services offered here at the Counseling Center, but it may also include other resources in the community. If the plan involves services outside of the Center's scope, appropriate referrals will be made.

## **Counseling at VIMS**

VIMS provides its students, faculty, and staff with a year-round counselor who is on campus once per week. The on-campus counselor provides the VIMS campus with free and confidential counseling services. The counselor does not manage crisis calls or situations that require immediate response. Their services do include stress management, personal and family issues.

## **Dean and Director**

Dr. Derek Aday serves as the Dean of William and Mary's School of Marine Science at VIMS and the Director of the Virginia Institute of Marine Science.

[https://www.vims.edu/about/leadership\\_admin/index.php](https://www.vims.edu/about/leadership_admin/index.php)

## ***Dean of Students (W&M)***

The William and Mary Dean of Students Office on the Williamsburg Campus is a support center for all students. Services and programs administered through the DoS Office include: Academic Enrichment, Care Support Services, Parent & Family Programs, Student Accessibility Services, Student Conduct & Honor System, Transfer Student Services and General Enrollment Services.

<http://www.wm.edu/offices/deanofstudents/index.php>

## Departments, Centers, & Federal Partners

Department:	Contact:	Office Location:	Office:	E-mail:
Aquatic Health Sciences	Department Chair – Kimberly Reece	CBH S110	(804) 684-7407	kreece@vims.edu
	Business Manager – Mike Ivey	AH 430	(804) 684-7229	mivey@vims.edu
Biological Sciences	Department Chair – Debbie Steinberg	AH 328	(804) 684-7838	debbies@vims.edu
	Financial Officer – Regina Burrell	AH 332	(804) 684-7344	gina@vims.edu
Fisheries Science	Department Chair – Mary Fabrizio	Nunnally 135	(804) 684-7308	mfabrizio@vims.edu
	Financial Officer – Cindy Forrester	AH 432	(804) 684-7023	cforrest@vims.edu
Physical Sciences	Department Chair – Courtney Harris	AH 230	(804) 684-7194	ckharris@vims.edu
	Financial Officer – Cynthia Harris	AH 208	(804) 684-7268	harris@vims.edu
Center:	Contact:	Office Location:	Office:	E-mail:
Aquaculture Genetics and Breeding Technology (ABC)	Associate Director – Jessica Small	AH 408	(804) 684-7955	jamoss@vims.edu
Center for Coastal Resources Management (CCRM)	Director – Kirk Havens	Davis 222	(804) 684-7388	kirk@vims.edu
	Admin. Coordinator – Dawn Fleming	Davis 225	(804) 684-7380	dawnf@vims.edu
Marine Advisory Program (MAP)	Associate Director – David Rudders	Davis 253	(804) 684-7531	rudders@vims.edu
	Business Manager – Cheryl Teagle	Davis 251	(804) 684-7530	cteagle@vims.edu
Eastern Shore Laboratory (ESL)	Director – Richard Snyder	40 Atlantic Ave. Wachapreague, VA 23480	(757) 787-5834	rsnyder@vims.edu
	Business Manager – Linda Ward		(757) 787-5816	lward@vims.edu

Federal Partners:	Contact:	Office Location:	Office:	E-mail:
Chesapeake Bay National Estuarine Research Reserve (CBNERR)	Director – William Reay	Wilson House 103	(804) 684-7119	wreay@vims.edu
	Business Manager – Sally Lawrence	Wilson House 104	(804) 684-7135	slawrence@vims.edu
Virginia Sea Grant (VASG)	Director – Troy Hartley	Davis 244I	(804) 684-7248	thartley@vims.edu
	Exec. Assistant - Sabine Rogers	Davis 244G	(804) 684-7335	sarogers@vims.edu

## **Dive Team**

Contact: Paul Richardson, Dive Safety Officer / Deputy Marine Safety Officer;  
(804) 684-7058; jprichar@vims.edu

The primary purpose of the Dive Team is to support the research programs of VIMS. Relatively few programs at VIMS use divers, and resources for training students are also very limited. If you expect to need trained divers for your research, it is essential that you discuss this with your advisor and the VIMS Dive Safety Officer very early in your program. Diving at the Virginia Institute of Marine Science, School of Marine Science, College of William & Mary (VIMS/SMS) is conducted within applicable state and federal rules and regulations and all scientific diving is conducted in accordance with standards established by the American Academy of Underwater Sciences (AAUS).

[https://www.vims.edu/research/marine\\_ops/dive\\_ops/index.php](https://www.vims.edu/research/marine_ops/dive_ops/index.php)

## **Diversity and Inclusion Steering Committee (Dive-In)**

Committee Chairs: Rochelle Seitz – seitz@vims.edu & Eric Hilton – ehilton@vims.edu  
Contact – diversity@vims.edu

The Diversity and Inclusion Steering Committee (Dive-In) is dedicated to supporting the Institute's mission of obtaining diversity and inclusion, and helping to create and maintain the best possible environment in which diversity can thrive. The committee is comprised of representatives from VIMS faculty, staff, and students. The committee works closely with the VIMS administration and the W&M Center for Student Diversity and has sub-committees to address communications, DEI training, community building/social events in the VIMS community, and VIMS policy reviews.

<http://www.vims.edu/DiveIn>

## **Emergencies**

### **Campus Security**

Contact: VIMS Security; (804) 694-7300 (cell); security@vims.edu

In case of emergency dial 911, or 9-911 from a VIMS phone. The Gloucester County Sheriff's Department will respond. You may also use one of the "Blue Light" phones located around the campus for emergencies. After work hours and on weekends, VIMS Security may be reached via cell phone.

*Refer to the "Campus Security" section for additional information.*

### **Campus Emergency Notification System**

Contact: Joseph Martinez, Chief Operations Officer; WH 252; (804) 684-7271; martinez@vims.edu

VIMS and William & Mary use an Emergency Notification System to notify the campus community that an emergency exists.

*Refer to the "Campus Emergency Notification System" section for additional information.*

### **CAP Nurseline (877) 499-3568**

The College Assistance Program (CAP) Nurseline is a free service that is available 24/7 for non-emergency questions. Please be aware that the Student Health Center will receive a report regarding this call to the Nurseline and that the Health Center may call you as a follow-up to your conversation with them.

### **Emotional Support**

Students can reach a counselor 24 hours a day, 7 days a week at the William & Mary Counseling Center (757) 221-3620.

National Suicide Prevention Lifeline - Available 24 hours a day, 7 days a week (800) 273-8255

## **Field Operations and Research Vessels**

To ensure the safety of our researchers and field operations, VIMS staff respond to after-hours vessel breakdowns or concerns related to the safety status of field personnel.

*Refer to the "Eastern Shore Laboratory Security" and "Field Operations and Research Vessels" section for additional information.*

## **Gloucester County Sheriff**

Contact: (804) 693-3890 (for non-emergencies); Emergencies dial 911 or 9-911 from a VIMS phone

The Gloucester County Sheriff is the local law enforcement agency.

## **The Haven (Sexual Violence, Harassment, Abuse, Stalking, and other Discrimination)**

(757) 221-2449; Campus Center Room 166, thehaven@wm.edu

Liz Cascone, Director - (757) 221-7478, Campus Center Room 166, lizcascone@wm.edu

The Haven is a peer-based confidential, welcoming, and inclusive resource center for those impacted by sexual violence and harassment, relationship abuse and intimate-partner violence, stalking, and other gender-based discrimination. We welcome all who may have questions or concerns, who need support and resources, and who are seeking guidance and connection.

<http://www.wm.edu/offices/thehaven/index.php>

## **Safety Office (VIMS)**

The VIMS Office of Safety and Environmental Programs ensures that members of the VIMS community and visitors to the VIMS campus have a safe working and learning environment.

Refer to the "Safety Office and Worker's Compensation" section (page 6) for additional information.

## **Sexual Violence**

A website, accessed via the link below, is the main portal for members of the William & Mary community to learn about prevention, response protocols and support services for sexual harassment, sexual violence, and other sexual misconduct, including: non-consensual sexual intercourse and other forms of sexual assault, non-consensual sexual contact, sexual exploitation, stalking and dating and domestic violence (intimate partner violence). Anyone - students, faculty or staff, parents, or others -- may make a report online through the reporting portal which has several options, including an anonymous report.

