School of Marine Science
Student Guide
2020 - 2021
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

The Clery Act


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

Contact: Jennifer Hay (see above for contact info)

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

https://www.vims.edu/_docs/vims_ppd.pdf

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

http://www.vims.edu/gateways/_docs/policies_procedures.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.


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 breakdowns or concerns related to the safety status of field personnel.

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

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

<table>
<thead>
<tr>
<th>Key Contacts:</th>
<th>Title:</th>
<th>Office:</th>
<th>Cell:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Grose</td>
<td>Director Safety and Environmental Programs, Radiation Safety Officer, Industrial Hygienist</td>
<td>(804) 684-7152</td>
<td>(804) 815-5080</td>
<td><a href="mailto:twgrose@vims.edu">twgrose@vims.edu</a></td>
</tr>
<tr>
<td>Eric Fidler</td>
<td>Environmental, Health and Safety Specialist, Hazardous Materials, General Health and Safety</td>
<td>(804) 684-7322</td>
<td>(804) 625-2780</td>
<td><a href="mailto:emfidler@vims.edu">emfidler@vims.edu</a></td>
</tr>
<tr>
<td>Libby MacDonald</td>
<td>Workers’ Compensation Representative</td>
<td>(804) 684-7201</td>
<td></td>
<td><a href="mailto:ehmacd@vims.eu">ehmacd@vims.eu</a></td>
</tr>
</tbody>
</table>

When any work-related injury or illness (including insect bites) occurs, it must be reported as soon as possible to Libby MacDonald, or to Tom Grose if Libby MacDonald is not available. 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 medical expenses, 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
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

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.

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

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 (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.

**Assistantships**

The School of Marine Science places strong emphasis on student involvement in research activities. All students supported by VIMS-administered assistantships are expected to participate in their advisor’s group activities and in a research project or program as determined jointly with their faculty advisor for an average of 20 hours per week. Every effort will be made to ensure that assistantship duties are relevant to the student’s course of study and research program.

In order to be eligible for assistantship support year-round, School of Marine Science graduate students must maintain continuous enrollment through the full calendar year.

**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/

**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/

**Campus Map (VIMS)**

http://www.vims.edu/about/campus_maps/index.php

**Campus Map (W&M)**

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

**Cashier**

Contact: (804) 684-7040

Hours of operation: 8:00 am to 9:00 am every Thursday

The VIMS cashier handles student account payment charges such as student health fees, printing charges, tuition payments, or any other student account charges. The Cashier also processes travel advances.

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

Contact: Don Snyder, Associate Director; (757) 221-3282; 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

**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

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

**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 he or she 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. John T. Wells 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.

http://www.vims.edu/people/wells_jt/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**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Contact:</th>
<th>Office Location:</th>
<th>Office:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic Health Sciences</td>
<td>Department Chair – Kimberly Reece</td>
<td>CBH S110</td>
<td>(804) 684-7407</td>
<td><a href="mailto:kreece@vims.edu">kreece@vims.edu</a></td>
</tr>
<tr>
<td></td>
<td>Business Manager – Mike Ivey</td>
<td>AH 430</td>
<td>(804) 684-7229</td>
<td><a href="mailto:mivey@vims.edu">mivey@vims.edu</a></td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Department Chair – Debbie Steinberg</td>
<td>AH 328</td>
<td>(804) 684-7838</td>
<td><a href="mailto:debbies@vims.edu">debbies@vims.edu</a></td>
</tr>
<tr>
<td></td>
<td>Financial Officer – Regina Burrell</td>
<td>AH 332</td>
<td>(804) 684-7344</td>
<td><a href="mailto:gina@vims.edu">gina@vims.edu</a></td>
</tr>
<tr>
<td>Fisheries Science</td>
<td>Department Chair – Mary Fabrizio</td>
<td>Nunnally 135</td>
<td>(804) 684-7308</td>
<td><a href="mailto:mfabrizio@vims.edu">mfabrizio@vims.edu</a></td>
</tr>
<tr>
<td></td>
<td>Financial Officer – Cindy Forrester</td>
<td>AH 432</td>
<td>(804) 684-7023</td>
<td><a href="mailto:cforrest@vims.edu">cforrest@vims.edu</a></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>Department Chair – Courtney Harris</td>
<td>AH 230</td>
<td>(804) 684-7194</td>
<td><a href="mailto:ckharris@vims.edu">ckharris@vims.edu</a></td>
</tr>
<tr>
<td></td>
<td>Financial Officer – Cynthia Harris</td>
<td>AH 208</td>
<td>(804) 684-7268</td>
<td><a href="mailto:harris@vims.edu">harris@vims.edu</a></td>
</tr>
</tbody>
</table>
### Center: Contact: | Office Location: | Office: | E-mail:
--- | --- | --- | ---
Aquaculture Genetics and Breeding Technology (ABC) | Director – Stan Allen | AH 441 | (804) 684-7710 | ska@vims.edu
 | Business Manager – Debbrah Pelata | AH 414 | (804) 684-7711 | dpelata@vims.edu
Center for Coastal Resources Management (CCRM) | Director – Carl Hershner | Davis 223 | (804) 684-7387 | carl@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; jrichar@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).

