

UNIVERSITY
of VIRGINIA



Carter G. Woodson Institute for
AFRICAN-AMERICAN *and*
AFRICAN STUDIES

WOODSON FELLOWS
HANDBOOK
2016-2017

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WELCOME!

Welcome to the Carter G. Woodson Institute for African-American and African Studies. This guide serves as an introduction to our Institute.

Getting Started/ Logistics

If you are new to the University there are two things you must do first:

- 1. Activate your computing accounts:** There are separate activation links for post-doctoral and pre-doctoral fellows.

Post-doctoral fellows should use the following link:

<http://its.virginia.edu/accounts/altfacstaffaccounts.html>

Pre-doctoral fellows should use this link:

https://sisuva.admin.virginia.edu/psp/epprd/EMPLOYEE/PSFT_HR_CSPRD/c/UV_CC_MENU.UV_CC_STDNTID_RQST.GBL?FolderPath=PORTAL_ROOT_OBJECT.UV_STUDENT_ID_RETRIEVAL&IsFolder=false&IgnoreParamTempl=FolderPath%252clsFolder

- 2. Request an email account:** There are separate activation links for post-doctoral and pre-doctoral fellows.

Post-doctoral fellows should use the following link:

<http://its.virginia.edu/accounts/altfacstaffaccounts.html> (begin at step 4)

Pre-doctoral fellows should use this link:

<http://its.virginia.edu/identity/process.html> (begin at step 2)

For Everyone:

We encourage you to use the UVA Home Directory Service for file storage. This is secure file storage space and is the best place to save your important data. <http://www.itc.virginia.edu/homedir/> Go to the ITC website for resources about computing at UVA, such as free software downloads, spyware, and off-grounds access to library and services: <http://www.itc.virginia.edu/>

GENERAL INFORMATION

1. REGISTRATION

Pre-doctoral fellows will be enrolled for 12 hours of non-topical research each semester in order to have access to UVA's facilities and students services.

2. ACCESS TO MINOR HALL

Each fellow will get a set of keys to the front door of Minor Hall (#1), Fellows Annex (#27), and the Institute (#25). These keys are to be returned upon completion of the program.

The keys to the Annex and Institute (27 & 25) also open the kitchen (room 128).

3. KITCHEN

Please note the refrigerator is primarily used for our receptions, however, you may use it provided you keep it clean and do not store cooked foods for more than a week. Also note that on the days before and after calendar events, you will need you to remove your food/drinks items from fridge.

4. MAILBOXES

Mailboxes and the copier and fax machines are located in the Institute (room 103).

In regard to copying: You are responsible for your own copying, faxing, and printing. Due to limited staff, we are unable to provide this service for you.

Please use copy paper sparingly and recycle whenever possible. The recycle receptacle is located outside the Woodson Institute (next to Asian Studies). Large print jobs should be printed through print services (Copy Center at Newcomb Hall) and can be charged to the institute with prior approval.

Computers: Fellows are assigned computers for use related to your fellowship. *Please note that these computers must be returned--free of your personal files and any software you uploaded--upon completion of the program. **There are very strict policies and guidelines governing the use of University Property. During your fellowship tenure laptop computers may be taken from the premises. However, when you return your keys to the building, computers must be returned at that time. Please note that they cannot be mailed back to the Institute.***

Log in to your computer using your computing id and password wood-XP2. Your Password is case sensitive. We would advise that you change your password by going to User Accounts under control panel on your PC, or systems preferences on your MAC computers.

5. The IT Specialist for Minor Hall is Sarah Kent (sgk4n) at 924-6887.

6. For technical help, please contact ITC computer help desk phone number is 924-3731 (if off grounds dial 924-3731).

7. There is a phone in the Annex (924-8890). The phone should be used for local, work-related calls only. We regret that we are unable to pay for long distance or International calls.
8. **Travel:** Fellows are allowed up to \$600 annually for travel costs pertaining to their research. The Woodson Institute will issue a reimbursement for the cost.