<http://www.wm.edu/sites/sexualviolence/index.php>

The Haven (757) 221-2449 <http://www.wm.edu/offices/thehaven/index.php>

Avalon Center (757) 258-5051 (24 Hour Helpline) <http://www.avaloncenter.org/>

National Sexual Assault Hotline (800) 656-HOPE(4673)

## **Suicide**

Suicide Prevention Lifeline - Available 24 hours a day, 7 days a week (800) 273-8255

## **W&M Campus Police (W&M campus)**

W&M Police Department; (757) 221-4596; in any emergency, regardless of your location, dial 911

Victims of Sexual Assault may call the Avalon Center 24-Hour Sexual Assault Helpline at (757) 258-5051

Refer to the "W&M Campus Police (W&M campus)" section for additional information.

## ***Emergency Loan Program (W&M)***

Contact: W&M Student Affairs: (757) 221-1236; [studentaffairs@wm.edu](mailto:studentaffairs@wm.edu)

The Emergency Loan Program allows William & Mary students to borrow funds for a period of thirty days without interest. An emergency loan is available once a semester to students who, because of extenuating circumstances, cannot secure needed financing from other sources in a timely fashion.

## ***Event Management System***

Contact: Bobbie Dorety, (804) 684-7825; [bdorety@vims.edu](mailto:bdorety@vims.edu)

The Event Management System (EMS) is a system used at VIMS and W&M to reserve meeting and conference space, classrooms, facilities, equipment, vehicles, vessels, and lodging for events and visiting scientists and students. Access the system here: <https://reservations.wm.edu/VirtualEms/>

For events scheduled in the auditorium, e.g. a thesis or dissertation defense, reserving the Visitors Center is recommended to ensure that no outside groups are using the Visitors Center at the same time.

## ***Events Calendar***

The VIMS Master and Internal Events calendars are easily accessed via the VIMS website gateway for current students:

<http://www.vims.edu/gateways/currentstudents/>

## ***External Employment Policy***

The Virginia Institute of Marine Science has a long-standing policy that prohibits outside marine-related employment within the Commonwealth of Virginia. This policy applies to students who are supported on VIMS-administered funding. This institutional policy is more stringent than the policies on external paid employment presented in the William & Mary Faculty Handbook and in the general specifications for Commonwealth classified and university employees. External paid employment is defined as any professional activity (for example, consulting).

In addition, full-time students enrolled in the School of Marine Science who are supported on an assistantship or other funding administered by VIMS or William & Mary may not hold any other employment or appointment of a remunerative nature without prior approval of the Associate Dean of Academic Studies.

## ***Field Operations, Boats and Research Vessels***

<b>Key Contacts:</b>	<b>Title:</b>	<b>Office:</b>	<b>E-mail:</b>
Stewart Lamerdin	Director of Marine Operations	(804) 684-7279	<a href="mailto:slamerdin@vims.edu">slamerdin@vims.edu</a>
Paul Richardson	Dive Safety Officer/Deputy Marine Safety Officer	(804) 684-7058	<a href="mailto:jprichar@vims.edu">jprichar@vims.edu</a>
Terri Major	Business Manager	(804) 684-7056	<a href="mailto:tcmajor@vims.edu">tcmajor@vims.edu</a>

Field Operations provides a broad range of skilled, technical services to the scientific community in addition to maintaining and operating the Institute's fleet of vessels, which is comprised of more than 30 trailerable boats and several larger vessels staffed with dedicated crews. To learn how to get small boat training, contact the Director of Marine Operations.

[http://www.vims.edu/intranet/operations/field\\_operations/index.php](http://www.vims.edu/intranet/operations/field_operations/index.php)

## ***Funding for Students***

A variety of funding opportunities are available for students in the School of Marine Science. For internal opportunities, instructions on how to apply and the necessary forms are available through the "Current Students" gateway on the VIMS website. External funding opportunities are announced in the Academic Digest.

<http://www.vims.edu/gateways/currentstudents/index.php>

## ***Gift Shop (VIMS)***

Contact: Bobbie Dorety; (804) 684-7825; [bdorety@vims.edu](mailto:bdorety@vims.edu)

The gift shop is located in Watermen's Hall, adjacent to the reception desk, and sells VIMS t-shirts and memorabilia. VIMS personnel receive a 10% discount on merchandise. Discounted tickets for local movie theater are also available.

## ***Graduate Catalog (SMS)***

Contact: Jennifer Hay, SMS Registrar; WH 247; (804) 684-7106; [hay@vims.edu](mailto:hay@vims.edu)

Find information on W&M and School of Marine Science policies, degree programs, and requirements in the official graduate catalog.

<https://catalog.wm.edu/content.php?catoid=25&navoid=4062>

## ***Graduate Program Student Handbook***

The School of Marine Science Graduate Program Student Handbook provides information that is designed to help students understand and meet academic program and degree requirements. All VIMS students should familiarize themselves with the handbook; information includes:

- Degree Audits
- Milestones
- Student Policies
  - Personnel Procedures for Graduate Assistants
  - Limits on Workshop Hours
  - Graduate Student Assistantships
  - Leave Policies for Students
  - Part-Time (Off-Site) Student Policy
- Technology Classroom
- Graduate Forms

[https://www.vims.edu/education/graduate/student\\_handbook/index.php](https://www.vims.edu/education/graduate/student_handbook/index.php)

## ***Graduate Student Association (VIMS)***

Contact: [gsaexec@vims.edu](mailto:gsaexec@vims.edu)

The Graduate Student Association (GSA) of the Virginia Institute of Marine Science, provides (1) a forum where matters of concern to graduate students are discussed, where opinions on actions and proposals of the administration and campus departments may be expressed, and where proposals of the administration, departments and graduate groups may be initiated, and (2) programs and services of special interest to graduate students. All registered graduate students are members of the Graduate Student Association (GSA). The GSA is made up of four units: the Executive Committee, Representatives to the SMS Academic Council and its Standing Committees, Representatives to W&M College-Wide Entities, and Committee Chairs and Representatives.

The GSA conducts a number of fundraisers during the year and uses the proceeds to fund student travel and research grants. Details are provided on the website.

<https://www.vims.edu/education/graduate/gsa/index.php>

<https://www.facebook.com/groups/vimsgsa/> (Facebook page)

**Professional Development Committee** - The professional development committee of the GSA formed in 2013 to extend the scope of professional preparation activities at VIMS beyond training for academic careers. Read more about it on the GSA website.

## **Green Team**

The GSA's Green Team is working to make the VIMS campus greener by using energy and water-conservation measures and green products, along with a host of other activities.

<http://www.vims.edu/public/greenteam/index.php>

## **Health Center (W&M)**

Contact: Student Health Center; 240 Gooch Drive (south of Zable Stadium), Williamsburg, VA 23185; (757) 221-4386

The Student Health Center provides a full-range of primary care services including the evaluation, treatment and prevention of all kinds of acute or chronic physical, mental and social health issues. All full-time students are eligible to use the Student Health Center. Students not on William & Mary-endorsed student health plan (i.e. with private health insurance) may have to pay additional fees for treatment or prescription medication. During summer sessions there is a charge for any student who uses the Student Health Center.

Information: (757) 221-4386

Pharmacy: (757) 221-2190

Fax: (757) 221-1245

<http://www.wm.edu/offices/wellness/healthcenter/>

## **Health Insurance**

Contact: Trista Sikes, Student Insurance Coordinator; Hornsby House 203; (757) 221-2978; [trsike@wm.edu](mailto:trsike@wm.edu)

William & Mary requires all full-time undergraduate and graduate students, including all F-1 and J-1 international students, to have health insurance coverage throughout the school year as a condition of enrollment.

Students are AUTOMATICALLY enrolled in William & Mary-endorsed Student Insurance Plan and the cost is billed to the student account in two installments (fall and spring semester) UNLESS proof of other adequate health insurance coverage is furnished. Students who already have health insurance for the entire academic year must submit a Waiver Request by the posted deadline each academic year and the waiver request must be approved to avoid being enrolled in the Student Insurance Plan. It is the student's responsibility to verify whether or not the Health Insurance Policy charge has been billed to your student account correctly. If there is a billing error, you should contact the Student Insurance Coordinator immediately.

