

GENERAL INFORMATION – MAIN CAMPUS
One Campus View Drive
Vienna, WV 26105
304-865-6000

Copier

There are two copiers on North Campus. One is located behind the receptionist's office on the main floor (entrance is off the corridor). The second is located in the 2nd floor Student Lounge (across from the chapel balcony). You will need to use the 4-digit code (last four digits of your social security number). Copier paper is stored in the cabinet nearest the first floor copier. If you take a ream or two of paper from that cabinet, please complete the checkout sheet on the counter. If the copier indicates "add toner" or "add staples", please see or call the receptionist (6010). The 1st floor copier has the 3-hole punch option and the scan-email feature. They both have stapling features. Contact Mrs. Sharon Woomer, Receptionist, for Copier Code.

Equipment

If you need an LCD projector or an overhead, contact the library (304-865-6112 or 6113). You are responsible to return them. A TV-VCR unit is available for each floor of the Isom Academic Wing (NC 63, 141, 269). Reserve the unit by filling out the form attached to the unit.

Mail

The mail room is located on the ground floor, room 47. All faculty including adjunct have a mailbox and are expected to check it regularly. Stop by the mail room the first week you are on campus to receive a combination for your mail box. If you receive items that will not fit into your mail box, you will get an email from the Security/Mail person. Call the Receptionist (304-865-6000) or Security (304-865-6258), if the mail room is not open.

Classroom Access

If you find the classroom locked, notify the receptionist or contact Security (304-865-6258).

Computer Lab

If you would like to hold a special one-time class in the computer lab, please confirm availability with the VPAA office (304-865-6101).

Adjunct Office

An adjunct office is available on campus. If you need a key contact your college dean or Terri Butterfield (304-865-6101) or email her at terri.butterfield@ovu.edu.

Other contacts:

Security Needs – hope.ash@ovu.edu or 304-865-6258

E-mail/Phone Needs – stan.inman@ovu.edu or 304-865-6114

SAKAI Needs – gk.pennington@ovu.edu or 304-865-6128

If you have any questions, please stop in any office and ask. We will be happy to help.