In order for an individual to take advantage of the \$600 allotment, they must obtain prior approval in writing from the Institute Director. To receive reimbursement, the traveler must provide Shelley M. Thomas (Woodson Financial Administrator) with all original documentation including receipts, boarding passes, and ticket stubs. Below is an excerpt from the policy guidelines. Please read carefully.

Responsibility of the Traveler

- A traveler on University business has the responsibility to act prudently and to only incur travel expenses, which are necessary, reasonable, appropriate, and in compliance with University policy. All travel should be authorized by someone who has knowledge of the traveler's plans and the authority to question it prior to any cost being incurred. Unless documented by policy, no self-authorization or self-approval of travel should occur. The traveler is responsible for prompt submission of travel-related expenses, accounting for any advances received, and for maintaining any University issued corporate Travel Card accounts in good standing.
 - Travelers have **30 days** from the completion of travel to submit all appropriate reimbursement forms to Procurement Services for review. These include required approvals and original supporting documentation (i.e., ticket stubs, boarding passes, receipts, etc.).
 - An explanation as to why paperwork was not submitted in a timely manner will be required if reimbursement requests are received after 30 days.
 - Written approval from the appropriate Dean or Vice President is required in cases where the reimbursement request submission exceeds 60 days. If a traveler submits three or more reimbursements more than 30 days old, the Dean or Vice President will be notified and the reimbursement may be denied.
9. The Institute will pay for regular postage (first class), and Fed-Ex in rare cases.
 10. Although there is housekeeping available for our offices, please use trash cans in the lobby for food and drink. Please do not leave food in the offices. *We would like to deter pests from inhabiting our workspace.*
 11. Please report any facilities management issues (pest problems, mold, leaking, broken equipment, etc.) to **Debbie Best**, at dab8s@virginia.edu or 924-3109.

HEALTH INSURANCE

All fellows are required by the University to have health insurance, which the University provides you through the Woodson Institute fellowship program.

Pre-Doctoral Fellows

Pre-doctoral fellows should forward their immunizations records to Elson Student Health by August 31 in order to enroll in the University's Health Insurance Program. Once this is completed, you will need to enroll into UVA's health insurance program by October 3.

STUDENT HEALTH SERVICES

Please be advised that Student Health Services are not available to all fellows during the summer months. Following are terms of eligibility.

- Pre-Doctoral Students who are **returning** in the Fall and are **enrolled** for the Fall semester will have access to Student Health Services during the summer for a fee of \$41.00.
- Pre-Doctoral Students who are leaving the program will have access to Student Health Services **only** for the treatment of ongoing conditions. Please be advised that such access will require a physician's approval for a fee of \$41.00.
- All other fellows who are **leaving** the program must use the Emergency Room at University hospital and are insured through Aetna until the 14th of August. In other words, if you are leaving, and are not being treated for an ongoing condition you **cannot** use Student Health Services.

Please visit <http://www.virginia.edu/studenthealth/insurance/Grad1516.html> for instructions, and contact **Meena Sirivastava**, Insurance Liaison and Referral Coordinator at mks2q@virginia.edu or 434-243-2702 with questions.

Graduating students' access to Student Health Services will end on the Friday following graduation. The Aetna Student Health plan (your health insurance) expires August 14 for all students. Returning students will have to re-enroll for Insurance coverage at the beginning of the Fall semester. Returning students will also have access to Student Health through the summer; however, there will be a fee of \$41.00 assessed per visit.

Should you need short term health insurance while you are in the transition process, please visit **Aetna Student Health** and click on the link for "Students", then "graduating soon", then "short term insurance" and enter the dates that you will require coverage to receive quotes.

The website address:

http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupid=812806

Post-Doctoral Fellows

Post-Doctoral fellows should contact **Roberta Allen**, Senior Benefits Counselor, regarding health coverage. Ms. Allen may be reached via email or telephone at: ASKHR@virginia.edu or 434-243-2137.

You will have to schedule an appointment with one of the benefits counselors. Ms. Allen will be able to walk you through the process.

After the appointment, you must complete three documents to finish the process: application, informational sheet, and life insurance form.