<http://www.wm.edu/offices/wellness/healthcenter/studentinsurance/index.php>



## Human Resources and Payroll

Contact: Cathy Cake, Graduate Program Business Manager; (804) 684-7105; cake@vims.edu or Liz MacAleese, Senior HR Client Partner; (804) 684-7113; eamacaleese@vims.edu

If you are supported by a VIMS assistantship and have an issue relating to payroll, please contact the Graduate Program Business Manager in the Office of Academic Studies. If you are a student and a VIMS employee, employment related questions should be directed to Liz MacAleese. HR provides human resources management and guidance, consultation, and training on employment and related issues.

<http://www.wm.edu/offices/hr/about/directory/a-z/index.php>

## Inclement Weather and VIMS Closings

VIMS uses the Emergency Notification System to announce weather closures and delayed openings via e-mail, text, and TDD. Please note that you will also receive W&M notifications, but these generally do not apply to the VIMS campus. The Institute's main phone line (804) 684-7000 will have a message regarding inclement weather or emergencies of any kind that affect the operations of the Virginia Institute of Marine Science. This message will normally be updated by 5:30 a.m. if delayed openings or all-day closings are required. Weather closures are also announced or posted on some of the local television and radio stations.

[https://www.vims.edu/\\_docs/vims\\_ppd.pdf](https://www.vims.edu/_docs/vims_ppd.pdf)



## Information Technology & Network Services (ITNS)

CIO and Director: Gary Anderson; Davis 109; (804) 684-7080; gary@vims.edu

ITNS can be found on the web at [www.vims.edu/itns](http://www.vims.edu/itns).

The ITNS department at VIMS manages the VIMS network, connected devices, associated services, and network security. ITNS staff will assist you in the selection and implementation of equipment and software that will function in the VIMS network environment. They also provide support for instructional services, such as videoconferencing or lecture recording, and have laptops available for loan that you can reserve through the event management system (EMS).

All faculty, staff, and students must adhere to the VIMS ITNS policies and procedures.

When in need of ITNS support or services, enter a new incident or request via the ITNS Client Support Portal (intranet only)

## ITNS – Email

VIMS email can be accessed at [email.vims.edu](http://email.vims.edu). VIMS uses Microsoft Outlook and Webmail within an Outlook Exchange environment. This allows users to easily share calendars and schedule meetings.

School of Marine Science students at VIMS are provided with an email account "*vimsuserid@vims.edu*" prior to matriculation. This is the email address we use to send official communications from the School of Marine Science and VIMS. SMS students also receive a William and Mary email account *wmuserid@email.wm.edu*. Official communications from the university will be delivered to this account. You should activate your W&M email account and have the email forwarded to your VIMS email account following the instructions given on the WMAApps email site.

<https://www.wm.edu/offices/it/services/email/gsuite/index.php>

For assistance with your W&M account, contact the W&M Technology Support Center at (757) 221-4357 (HELP); support@wm.edu

## ITNS – Resources

There are four broadcast groups that are available:

vims-business@vims.edu	All faculty, staff, and students official business use only
vims-misc@vims.edu	Non-business related announcements (i.e. “v-bay” items)
grads@vims.edu	All graduate students at VIMS
core@vims.edu	1st year graduate students at VIMS

Please see the **VIMS ITNS policies and procedures** regarding the use of these groups.

ITNS provides various different resources as noted below:

Campus wireless (unsecured):	vims_guest
Campus wireless (secured):*	vims_secure
\\vspace1\deptname\userid:	Personal network storage (N: drive)
\\caspiant\printername:	Network managed printers
Virtual Private Network (VPN):*	Access VIMS network resources from off site

\*Please submit an **ITNS Service Request** to enable these functions.

vims\_guest – Unencrypted WiFi signal for campus guests. Agree to terms of use and register by providing information about your visit to VIMS.

vims\_secure – Encrypted WiFi signal with login using VIMS userID and password. For non-windows devices you should precede your login ID with the string ‘VIMS\’ as follows: VIMS\username.

eduroam - Federated with other universities to use your VIMS userID and password while on travel. It uses an encrypted WiFi signal. Some examples of nearby eduroam schools are William & Mary’s main campus, VA Tech, UVA, VCU,ODU and GMU. To logon to eduroam worldwide, use your VIMS email address - ‘username@vims.edu’ as your login ID.

For smartphones and tablets we encourage using vims\_guest for quick, smooth setup.

For additional information on the VIMS wireless system visit: <http://www.vims.edu/itns/wireless>

## International Students

Students from around the world come to VIMS to study marine science and conduct research of importance to the VIMS mission. International students currently comprise approximately 10% of the students enrolled in the degree programs of the School of Marine Science. The Office of Academic Studies at VIMS and W&M’s Reves Center are sources of information and assistance for international students. For further information, contact Cathy Cake (cake@vims.edu) in Academic Studies, who serves as our International Student Advisor, or refer to the section on the Reves Center in this guide.

Faculty who wish to host a visiting international student should contact the Reves Center early in the process and before making a formal invitation. Please also complete the Visiting Student Form and return it to the Office of Academic Studies. Access the form on the VIMS website (internal users only):

[http://www.vims.edu/intranet/forms/graduate\\_studies/visiting\\_student.pdf](http://www.vims.edu/intranet/forms/graduate_studies/visiting_student.pdf)

## Jobs at VIMS

Jobs at VIMS are advertised through the W&M Jobs website: <https://jobs.wm.edu>

## Keys and Access Cards

Requests for keys or access cards (for Chesapeake Bay Hall, Andrews Hall, Marine Safety Office, Seawater Research Laboratory and Technology Classroom) are made by filling out a VIMS Key Request Form and sending it to maintenance@vims.edu in the Facilities Management Building. Requests for keys and access cards must be approved by the department head prior to submitting the request. Students enrolled in courses that meet in the Technology Classroom will be given card access to the classroom. New students are

typically assigned the General Key (which gets them into most of the buildings on campus) and the Watermen's Hall Key (which gets them into the Library).

[https://www.vims.edu/intranet/facilities\\_management/forms/index.php](https://www.vims.edu/intranet/facilities_management/forms/index.php)

*(link for request form is near bottom of page)*

## **Leave of Absence**

If you need to request a leave of absence from the graduate program for an extended period of time (up to 1-yr.) please review the guidelines in the Graduate Catalog for the School of Marine Science and contact the SMS Registrar ([registrar@vims.edu](mailto:registrar@vims.edu)).

## **Library**

Contact: Carol Coughlin, Director; Hargis Library;

(804) 684-7114; [coughlin@vims.edu](mailto:coughlin@vims.edu)



The Hargis Library supports the diverse information needs of faculty, research scientists, and students at the Institute by providing a rich array of electronic and print collections in the biological, ecological, oceanographic and physical sciences. The library has two collaboration rooms equipped with white boards and LCD screens for computer display and screen-sharing. Databases available for searches include Web of Science, ProQuest, ASFA and many others. Interlibrary loans are obtained through the Swem Library ILLiad service using your W&M ID (930) number. You access the catalog, databases, and the ILLiad service using the quick link menu on the upper right of the Hargis Library home page.

<http://www.vims.edu/library/>

## **Library (W&M)**

Contact: Swem Library; 400 Landrum Drive, Williamsburg, VA 23185; (757) 221-4636; [swem@wm.edu](mailto:swem@wm.edu)

The Swem Library is on main campus. Electronic access to its many journal resources is via the Hargis Library website. It's a lively place with computers and printers throughout the building, study rooms and a coffee bar. Swem also houses the Writing Resource Center, the Center for Geospatial Analysis, and a Media Center in the basement where students can reserve multimedia production studios for projects.

<https://swem.wm.edu>

## **Mail and Deliveries**

Contact: Joy Klein, Shipping & Receiving Manager; (804) 684-7032; [joyklein@vims.edu](mailto:joyklein@vims.edu)

The Mail Room and Shipping and Receiving are located in the Facilities Management Building. The usual operating hours are 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m. on days when the Institute is open for routine business. Remember to have outgoing parcels in S/R by 8:30 a.m. for FedEx and UPS, and by 10 a.m. for USPO. Otherwise, it will be processed and postmarked on the next business day. Mail is distributed in mailboxes by 2 p.m. daily to individual mailboxes by department staff. All incoming Courier Service mail (UPS, Fed Ex, etc.) arrives at the Institute's shipping and receiving dock and the staff there will notify the person to whom the item was sent. The staff can assist in sending Courier Service Mail. Mail and shipping services are for official business use only. Please do not have personal packages delivered to VIMS as this puts an additional work burden on staff. Campus mail from William & Mary is delivered once a week.