http://www.vims.edu/intranet/safety/dive_team/index.php
**Diversity and Inclusion Steering Committee (Dive-In)**

Committee Chairs: DaNika Robinson: drobinson@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 Office of Diversity and Equal Opportunity and has sub-committees to address communications, diversity and inclusion training, and community building/social events at in the VIMS community.

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.

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
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: Dana Headden, Office of Advancement; (804) 684-7879; dlheadden@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. Contact Dana Headden to make that reservation.

**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**

<table>
<thead>
<tr>
<th>Key Contacts:</th>
<th>Title:</th>
<th>Office:</th>
<th>Cell:</th>
<th>E-mail:</th>
</tr>
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<tbody>
<tr>
<td>Stewart Lamerdin</td>
<td>Director of Marine Operations</td>
<td>(804) 684-7279</td>
<td></td>
<td><a href="mailto:slamerdin@vims.edu">slamerdin@vims.edu</a></td>
</tr>
<tr>
<td>Jim Goins</td>
<td>Marine Safety Officer</td>
<td>(804) 684-7055</td>
<td>(804) 815-8696</td>
<td><a href="mailto:goins@vims.edu">goins@vims.edu</a></td>
</tr>
<tr>
<td>Paul Richardson</td>
<td>Dive Safety Officer/Deputy Marine Safety Officer</td>
<td>(804) 684-7058</td>
<td></td>
<td><a href="mailto:jprichar@vims.edu">jprichar@vims.edu</a></td>
</tr>
<tr>
<td>Robert Hudgins</td>
<td>Deputy Marine Superintendent</td>
<td>(804) 684-7059</td>
<td></td>
<td><a href="mailto:rchudg@vims.edu">rchudg@vims.edu</a></td>
</tr>
</tbody>
</table>

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. Students at VIMS have considerable access to small boats, which are widely used for field work in local environs. To learn how to get small boat training, contact the Marine Superintendent or the Field Operations Manager.

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

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

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

http://catalog.wm.edu/content.php?catoid=20&navoid=3459

**Graduate Student Association (VIMS)**

Contact: 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
Appointments: (757) 221-2998   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

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; eamcaleese@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 will 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
**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.

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. 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 WMApps 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)
- \caspian\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. Likewise, visitors to VIMS can login using credentials from their home institution. 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. As always, if you need help contact one of us in ITNS.

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 20% 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

**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

*(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).

**Library**

Contact: Carol Coughlin, Director; Hargis Library;
(804) 684-7114; 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

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

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 provide assistance 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

Susan Stein, Publications Center Manager, Davis 126; (804) 684-7012; sstein@vims.edu

The News & Media Services Office, located in Davis 126, 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; laminatation; 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

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

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

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

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.

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<thead>
<tr>
<th>Contact:</th>
<th>Title:</th>
<th>Office:</th>
<th>E-mail:</th>
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</thead>
<tbody>
<tr>
<td>Bailey, Emily</td>
<td>Senior Immigration Advisor</td>
<td>(757) 221-3567</td>
<td><a href="mailto:ehbailey@wm.edu">ehbailey@wm.edu</a></td>
</tr>
</tbody>
</table>

http://www.wm.edu/offices/reesescenter

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://www.facebook.com/VIMSSailPaddleClub (Facebook page)

**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

**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

**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 Incoming Students: https://www.facebook.com/groups/vimsincomingclass2020-21/ (closed group)
VIMS Gift Shop: https://www.facebook.com/pages/VIMS-Gift-Shop/24557395594435

Twitter: VIMS_News: https://twitter.com/VIMS_News (by VIMS Communications and Outreach)
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/

**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%20by%20Agency/index.php
https://www.vims.edu/about/leadership_admin/sponsored_programs/index.php
https://www.vims.edu/about/leadership_admin/sponsored_programs/apply/index.php
**Student Accessibility Services**

Contact: Lesley Henderson, Director; Campus Center 107; (757) 221-2509; ljhenderson@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 Handbook (School of Marine Science)**

The SMS Student Handbook is available through a link on the Current Student Gateway:

http://www.vims.edu/education/graduate/student_handbook/index.php

**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
**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.

**Technology Classroom**

Students registered for courses which meet in the Technology Classroom have access to the classroom for that semester. Reservations for non-course related use of the Technology Classroom, e.g. workshops sponsored by Advisory Services, are authorized by the Office of Academic Studies once an application has been submitted. Students can apply to the Office of Academic Studies for access to the Technology Classroom on days when courses do not meet.