Important Contacts for Health Insurance

Pre-Doctoral Fellows

Meena Sirivastava

Insurance Liaison and Referral Coordinator
Elson Student Health Center
mks2q@virginia.edu
434-243-2702

Post-Doctoral Fellows

Roberta Allen

Senior Benefits Counselor
University Human Resources
ASKHR@virginia.edu
434-243-2137

GYM MEMBERSHIP

We have been officially informed by the Procurement department that gym memberships cannot be justified as a departmental expenditure as they have no bearing on the academic process. Please contact the ***UVA Intramural-Recreational Sports*** for membership rates.

Aquatic & Fitness Center
450 Whitehead Road, P.O. Box 400317
Charlottesville, VA 22904
PH: 434.924.3791 | FAX: 434.924.3858

CHILDCARE SERVICES

Application and Scholarship information <http://unitedwaytja.org/need-help/children/child-care-scholarships>

Barbara W. Hutchinson, Director of Community Initiatives
United Way-Thomas Jefferson Area
806 East High Street
Charlottesville, VA 22902
434-972-1713 office
bhutchinson@unitedwaytja.org

EDUCATIONAL BENEFITS

UVA Human Resources offers classes for career training. Call the Service Center for a list of classes at 434-982-0123.

IMPORTANT STIPEND AND TAX INFORMATION FOR PRE-DOCTORAL FELLOWS

Payroll Advances on Stipends: The University **does not process payroll advances**. UVA receives many requests for payroll advances and realizes that many junior hires begin their employment with us without significant cash reserves and with all of the additional costs usually associated with relocating. The university normally refers incoming faculty to the university community credit union. The credit union will make a personal loan to members for up to \$10,000, with no collateral required and up to 48 months to repay. In the past they have been willing to extend this opportunity to any incoming faculty member on the strength of a signed offer letter, meaning that the faculty member can obtain the loan over the summer in order to have funds on hand to pay for the move and set up a household in Charlottesville before the first paycheck is deposited October 1.

MEMORANDUM: Tax Implications for Fellowship Stipends

TO: Students Receiving Scholarships and Fellowships

FROM: Graduate Programs

SUBJECT: Taxability of Scholarships and Fellowships

The following guidance is provided to aid students in being informed of federal tax regulations as they relate to the receipt of fellowship funds. In general terms, stipends are considered taxable income whenever the amount exceeds the costs of tuition, fees, books, supplies, & equipment. For recipients of both a stipend and coverage of their tuition and fees, the full amount of the stipend would generally be taxable less the cost of books, supplies, & equipment.

The Graduate School does not report any stipend information to the IRS or issue tax forms to students as the taxable amount is subject to individual student expenses.

While this general guidance should be shared with fellowship recipients, ultimately students are encouraged to seek professional tax assistance to establish their annual tax obligations.

For student reference the below information is provided:

The Internal Revenue Service addresses the tax implications of receipt of fellowship funds in Publication 970, Tax Benefits for Education:

<http://www.irs.gov/publications/p970/>

The below guidance is an excerpt from:

<http://www.irs.gov/taxtopics/tc421.html>

Taxable Scholarships and Fellowships

If you received a scholarship or fellowship, all or part of it may be taxable, even if you did not receive a Form W-2. Generally, the entire amount is taxable if you are not a candidate for a degree.

If you are a candidate for a degree, you generally can exclude from income that part of the grant used for:

- **Tuition and fees** required for enrollment or attendance, or
- **Fees, books, supplies, and equipment** required for your courses.

You cannot exclude from income any part of the grant used for other purposes, such as room and board.

A **scholarship** generally is an amount paid for the benefit of a student at an educational institution to aid in the pursuit of studies. The student may be in either a graduate or an undergraduate program.

A **fellowship** grant generally is an amount paid for the benefit of an individual to aid in the pursuit of study or research.

Example 1

Tammy Graves receives a \$6,000 fellowship grant that is not designated for any specific use. Tammy is a degree candidate. She spends \$5,500 for tuition and \$500 for her personal expenses. Tammy is required to include \$500 in income.