<https://www.vims.edu/contactus/index.php>

## **News & Media Services**

Contact: Dave Malmquist, Director, Davis 126F; (804) 684-7011; [davem@vims.edu](mailto:davem@vims.edu)  
Laura Patrick, Web/PR Specialist, Davis 126E; (804) 684-7062; [lpatrick@vims.edu](mailto:lpatrick@vims.edu)  
Susan Stein, Publications Center Manager, Davis 126; (804) 684-7012; [sstein@vims.edu](mailto:sstein@vims.edu)

The News & Media Services Office disseminates information and digital assets to the media and public via press releases, the VIMS website, social media, and other channels. Contact us if you think you have a newsworthy story, and to report any interaction with a reporter. Contact our webmaster if you need to create or update a web site, and for training in our Cascade Content Management System.

The department also provides a variety of graphic design and printing services for VIMS faculty, staff and students. Services include graphic design layout of newsletters, brochures, invitations; information cards, signs, etc.; printing of large-format posters in a variety of different media; color and B&W copies; lamination; binding; thesis and dissertation printing; business cards; in addition to supplying paper products such as VIMS stationary and envelopes, department forms, acid-free paper, Rite-in-the-Rain, and many varieties of paper in different sizes, weights, and colors. All services and supplies only require an index number—no copy cards are needed. The Publication Center can also provide the official VIMS Style Guide where you can download the VIMS logo, PowerPoint templates and font and color guidelines.

<http://www.vims.edu/intranet/pubs/index.php>

## **Ombuds Team (VIMS)**

Faculty ombuds and student peer advisors are available to help graduate students resolve issues and address concerns that arise within the university setting. Acting as an advocate for fairness, a member of the team can provide information about institutional policies and work to help students manage a conflict, understand the university system, and find productive ways of communicating.

The School of Marine Science Ombuds are trained faculty volunteers. Peer advisors are trained graduate student volunteers who can assist students by providing a peer's perspective and an additional avenue to ombuds resources.

Consultations are kept confidential, unless a student grants the ombuds permission to discuss issues with involved parties or administrators. Note: The VIMS Ombuds functions as a team, and members may consult with one another as needed. Members of the ombuds team are also obligated to report on some issues by W&M's Code of Ethics, university policies and laws.

<http://www.vims.edu/education/graduate/ombuds/index.php>

## **Parking and Parking Passes**

Anyone who parks on the VIMS campus is required to have a parking pass or decal. Passes for students, staff, and faculty are obtained from W&M Parking Services (see next page). All visitors parking a car on campus are required to obtain a temporary parking pass from the receptionist at the Watermen's Hall front desk. The William & Mary Campus Police frequently check VIMS parking lots and tickets are given to vehicles without decals or passes. VIMS will not be responsible for any tickets issued as a result of employees or guests not complying with established parking rules and regulations.

## **Parking Services (W&M)**

Parking permits, which are required for on-campus parking, may be purchased through W&M Parking Services.

<http://www.wm.edu/offices/auxiliary/parkingandtransportation/parking/index.php>

## **Pets on Campus**

With the exception of Guide and Companion Dogs, bringing dogs and cats on campus is a violation of VIMS PPD-0405. Please refrain from bringing your pets on campus not only to adhere to this policy from the Safety Office and Facilities Management but also to show consideration to those personnel with allergies to pet hair and dander.

[https://www.vims.edu/\\_docs/vims\\_ppd.pdf](https://www.vims.edu/_docs/vims_ppd.pdf)

## **Piers and Docks**

With permission of the Associate Dean for Research and Advisory Services, fishing or crabbing related to an official research program is permitted from the piers, docks or wharves of the Gloucester Point campus. Recreational fishing or crabbing from any of these structures is forbidden.

[https://www.vims.edu/\\_docs/vims\\_ppd.pdf](https://www.vims.edu/_docs/vims_ppd.pdf)

## **Pool Vehicles**

The Institute maintains and operates a fleet of cars, mini-vans, and trucks. The Division of Fleet Management, VDOT booklet *"Rules and Regulations Governing the Use, Operation and Maintenance of State-Owned Fleet Vehicles,"* and the Commonwealth of Virginia booklet *"State Travel Regulations"* contain complete guidelines for state vehicle operation and travel and should be read thoroughly. You may obtain copies from the Vehicle Pool office in the Facilities Management Building. All new faculty, staff, and students are required to complete the new employee safety training orientation with the Safety Office and complete a Faculty/Staff Driver's Authorization Form before reserving a pool car or truck. Vehicle Pool office hours are 5:30 am - 5:00 pm.

Reserving vehicles: Vehicles are assigned on a first-come, first-served basis, based on availability. When reserving a pool truck you will need to specify your destination, the number of passengers, what type/size of equipment you will be taking, and whether you will be towing a vessel so that the proper truck can be assigned. You may reserve pool cars and trucks at: <https://reservations.wm.edu/virtualEms/>

## **Procurement Training**

Goods and services are ordered through the Commonwealth of Virginia's on-line procurement system, eVA. Students and staff are required to attend eVA training before they are authorized to access this system. Every September the training is announced by email to the VIMS community.

## **Receptionist and Hours of Operation**

Contact: Louise Lawson, VIMS Receptionist; WH Lobby; (804) 684-7000; [llawson@vims.edu](mailto:llawson@vims.edu)

Normal VIMS hours of operation are 8 am – 5 pm weekdays.

## **Reves Center – Support for International Students (W&M)**

Contact: Eva Wong, Director of International Students, Scholars, and Programs; (757) 221-3166; [ywong@wm.edu](mailto:ywong@wm.edu)

From visa processing and immigration advising to orientation, information sessions and extracurricular activities, the Reves Center assists international students, scholars, and their families in preparing for their arrival and adjustment to life on-campus and in the U.S. Staff from the Reves Center is on the VIMS campus every other week in Sowers 102.

<b>Contact:</b>	<b>Title:</b>	<b>Office:</b>	<b>E-mail:</b>
Bailey, Emily	Assistant Director for Immigration Services	(757) 221-3567	<a href="mailto:ehbailey@wm.edu">ehbailey@wm.edu</a>

<http://www.wm.edu/offices/revescenter>

Note: Cathy Cake in Academic Studies has considerable experience in international student support and is familiar with the visa application process, SEVIS and other issues faced by international students. She is available if you need assistance (cake@vims.edu).

## **Sail and Paddle Club (W&M)**

The Sail & Paddle Club was established to provide students and faculty a way to enjoy being on the water together by introducing people to recreational sailing, canoeing, kayaking, windsurfing and SUP (stand up paddling). All VIMS and William & Mary students, faculty and staff are invited to join.

<https://tribelink.wm.edu/organization/vimssailing>



## **Smoking**

Smoking is defined as: the carrying or holding of any lighted pipe, cigar, cigarette, or smoking equipment of any kind or the lighting or inhaling or exhaling of smoke from a pipe, cigar, or cigarette of any kind. Smoking is prohibited in university facilities, at events, in many outdoor areas on campus and in vehicles or research vessels owned or operated by the university, including VIMS. Non-compliance should be reported to the VIMS Safety Office. Violation by students is cause for disciplinary action under applicable personnel or student conduct policies. It is your responsibility to read and adhere to university and VIMS policies on smoking.

[https://www.vims.edu/\\_docs/vims\\_ppd.pdf](https://www.vims.edu/_docs/vims_ppd.pdf)

## **Social Functions**

Contact: Bobbie Dorety, Gift Shop WH; (804) 684-7137; bdorety@vims.edu

Event Management System (EMS) is our online reservation system for campus spaces, facilities, equipment and events. You can make, request, edit or cancel a reservation, as well as browse current reservations.

