

NEW FACULTY QUICK START GUIDE (2019)

Bradley University Website <https://www.bradley.edu/>

Clicking on the Tools icon gives you the following options: A-Z index, Directory, Campus Map, FSMail (Google mail for students, staff and faculty), MyBU, Sakai, Sentry (student financial portal), Webster (student access portal).

Bradley Email <https://mail.bradley.edu>

Gmail account with calendar, autocomplete for student and faculty search, has options for emailing classes or departments. The extension for faculty and staff is @fsmail.bradley.edu or @bradley.edu ; the extension for students is @mail.bradley.edu

Sakai <https://sakai.bradley.edu/>

Academic portal which allows you to check rosters, post course documents (syllabus, solution keys, homework assignments, etc.), email entire class, post unofficial grades for student benefit. Go to website for information regarding tutorials.

Acinquire <https://acinquire.bradley.edu>

Portal for accessing student information: student profiles, placement data, transcripts from previous institutions, individual schedules, unofficial Bradley transcript (term-by-term), courses completed, BCC courses completed. Also used to review lists of majors / minors, print rosters including pictures, see course lists and enrollments, and it's the site for entering final grades at the end of the semester.

Faculty must first take and pass a FERPA (Family Educational Rights and Privacy Act) quiz to use Acinquire. Access requires faculty or staff password.

UAchieve <https://uachieve.bradley.edu>

Portal for running student academic audits. Running new audit produces report based upon current parameters; running selected program produces a "what-if" audit for different majors, minors, concentrations and catalog years. All audits run are date and time stamped with the ID of the individual who ran it. All audits are archived but can be deleted. Searches for audits can be done by ID number or by searching names – whole or part. Students can access and run their own audits via Webster.

Undergraduate Catalog <https://www.bradley.edu/academic/undergradcat/20192020/>

Governing document for students. Gives requirements and course descriptions for all programs on campus. Outlines Bradley Core Curriculum. Gives general guidance for financial, housing, registration and academic matters. Updated annually.

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Liberal Arts and Sciences College

<https://www.bradley.edu/academic/colleges/las/>

Homepage for the College. Gives quick access to all departments within the College. Lists all majors and minors. Lists all faculty and staff within the College. Provides contact information for Dean's Office. Faculty Resources (including guidelines for tenure, travel and first-year faculty evaluation) found by clicking tab under Administration.

Academic Success Center

<https://www.bradley.edu/offices/student/cla/>

Located on the third floor of the Cullom-Davis Library. Includes the Writing Center and the Math Success Center. Provides academic resources for students including tutoring, academic coaching, course planning and registration. Provides faculty instruction on Navigate. Also home of the Academic Exploration Program.

Navigate

<https://www.bradley.edu/offices/student/asc/navigate/>

Site for advising, academic career planning and identifying students needing additional support. Allows for the scheduling and documentation of advising appointments. Provides system for sending academic alerts about students (e.g. attendance, poor test grade, etc.) and getting them the necessary assistance. Numerous tutorials available through the website and the Academic Success Center.

Student Support Services

<https://www.bradley.edu/offices/student/support/>

Located on the first floor of Sisson. Provides guidance and resources to students in need.

Anne Hollis, Sisson 101, 677-3658

Susan Walker, Sisson 103, 677-3910

Student Access Services

<https://www.bradley.edu/offices/student/sas/>

Provide reasonable accommodations, including testing services, for students with disabilities.

Heitz Hall 100, 677-3654

Bradley Core Curriculum (BCC)

[Rob Prescott, Associate Dean LAS, BCC Chair](#)

Program of core requirements for all undergraduate students at Bradley. Consists of 12 courses across 10 areas of inquiry, plus two courses tagged Writing Intensive and two courses tagged Experiential Learning.

For questions about assessment or to submit a course for BCC approval:

contact Rob Prescott – 677-2897

For questions about BCC requirements and student audits, contact Amy Summers – 677-2384

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College of Liberal Arts and Sciences Administrative Personnel
BR 226 unless otherwise listed

Dr. Chris Jones – Dean

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Pat Campbell – Supervisor of Administration, College of LAS; Administrative Assistant to the Dean

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Dr. Kelly McConnaughay – Senior Associate Dean

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Dr. Derek Montgomery – Associate Dean of Engaged Learning, Interdisciplinary Major (IMP) advisor, First Year Seminars, LAS Global Scholars

BR 233

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Dr. Robert Prescott – Associate Dean of Undergraduate Students, coordinator of Bradley Core Curriculum (BCC)

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Charlie Roy – Development Director, College of LAS

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Carmen Kremitzki – Assistant Director, Career Advisor LAS, Smith Career Center

Burgess Hall first floor

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Jill McCaughey – Administrative Support: student success / Navigate, event planning, LAS event calendar, social media marketing

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Amy Summers – Administrative Support: student records, UAchieve, BCC, study abroad approval, transfer approvals, graduation clearance, room scheduling for classes

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Dr. Wendy Schweigert – LAS Student Success Advisor, UNV LAS advisor

BR 77

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