Example 2

Ursula Harris, a degree candidate, receives a \$2,000 scholarship, with \$1,000 specifically designated for tuition and \$1,000 specifically designated for living expenses. Her tuition is \$1,600. She may exclude \$1,000 from income, but the other \$1,000 designated for living expenses is taxable and must be included in income.

IMPORTANT CONTACTS FOR FINANCES

Graduate School of Arts and Sciences

Lloyd Banks

Graduate Financial Aid Operations & Fiscal Manager

PO Box 400775

434-924-3919

Student Accounts

Carruthers Hall

434-982-6000

does not provide income tax advice

<http://sfs.virginia.edu/>

H & R Block

214 E. Water St.

Charlottesville, VA 22902

434-979-7148

PRO-TAX

935 2nd St. SE, Suite B

Charlottesville, VA 22902

434-220-4705

University of Virginia Community Credit Union

3300 Berkmar Drive (Main Branch)

Charlottesville, VA 22901

434-964-2001

888-887-9136

<https://www.uvacreditunion.org/>

HOUSING

Be aware that housing close to campus will have a dense student population. Housing on or near Grounds may be very active and loud.

UVA RESOURCES FOR LOCAL HOUSING:

UVA Housing Division <http://www.virginia.edu/housing/>

UVA Off-Grounds Housing Office <http://www.virginia.edu/housing/offgrounds/>

OTHER HOUSING RESOURCES:

Blue Ridge Apartment Council

434-295-5531 http://www.brac.com/apt_detail.cfm?type=Large&propID=1635

An excellent resource for individuals interested in private and smaller housing. It features a variety of small apartments, houses and duplexes.

U-Heights Apartments

1-888-559-9510 <http://www.uheights.net>

Woodard Properties

434-971-8860 www.WoodardProperties.com

Management Service Corps. (MSC) leasing Office

434-977-8203 <http://www.msc-rents.com/index.cfm>

PARKING

Parking at the University of Virginia is at a premium, especially on Central Grounds, where the Carter G. Woodson Institute is located. We strongly recommend alternative transportation methods in order to arrive on central grounds such as UTS, but there is a parking garage located near the University Bookstore.

While the institute will validate parking in some instances, fellows should expect to pay for their own parking while visiting UVA. For more information, please visit the Parking and Transportation website: <http://www.virginia.edu/parking/permits/index.html>

Parking Rates for Central Grounds Garage: (rates are subject to change)

Day Rate (8:00am-5:00pm, Monday-Saturday)	\$2.00 per hour
Sunday Rate (8:00am-10:00pm)	\$.70 per hour
Evening Rate (5:00pm-10pm, Monday-Saturday)	\$1.00 per hour
Night Rate (10pm-8:00am, Monday-Sunday)	\$1.00 Flat Rate

University Transit Services

The Central Grounds Garage is primarily serviced by UTS at the sheltered bus stop located on Emmet Street just outside of the garage. Riders may also utilize other UTS routes at stops located along McCormick Road, a short walk from the Bookstore/top level of the garage.

From Emmet Street (ground level of garage)

- **Green Route:** Service to the Health System, the Emmet/Ivy Garage, and U-Hall

From McCormick Road (short walk from Bookstore level of garage)

- **Northline:** Service to Hereford College, Emmet/Ivy Garage, U-Hall, North Grounds, and the

Barracks Road Shopping Center

- **Outer U-Loop:** Service to Scott Stadium and the Health System.
- **Central Grounds Shuttle:** Service to Emmet/Ivy Garage, U-Hall, and Copeley Family Housing
- **Colonnade Shuttle:** Service to Emmet/Ivy Garage and U-Heights

Please visit Parking and Transportation's website for more information on the transit service, including maps: <http://www.virginia.edu/parking/>

UNIVERSITY OF VIRGINIA RESOURCES DIRECTORY

Graduate School of Arts and Sciences

Lloyd Banks

Graduate Financial Aid Operations and Fiscal Manager
PO Box 400775
lb3ne@virginia.edu
434-924-3919

Resource for information on fellowship stipends, legalities and other questions.