<https://reservations.wm.edu/VirtualEms/>

EMS FAQ's [http://www.vims.edu/gateways/\\_docs/index.php](http://www.vims.edu/gateways/_docs/index.php)

## **Social Media**

VIMS is on Facebook, Twitter, LinkedIn, YouTube and Flickr. Find us as follows:

Facebook:

VIMS: <https://www.facebook.com/fbvims> (public group)

VIMS GSA: <https://www.facebook.com/groups/vimsgsa/> (public group)

VIMS Alumni: <https://www.facebook.com/groups/VIMS.alumni/> (closed group)

VIMS Gift Shop: <https://www.facebook.com/pages/VIMS-Gift-Shop/245573395594435>

Twitter: VIMS\_News: [https://twitter.com/VIMS\\_News](https://twitter.com/VIMS_News) (by VIMS Communications and Outreach)

VIMS\_Grad\_Dean: [https://twitter.com/VIMS\\_Grad\\_Dean](https://twitter.com/VIMS_Grad_Dean) (by Associate Dean of Academic Studies)

LinkedIn: <https://www.linkedin.com/groups/7414475/> (current students and graduate program alumni, closed group)

YouTube: <https://www.youtube.com/user/vimsvideos>

Flickr: [https://www.flickr.com/photos/vims\\_photos/sets/](https://www.flickr.com/photos/vims_photos/sets/)

## **Sponsored Programs (Grants and Contract Administration)**

Contact: Connie Motley, Director of Sponsored Programs; WH 244; (804) 684-7027; motley@vims.edu

The Office of Sponsored Programs (OSP) manages VIMS research funds (grants and contracts) provided by external sources. The staff handles both pre- and post-award activity including funding searches, applications, submissions, award negotiations and financial and compliance administration. Any proposals for funding to an external organization, including student proposals, must be reviewed by Sponsored Programs and the Associate Dean for Research and Advisory Services (Mark W. Luckenbach, luck@vims.edu) prior to submission. Proposals must be submitted to Sponsored Programs at least 10 days prior to the submission deadline. Students are encouraged to contact OSP as early as possible when considering a proposal submission. They will provide essential guidance on budget development and compliance requirements.

To determine the appropriate OSP contact for the agency to which you wish to submit, reference the "Administrator Responsibility by Agency" list at:

[https://www.vims.edu/about/leadership\\_admin/sponsored\\_programs/apply/spa\\_by\\_agency/index.php](https://www.vims.edu/about/leadership_admin/sponsored_programs/apply/spa_by_agency/index.php)

## **Student Accessibility Services**

Contact: Tiffany Christian, Director; Campus Center 109; (757) 221-2512; sas@wm.edu

The mission of Student Accessibility Services (SAS) at William & Mary is to create a barrier-free environment for matriculated students with disabilities by considering reasonable accommodation upon request on an individual and flexible basis. SAS strives to foster student independence, encourage self-determination, emphasize accommodation over limitation, and create a comprehensive, accessible environment to ensure that individuals are viewed on the basis of ability, not disability.

<http://www.wm.edu/offices/deanofstudents/services/studentaccessibilityservices/>

## **Student Affairs (W&M)**

Contact: Office of Student Affairs; Campus Center 219, 104 Jamestown Road, Williamsburg, VA 23185 (757) 221-1236; studentaffairs@wm.edu

W&M Student Affairs provides a broad range of services to the students of William & Mary. Departments and offices are responsible for student counseling, multicultural student services, services for disabled and commuting students, student rights and responsibilities, organizations and activities, student government, the student conduct system, the Sadler & Campus Centers, student residences, and student health needs. The staff members work closely with the faculty and administration of William & Mary to represent student concerns to them; this office also presents academic and administrative policies to the students.

<http://www.wm.edu/about/administration/senioradmin/studentaffairs/>

## **Student Center- Clayton House & Annex (VIMS)**

Contact: VIMS GSA, gsaexec@vims.edu

Clayton House is the campus center at VIMS. The main floor is open to all members of campus and the second floor is a devoted student common area. The Annex is the on-campus student lounge and recreation space; it houses a game room, pool table, movie projector, and workout space and equipment.

## **Student Issues or Concerns**

Contact: Linda Schaffner, Associate Dean of Academic Studies; WH 251; (804) 684-7105; linda@vims.edu or Dean of Students Office; (757) 221-2510; deanofstudents@wm.edu

Student-related concerns may be reported to the Associate Dean of Academic Studies on the VIMS campus or to the W&M Dean of Students Office. SMS students are encouraged to discuss any matters of concern with a trusted peer, an SMS ombuds team member, faculty advisor, department chair, member of the staff, or the Associate Dean of Academic Studies. The W&M Dean of Students Office has a mechanism for anonymous reporting of sexual misconduct incidents on their website.

[http://www.wm.edu/offices/deanofstudents/report\\_an\\_issue\\_or\\_concern/index.php](http://www.wm.edu/offices/deanofstudents/report_an_issue_or_concern/index.php)

## ***Student Recreation Center (W&M)***

Contact: Campus Recreation, 400 Brooks St., Williamsburg, VA 23185; (757) 221-3310, opt. 3

The Department of Campus Recreation provides quality recreational opportunities to all members of the William & Mary Community to enhance and foster a lifelong appreciation for health, wellness and recreation. The Student Recreation Center offers numerous activities, such as cardio areas with machines, weight machines, group fitness studio, a climbing wall, racquetball and squash courts, a 25-yard pool, sauna, and more.

<http://www.wm.edu/offices/wellness/campusrec/index.php>

Students on Research Graduate (RG) status are typically not eligible to use the center; however, the Office of Academic Studies will pay for membership for any RG student who makes that request when completing the Application for Research Graduate Status.

## ***Telephones***

Contact: Will Benton: Davis 104; (804) 684-7085; [will@vims.edu](mailto:will@vims.edu)

You may use any of the VIMS telephones for local calls. Long-distance service is limited to business-related calls. To obtain an outside line, dial 9 and then dial the number you are calling. The installation of telephones in offices and labs is under the direction of the Manager of Telecommunications.

Utilize the ITNS Client Support Portal for any phone service requests.

**Do not move a phone to a new office or workspace as this may pose a threat to a caller's safety in case of emergency.** The communications system is programmed to allow identification of the 911 emergency location of a caller

## ***Transcripts***

The VIMS Registrar can provide unofficial transcripts for VIMS students. Official transcripts must be requested from the W&M Registrar's Office:

<https://www.wm.edu/offices/registrar/studentsandalumni/studentrecords/transcripts/index.php>

## ***Travel Authorization***

Contact: Maxine Butler: x7332, [maxine@vims.edu](mailto:maxine@vims.edu)

Graduate students who are planning to travel on Institute business must obtain the appropriate authorization before embarking on the trip. Failure to obtain the proper authorization before travel can result in denial of reimbursement.

Travel authorizations and reimbursements are processed through Chrome River. Students must submit a "Pre-Approval" through the Chrome River system before embarking on their travel. Once a Pre-Approval has been approved and a .pdf of the approval has been submitted to Maxine or the appropriate purchasing agent, registration fees and airfare can be purchased on behalf of students. Upon their return, students submit an "Expense Report" with the appropriate receipts through the Chrome River system.

## ***Website***

Contact: Dave Malmquist, Director, Davis 126F; (804) 684-7011; [davem@vims.edu](mailto:davem@vims.edu)  
Laura Patrick, Web/PR Specialist, Davis 126E; (804) 684-7062; [lpatrick@vims.edu](mailto:lpatrick@vims.edu)

**Gateways to information on the VIMS Website** - Links to important information on the VIMS website are easily accessed via "gateways" set up for website users. Gateway links are located at the bottom of VIMS webpages. Both the "Faculty & Staff" and "Current Students" gateways will likely be of interest.

<http://www.vims.edu>

24- Virginia Institute of Marine Science



**Student directory page** – Each VIMS student has a directory page, which is accessed and edited using Cascade. A Cascade tutorial is provided during the new student orientation program. If you need assistance at a later date or want to create a webpage to highlight your research project, please contact Dave Malmquist.

To use Cascade login here - <https://cascade.wm.edu/login.act>

W&M's Cascade support website - <http://www.wm.edu/offices/creativeservices/web/cascade/>

**Personal websites using W&M's WordPress** - free, web-based software with a single purpose: making it easy for W&M people to create personal websites. W&M's WordPress is designed for faculty, students, and staff and can be accessed with a WMuserid.