**Telephones**

Contact: Will Benton:  Davis 104; (804) 684-7085; 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

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 for approval 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. A training session for new students will be offered during the Fall semester.
**Vacation, Religious and Sick Leave**

VIMS operates on a 12-month schedule, but is closed over the winter holiday break, typically from December 23rd to January 2, for Thanksgiving, and for other holidays as published annually. See the SMS Academic Calendar for more information.

http://www.vims.edu/education/graduate/sms_academic_calendars/index.php

Students wishing to observe religious holidays should review the W&M policy.

http://www.wm.edu/about/administration/provost/forfacstaff/holidays/religiousguidelines/index.php

**Vacation** - Graduate students on assistantships supported by VIMS-administered funds are normally allowed 20 hours (5 days) in addition to scheduled holidays for vacation. All students must notify their advisors before taking annual leave. The graduate advisor is responsible for maintaining records of the hours worked and leave used by each student. Individual students may take additional time as long as they have arranged it with their advisors in advance.

**Sick leave** – Please let your advisor know when you are going to be absent due to illness. It is important that we be able to account for all personnel on campus in the case of an emergency. An extended sick leave must be approved by the Associate Dean of Academic Studies (refer to the “Leave of Absence” section).

**Website**

Contact: Dave Malmquist, News & Media Director; Davis 126F; (804) 684-7011; davem@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

**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 Tribe Voices** - free, web-based software with a single purpose: making it easy for W&M people to create personal websites. Tribe Voices is designed for faculty, students, and staff and can be accessed with a WMuserid. Student organizations can also easily create a first-rate web presence.

http://www.wm.edu/offices/creativeservices/web/tribevoices/

**Workships**

Graduate workships allow SMS students to expand the breadth and depth of training while supporting the operational needs of the Virginia Institute of Marine Science. A particular workship assignment may be recurring, but is generally considered to be short-term in duration.

With the prior approval of advisors, students typically work up to 100 workship hours per fiscal year. No student may work more than 29 hours each week for combined assistantship and workship hours, averaged over an annual period.
**Living in Virginia**

**Gloucester County**  
(VIMS location)

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

https://www.gloucesterva.info/

The GSA provides a link to Guide to Graduate Living, which includes information about Gloucester County, on its website:

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

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

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

Or the local newspaper, the Gloucester-Mathews Gazette-Journal:

https://www.gazettejournal.net/index.php

Housing opportunities will also be posted to the Facebook page for new students.

**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
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:


Richmond’s Style Weekly

Williamsburg Area Arts
http://www.williamsburgareaarts.com

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

Veterans United Home Loans Amphitheater at Virginia Beach
3550 Cellar Door Way, Virginia Beach, VA
(757) 368-3000

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

Victoria Station
https://www.facebook.com/pages/Victorian-Station/171798722858746
36 N. Mallory St., Hampton, VA 23663
(757) 723-5663

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 – 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

**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
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-kilncreek/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)
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://nicksspaghettiandsteak.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  
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
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

Sunrise Donuts and Sweets
http://sunrisidonutsva.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

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
540 Water St, Yorktown, VA 23690
(757) 886-9964

Riverwalk (on the waterfront)
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://mj carr.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
540 Water St, Yorktown, VA 23690
(757) 886-9964
**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 including 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 Kirklands.

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 department 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 special 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.gloucestervva.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
http://www.wm.edu/about/visiting/campusmap/index.php
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<td>308</td>
<td>Dillard Practice Fields</td>
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<tr>
<td>310</td>
<td>Intramural Fields</td>
<td>C1</td>
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<tr>
<td>312</td>
<td>Kaplan Arena</td>
<td>B2</td>
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<td>314</td>
<td>Laycock Football Center</td>
<td>C2</td>
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<tr>
<td>316</td>
<td>Martin Family Student Center</td>
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<td>318</td>
<td>Mateo Hall</td>
<td>A6</td>
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<td>320</td>
<td>McCormack-Nagel Tennis Center</td>
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<td>Millie West Tennis Facility</td>
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<td>C2</td>
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<td>326</td>
<td>Pomeroy Park</td>
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<td>332</td>
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**ARTS & EVENTS**

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<td>Martha Anne Byrd Auditorium</td>
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<td>President's Guest House</td>
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**STUDENT HOUSING**

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*denotes under construction