<https://www.wm.edu/offices/it/services/webservices/wordpress/index.php>

### Gloucester County (VIMS location)

Learn more about Gloucester County, outdoor recreation, Gloucester County history and more by visiting this website:

<https://www.gloucesterva.info/>

If you're looking for housing, try the VIMS Housing Board:

[https://www.vims.edu/education/graduate/gsa/housing\\_board/index.php](https://www.vims.edu/education/graduate/gsa/housing_board/index.php)

Housing opportunities will also be posted to the GSA and Incoming Student Facebook pages.

### Yorktown

Yorktown, a part of York County, is just across the York River from the VIMS Campus, has a beach and restaurants on the waterfront and a wonderful national park:

<https://www.yorkcounty.gov/148/Things-to-Do>

<http://www.nps.gov/yonb/learn/historyculture/historic-yorktown.htm>

<https://www.yorkcounty.gov>

### Williamsburg (W&M Main Campus)

Learn more about living in Williamsburg, outdoor recreation, Williamsburg history and more by visiting these websites:

<http://www.wm.edu/campuslife/williamsburg.php>

<http://www.williamsburgva.gov>

### Colonial Williamsburg Collegiate Pass

Students and employees of William & Mary are eligible for a free Colonial Williamsburg Collegiate pass which provides unlimited admission to Colonial Williamsburg and other discounts in the Historic Area and Merchants Square.

<http://www.wm.edu/offices/hr/currentemployees/benefits/classifiedandoperational/cwpass-b/index.php>



## Local Area Resources and Services

### Airports and Trains

Amtrak (train) in Williamsburg (WBG)  
[www.amtrak.com](http://www.amtrak.com)  
468 N. Boundary St., Williamsburg, VA 23185  
1-800-USA-RAIL (1-800-872-7245)

Newport News/Williamsburg International Airport,  
Patrick Henry Field (PHF)  
<http://flyphf.com>  
900 Bland Blvd., Newport News, VA 23602  
(757) 877-0221

Norfolk International Airport (ORF)  
<http://www.norfolkairport.com/>  
2200 Norview Avenue, Norfolk VA 23518-5807  
Phone: (757) 857-3351

Richmond International Airport (RIC)  
<http://www.flyrichmond.com/>  
1 Richard E. Byrd Terminal Drive, Richmond VA 23250  
Phone: (804) 226-3000

### Arts & Entertainment

To find out what's happening in the area, try these online sources:

Hampton Roads.com - <http://hamptonroads.com/>

Richmond's Style Weekly  
<http://www.styleweekly.com/richmond/arts-and-events/section?oid=1359171>

Williamsburg Yorktown Daily - <http://wydaily.com>

### Art Museums

Chrysler Museum – <http://www.chrysler.org>  
(Ancient to Contemporary Art)  
1 Memorial Place, Norfolk, VA 23510  
(757) 664-6200

Virginia Museum of Fine Arts – <http://vmfa.museum>  
(Ancient to Contemporary Art)  
200 N. Boulevard  
Richmond, VA 23220  
(804) 340-1400

If you are willing to make a road trip, there are many art galleries and museums in Richmond, VA and Washington, DC.

### Concerts & Live Music Venues

The American Theater  
<http://www.hamptonarts.net/the-american-theatre>  
125 East Mellen Street, Hampton, VA 23663  
(757) 722-2787

Ferguson Center for the Arts  
<http://www.fergusoncenter.org>  
Christopher Newport University  
1 University Place, Newport News, VA 23606  
(757) 594-8752

Hampton Coliseum  
<http://www.hamptoncoliseum.org>  
1000 Coliseum Drive, Hampton, Virginia 23666-0309  
(757) 838-5650

The National  
<http://www.thenationalva.com>  
708 E Broad St, Richmond, VA 23219  
(804) 612-1900

The Norva  
<http://www.thenorva.com/>  
317 Monticello Ave, Norfolk, VA 23510  
(757) 627-4547

Phi Beta Kappa Memorial Hall - William & Mary  
<http://www.wm.edu/offices/boxoffice>  
601 Jamestown Road, Williamsburg, VA 23185  
(757) 221-2674

Williamsburg Library – Concerts  
<https://www.wrl.org/events/>  
515 Scotland Street, Williamsburg, VA 23185  
(757) 259-4040

## **Dentists**

Drs. Lombard, Luckam, and Vogt  
2630 George Washington Memorial Hwy,  
Hayes, VA 23072-3464  
(804) 642-2120

Gloucester Family Dental Care  
6093 George Washington Memorial Hwy,  
Gloucester, VA 23061  
(804) 693-9600

Pouchot Dentistry - Family and Cosmetic Dentistry  
5659 Parkway Dr, Suite 140, Gloucester VA 23061  
(804) 210-1246

## **Doctors**

Riverside Hayes Medical Center  
2246 George Washington Memorial Highway,  
Hayes, VA 23072  
(804) 642-6171  
(804) 642-5656 Fax  
Hours:  
Mon – Fri 8:00 AM - 5:00 PM

Riverside Hayes Physical Therapy - Tyndall Square  
2656 George Washington Memorial Highway,  
Hayes, VA 23072  
(804) 642-5601 - Scheduling  
(804) 642-5601 - Office  
(804) 642-3956 – Fax

## **Grocery stores - Gloucester**

Aldi  
7176 Geo. Washington Memorial Hwy, Gloucester,  
VA 23061  
301-363-0830

Food Lion  
2292 York Crossing Dr., Hayes, VA 23072  
(804) 642-9736

Kroger  
7254 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 642-6101

Walmart Supercenter  
6819 Walton Ln. Gloucester VA, 23061  
(804) 694-0110

## **Grocery stores – Newport News**

Whole Foods  
12080 Jefferson Ave, Newport News, VA 23606  
(757) 947-2460

Trader Joe's  
12551 Jefferson Ave, Newport News, VA 23602  
(757) 890-0235

Costco  
12121 Jefferson Ave, Newport News, VA 23602  
(757) 746-2003

E-mart International Food and Gift  
13276 Warwick Blvd, Newport News, VA 23602  
(757) 833-0727

Lidl  
11880 Jefferson Ave, Newport News 23606  
(844) 747-5435

## **Grocery stores – York County**

Kroger  
6500 George Washington Mem Hwy,  
Grafton, VA 23692  
(757) 947-1240

Food Lion  
8100 George Washington Mem Hwy,  
Yorktown, VA 23692  
(757) 890-2655

Walmart Supercenter  
2601 Geo. Washington Mem. Hwy,  
Yorktown VA, 23693  
(757) 867-8004

Kroger  
5007 Victory Blvd #2, Yorktown, VA 23693  
(757) 833-0405

## **Hospitals and Urgent Care**

The closest hospitals to Gloucester Point for emergencies are:

Riverside Walter Reed Hospital  
7519 Hospital Drive Gloucester, VA 23061 (directly off  
Rt. 17 - head north on Rt. 17 from VIMS; 13 miles;  
about 20 minutes)  
(804) 693-8899 - Emergency Room

Bon Secours Mary Immaculate Hospital  
2 Bernardine Drive, Newport News, VA 23602 (head south on Rt. 17 from VIMS across bridge to York County; turn right onto 173 E, Denbigh Blvd.; turn left onto McManus Blvd.; turn left onto Bernadine Dr; 9.9 miles; about 16 minutes)(757) 886-6000

For urgent care:

MD Express Urgent Care  
<https://www.mdexpressva.com/>  
6567 George Washington Highway  
Gloucester, VA 23061  
804-824-9962  
Hours: 9:00 am-7:00 pm, 7 days

Velocity Urgent Care  
5659 Parkway Drive, Suite 100, Gloucester, VA 23061  
(804) 381-4361  
Hours: M-F: 8:00 am - 8:00pm, Sat-Sun: 8:00am - 4:00 pm

## **Movie Theaters - Gloucester**

York River Crossing Cinema  
<http://www.yrccinemas.com/>  
(804) 642-5999  
2226 York Crossing Dr., Hayes, VA  
(VIMS Gift Shop offers discounted tickets)

Hillside Cinema  
<http://hillsidecinema.com/>  
7321 John Clayton Memorial Hwy, Gloucester, VA  
(804)693-2770  
(804)693-7766

## **Movie Theaters - Other**

Cinemark City Center 12  
<http://www.paragontheaters.com>  
11810 Fountain Way, Newport News, VA 23606  
(757) 525-9898

Movie Tavern  
<http://www.movietavern.com/>  
1430 High St., Building 6, Williamsburg, VA  
(757) 941-5362

Regal Kiln Creek Stadium 20  
<https://www.regmovies.com/theatres/regal-kiln-creek/0161#/>  
100 Regal Way, Newport News, VA 23602  
(844) 462-7342

## **Pharmacies – Gloucester**

Rite Aid (Hayes)  
2460 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 642-2115

Walgreens (Hayes)  
2418 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 642-5810

Rite Aid Gloucester (Gloucester Court House region)  
6908 Main St, Gloucester, VA 23061  
(804) 693-2160

## **Public Libraries**

Gloucester County Library – Main Library  
6920 Main St., Gloucester VA 23061  
(804) 693-2998

Gloucester County Library - Point Branch (Hayes)  
2354 York Crossing Dr., Hayes VA 23072  
(804) 642-9790

Yorktown Public Library  
*(they lend to Gloucester County residents)*  
8500 George Washington Mem. Hwy.  
Yorktown, VA 23692  
(757) 890-5209

## **Recreation**

For a calendar of events in Gloucester County, see the Bee Line website at <http://gloucestercalendar.org/>

AMF York Lanes (Bowling)  
<http://www.amf.com/yorklanes>  
4200 George Washington Memorial Highway,  
Yorktown, VA 23692  
(757) 890-0495

Busch Gardens Amusement Park  
<https://buschgardens.com/williamsburg/>  
1 Busch Gardens Boulevard  
Williamsburg, VA 23185  
(757) 229-4386

Go Ape Treetop Adventure Course  
<https://www.goape.com/>  
5537 Centerville Road  
Williamsburg, VA 23188  
1 (800) 971-8291

U.S. National Parks in Virginia and the mid-Atlantic  
<http://www.nps.gov/state/va/index.htm>

Virginia State Parks  
<http://www.dcr.virginia.gov/state-parks/>

Yorktown National Battlefield  
<http://www.nps.gov/york/index.htm>

## ***Local Restaurants and Take-Out***

### **Asian**

Bangkok Noi Thai Cuisine  
6724 Main St, Gloucester Courthouse, VA 23061  
(804) 695-1177

Hana Sushi  
2274 York Crossing Dr., Hayes, VA 23072  
(804) 642-3055

Hong Kong - Chinese  
2328 York Crossing Dr., Hayes, VA 23072  
(804) 642-5555

### **Italian**

Little Italy  
<https://www.littleitalykitchen.com/>  
6685 Fox Center Pkwy, Gloucester, VA 23061  
(804) 210-1877

Nick's Family Style Spaghetti & Steakhouse  
<http://nicksspaghettianandsteak.com/>  
1440 George Washington Memorial Hwy,  
Gloucester Point, VA  
(804) 642-2330

Sal's Pizza  
2520 George Washington Memorial Highway,  
Hayes, VA 23072  
(804) 642-6470

Tony and Milena's Pizzeria  
2364 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 684-0708

### **Mexican**

Juan's Mexican Café and Cantina  
<http://juanscafeandcantina.com/>  
2310 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 642-5401

Las Tunas Mexican Restaurant  
6870 Main St., Gloucester, VA 23061  
(804) 693-2153

### **Seafood/American/Diner**

Bubba Shrimp's Shack  
4900 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 684-5428

Carrot Tree Kitchens  
<https://www.carrottreekitchens.com/yorktown.html>  
323 Water Street,  
Yorktown, VA 23690  
(757) 988-1999

Duke of York Restaurant  
[www.dukeofyorkmotel.com](http://www.dukeofyorkmotel.com)  
508 Water St, Yorktown, VA 23690  
(757) 898-5270

Eggheads Diner  
<http://eggheadsdiner.net/>  
1785 George Wash. Mem. Hwy  
Gloucester Point, VA 23062  
(in the Gloucester Point Shopping Center)  
(804) 684-1222

GoodLife Kitchen  
<http://goodlife.kitchen/>  
6558 Main St  
Gloucester Courthouse, VA 23061  
(804) 684-8480

Larry's  
(757) 886-5890  
524 Water St, Yorktown, VA 23690  
(804) 684-5378

Patriot's Grill  
<http://www.patriotsgrill.com/>  
7313 Main Street,  
Gloucester, VA 23061  
(804) 824-9703



Riverwalk (on the waterfront)  
[www.riverwalkrestaurant.net](http://www.riverwalkrestaurant.net)  
323 Water St, Yorktown, VA 23690  
(757) 875-1522

Scoot's BBQ  
<http://www.scootsbbq.com/>  
2091 George Washington Memorial Hwy,  
Gloucester Point, VA 23062  
(804) 993-7063

Water Street Grille  
<http://www.waterstreetgrille.net/>  
323 Water St, Yorktown, VA  
(757) 369-5644

Wild Horse Country Cafe & Malt Shoppe  
<http://mjmar.wixsite.com/wild-horse>  
4938 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 210-1884

York River Oyster Company  
<http://www.yorkriveroysterco.com/>  
8109 Yacht Haven Rd., Gloucester Point VA 23062  
(804) 993-7174  
10% discount for VIMS personnel - must present  
VIMS I.D. for discount, and discount only valid on  
regularly priced food.

Yorktown Pub  
[www.yorktownpub.com](http://www.yorktownpub.com)  
540 Water St, Yorktown, VA 23690  
(757) 886-9964

### **Coffee, Donuts and Ice Cream**

Ben and Jerry's  
<http://www.benjerry.com/yorktown>  
332 Water St Bldg. L, Yorktown, VA 23690  
(757) 969-1990

Dunkin Donuts in Speedway  
6692 George Washington Memorial Hwy,  
Gloucester, VA 23061  
804-695-1688

Short Lane Ice Cream  
<https://shortlaneicecreamco.com/>  
6721 George Washington Memorial Highway,  
Gloucester, VA 23061  
(804) 695-2999  
Open March thru October  
Wednesday-Thursday 11am to 8:30pm  
Friday-Saturday 11am to 9:00pm  
Sunday 1pm to 8pm

Starbucks  
8135 George Washington Highway  
York County  
(757) 374-6390

Starbucks  
6705 Fox Mill Center Pkwy  
Gloucester, VA  
(804) 694-3146

Sunrise Donuts and Sweets  
<http://sunrisedonutsva.com>  
4744 George Washington Memorial Hwy,  
Hayes, VA 23072  
(804) 210-1215

Twister Ice Cream and Coffee  
1617 George Washington Memorial Hwy,  
Gloucester Point, VA 23062  
(804) 642-6125

## **Shopping**

### **In Gloucester**

Petco  
6720 Fox Centre Parkway  
(804) 792-6039

TJ Maxx  
6702 Fox Centre Parkway  
(804) 693-8962

Walmart Super Center  
6819 Walton Ln; Gloucester, VA 23061  
(804) 694-0110

### **In Hayes**

Payless Shoes  
(804) 642-2510  
2365 York Crossing Drive, Hayes, VA 23072

### **In Newport News**

Best Buy  
12151 Jefferson Ave, Newport News, VA 23602  
(757) 930-8945

City Center at Oyster Point  
Midtown Newport News center with shopping,  
Farmers Markets, dining, movie theaters and concert  
venues.  
<http://www.citycenteratoysterpoint.com/>  
(757) 873-2020  
701 Town Center Drive  
Newport News, VA 23606

Marketplace at Tech Center  
<http://marketplaceattechcenter.com/>  
12090 Jefferson Ave, Newport News, VA 23606  
Variety of dining and shopping including Whole  
Foods, Mellow Mushroom, P.F. Chang's, DSW Shoe  
Warehouse, ULTA, and more.

Costco Wholesale Membership Warehouse  
12121 Jefferson Ave  
Newport News, VA 23602-6916  
(757) 746-2003

Jefferson Commons  
12551 Jefferson Avenue  
Newport News, VA 23602  
(757) 886-7777  
Dozens of national retailers and restaurants includ-  
ing Chilis, Smoky Bones, Golf Galaxy, Kohls, Off

Broadway Shoe Warehouse, Panera, PETCO, Pier  
1 Imports, Ross Dress for Less, Shoe Carnival, T.J.  
Maxx, Trader Joe's, Total Wine & More, and Kirk-  
lands.

Kohls  
<http://www.kohls.com/stores/va/newportnews-156.shtml>  
551 Bland Blvd, Newport News, VA 23602  
(757) 988-3013

Patrick Henry Mall  
<http://shoppatrickhenrymall.com/>  
12300 Jefferson Ave, Newport News, VA 23602  
(757) 249-4305  
A wide variety of retailers, restaurants and depart-  
ment stores including Dick's Sporting Goods,  
Dillard's, JCPenney, and Macy's.

Target  
12130 Jefferson Ave, Newport News, VA 23602  
(757) 882-8700

Walmart Supercenter  
12401 Jefferson Ave; Newport News, VA 23602  
(757) 874-4434

### **In Williamsburg**

Colonial Williamsburg's Merchants Square  
<http://www.merchantssquare.org/>  
134 North Henry Street, Williamsburg, VA 23185

New Town, Williamsburg  
<http://newtownwilliamsburg.com/>  
With more than 170 shops and restaurants to  
choose from, a host of service businesses and a  
charming main street, New Town really is Your  
Town. Take a break to enjoy our 12-screen movie  
theater, parks and walking trails, concerts and spe-  
cial events.

Marquis at Williamsburg Shopping Center – Target,  
Dick's Sporting Goods, Kohl's, and Best Buy  
200 Marquis Parkway  
Williamsburg, VA 23185  
(757) 259-3020 (Target)

Williamsburg Premium Outlets  
<http://www.premiumoutlets.com/outlet/williamsburg>  
5715 Richmond Road, Williamsburg, VA, 23188  
(757) 565-1119



## ***Spirituality, Faith and Religion***

### **In Gloucester County**

<https://www.gloucesterva.info/BusinessDirectoryii.aspx>

### **In Williamsburg and vicinity:**

<https://tribelink.wm.edu/organizations>

Select Spirituality, Faith, and Religion

## ***Virginia Department of Motor Vehicles***

Gloucester Customer Service Center  
2348 York Crossing Drive  
Hayes, VA 23072  
(804) 497-7100

<https://www.dmv.virginia.gov/general/#csc/csc.asp?id=26>

Newport News Customer Service Center  
12730 Patrick Henry Drive  
Newport News, VA 23602  
(757) 497-7100

<https://www.dmv.virginia.gov/general/#csc/csc.asp?id=72>

## VIMS campus



# W&M Main campus map



<http://www.wm.edu/about/visiting/campusmap/index.php>

MAP#	BUILDING	GRID
	<b>ACADEMIC</b>	
100	Adair Hall	B4
102	Andrews Hall	C5
104	Bozarth Garage	F2
106	Ctr. for Archaeological Res.	E2
108	Ceramics Studio	F4
112	Ewell Hall	F4
113	Fine Arts Center*	D4
114	Gabriel Galt	Ins A
115	ISC I	D4
116	ISC II	D4
118	ISC III	D4
120	Global Research Institute	G2
122	James Blair Hall	E3
124	Jones Hall	C5
126	Keck Env. Field Lab	A3
127	King Health Center	C3
128	Law School	Ins C
130	Matoaka Art Studio	A5
132	McGlothlin-Street Hall	E4
134	Alan B. Miller Hall (Business School)	B6
136	Morton Hall	C5
137	Patrick Galt	Ins A
138	Phi Beta Kappa Mem. Hall*	D5
139	Population Lab	Ins C
140	Prince George House	F2
141	Scene Shop	Ins A
142	School of Education	Ins B
144	Small Hall	C4
145	Stryker House	G2
146	Tucker Hall	F3
148	Tyler Hall	E3
150	Washington Hall	E4
152	Western Union Building	F3
154	Wren Building	F3
156	Wren Dependencies North	F3
158	Wren Dependencies South	F4
	<b>ADMIN &amp; STUDENT SERVICES</b>	
200	Admission (undergraduate)	F4
202	Alexander Galt	Ins A
204	Alumni House*	D1
206	Bell Hall	E5
208	Blank House	E5
210	Blow Memorial Hall	E2
212	Brafferton	F3
214	Brafferton Kitchen	F3
216	Bridges House	F4
218	Bull House	F2
220	Campus Center	F4
222	Child Care Center	F4
224	Cohen Career Center	D3
226	College Apartments	G2
227	Commons Dining Hall	A3
228	Community Building	B2
230	Corner House	E5
232	Davis House	G3
234	Facilities Mgmt. Admin.	F4
236	Facilities Management Annex	F5
238	Facilities Management Shops	F5
240	Facilities Safety 1	G4
242	Facilities Safety 2	G4
244	Facilities Supervisors	G5
248	Griggs House	E5
250	Hoke House	F4
252	Hoke House Annex	F4
254	Holmes House	E4
256	Hornsby House	E4
258	Lambert House	E4
259	Lodge 2 (Aromas Daily Grind)	D3
260	Main Power Plant	F4
262	McLeod Tyler Wellness Center	D3
264	Meridian Coffee House	G4
266	Minson Galt	Ins A
268	Mount Vernon Complex	Ins B
270	Murray House	F4
272	Parking Deck	B5
276	Patrick Galt Annex	Ins A
278	Police and Parking Services	B5
280	Quonset Huts	F5
282	Reves Center	G4
284	Rowe House	E4
286	Shenkman Jewish Center	E5
288	Stetson House	F4
290	Swem Library	C4
292	W&M Bookstore	G3
294	West Utility Plant	B4
296	Young House	E5
	<b>ATHLETICS &amp; RECREATION</b>	
300	Albert-Daly Field	Ins A
302	Barksdale Field	D4
304	Busch Field	A2

\*denotes under construction

MAP#	BUILDING	GRID
305	Busch Field Team Facility	A3
308	Dillard Practice Fields	Ins A
310	Intramural Fields	C1
312	Kaplan Arena	B2
314	Laycock Football Center	C2
316	Martin Family Stadium	Ins A
318	Matoaka Boat House	A6
320	McCormack-Nagelsen Tennis Ctr.	Ins C
322	Millie West Tennis Facility	A2
324	Montgomery Field	C2
326	Plumeri Park	Ins A
328	Stimson Throwing Events Area	B1
330	Student Recreation Center	A1
332	Tennis Courts	B3
334	Zable Stadium at Cary Field	D2
	<b>ARTS &amp; EVENTS</b>	
400	Amphitheatre Ticket Office	A6
401	Kimball Theatre	G3
402	Martha Wren Briggs Amphitheatre	A6
404	Muscarella Museum of Art	C5
405	Muscarella @ Merchants Square	G3
406	Plumeri House	F4
408	President's House	F3
410	President's Guest House	F3
412	Trinkle Hall	F4
414	Sadler Center	D3
	<b>STUDENT HOUSING</b>	
500	Barrett	E4
502	Brown	G3
504	Bryan	E2
506	Cabell	B3
508	Camn	D2
510	Chandler	E4
516	Dawson	E2
518	Dinwiddie	A4
520	DuPont	B4
522	Eagle F-J	B1
524	Fauquier	A4
526	Giles	B4
528	Gooch	A4
530	Graduate Housing	Ins C
532	Griffin A-E	B2
534	Hardy	D4
536	Harrison	B3
538	House 1	G3
540	House 2	F3
542	House 3	F3
544	House 4	F3
546	House 5	F2
548	House 6	F3
550	House 7	F3
552	House 8	F3
554	House 9	F3
556	House 10	F2
558	House 11	F2
560	House 12	F2
562	House 620	B3
564	House 630	B3
566	House 640	B2
568	House 660	B2
570	House 670	B2
572	House 710	B1
574	House 720	B1
576	House 730	B1
578	House 740	B1
580	House 750	B1
582	House 760	B1
584	Hughes	Ins A
586	Hunt	G4
588	Jefferson	F4
590	Landrum	D4
592	Lemon	D4
594	Lion K-M	B1
596	Ludwell Apts. (100-700)	Ins D
600	Madison	D2
604	Monroe	E3
606	Munford	Ins A
608	Nicholas	B3
610	Nicholson	A4
612	Old Dominion	E3
614	One Tribe Place*	D1
616	Page	B3
618	Pleasants	B3
620	Preston	B4
622	Reves	G4
624	Richmond	Ins E
626	Spotswood	A3
628	Stith	E2
630	Taliaferro	F4
632	Tazewell	B3
634	Tribe Square	E2
636	Yates	B2