The Office of Graduate Student Diversity Programs

The Office of the Vice President for Research & Graduate Studies

Thornton Hall A123
P.O. Box 400882
Charlottesville, VA 22904
Phone: (434) 924-3606

UVA Library:

<http://www.lib.virginia.edu/>
434-924-3021

UVA Copying Services

Copy Center

Newcomb Hall Bookstore
Mon.– Fri. 8AM to 5PM
Phone: 924-3785
Fax: 924-0516
Email: uvacopy@virginia.edu
Provides International fax service

Carruthers Copy Center

Carruthers Hall
1001 N. Emmet St.
Mon.- Fri. 8AM to 5PM
Phone: 924-7716
Fax: 924-3105
Email: carcopy@virginia.edu

University of Virginia Police Department

2304 Ivy Road

Emergency: 911

Non-Emergency: (434) 924-7166

UVA Police Safe Ride (van service) Program

<http://www.virginia.edu/parking/saferide/>

SafeRide's purpose is to provide a safe passage for **current students with valid student IDs** who would otherwise have to walk alone at night. The service began as a cooperative venture of Student Council and the University of Virginia Police Department in the late 1980s.

In case of emergency within Charlottesville or Albemarle County **dialing 911** will put you in contact with the police department, fire department, sheriff's department or rescue services.

COMMUNITY RESOURCES FOR FELLOWS

Public Transportation

Charlottesville Transit Services provides bus service throughout Charlottesville and portions of Albemarle County, Monday - Saturday from 6:30 AM until 7:00 PM on all routes and until midnight in many neighborhoods. Rides are free to UVA faculty, staff, and students with an ID card the transit system also operates a free trolley bus, running between UVA and the Downtown Mall, between 6:40 AM and 11:50 PM. <http://www.charlottesville.org/Index.aspx?page=661>

University Transit system

The University operates a bus system on grounds with service after midnight on Thursday, Friday and Saturday nights during Full Service from 12:30am-2:30am. Service will be provided on the [Northline](#) and [Outer U-Loop](#). A full listing of routes and times is provided at: <http://www.virginia.edu/parking/uts/index.html>

Car Services

McCoy's Taxi

Phone: (434) 806-1141

Cavalier Taxi

Phone: (434) 975-5555

Charlottesville Cab Company

Phone: (434) 981-9594

Yellow Cab Company

Phone: (434) 295-4131

Bus Services

Greyhound

310 W. Main St.

Phone: 1-800-231-2222

Email: www.greyhound.com

Starlight Express (Shuttle to New York City)

1117 E. Market St.

Phone: (434) 295-0782

Email: www.nycshuttle.com

Train Services

Amtrak

810 W. Main St.

Phone: 1-800-872-7245

Email: www.amtrak.com

CHARLOTTESVILLE AND ALBEMARLE COUNTY INFORMATION

Charlottesville City Home Page: <http://www.charlottesville.org/>

Primary Headings on this official C'ville home page are: **Services, City NewsLinks, and Popular Pages.** Under the **Services** headings there are many useful links, including **About Charlottesville, CTS (the City bus system, with printable maps to all routes available here), Environment & Nature, Libraries, Parks, Recreation, and Schools.** Further, under the **Recreation** link, reach the **C'ville Parks & Rec. program, with links to area Athletics, Community Recreation Centers, Classes & Services, Playgrounds, Camps for Kids, and an area For Seniors.**

Charlottesville Area Association of Realtors: <http://www.mycaar.com/>

This site is primarily a resource for Realtors and Real Estate Agents. However, several useful links from the home page provide information for prospective home buyers; look on the left-hand column of the home page linked here for search tools entitled **Find a Property, Find a Realtor, and Find an Article.**

Monticello Avenue: <http://avenue.org/>

Maintained by the **Jefferson-Madison Regional Library,** this site is an extraordinarily useful resource on almost any topic related to living in the C'ville community. From the home page, link to extensive Charlottesville area resources in the following major categories: **Arts, Business, Education, Employment, Government, Groups, Health, History, Housing, Library, Media, Tourism,** and a full left-menu listing of **Upcoming Events** and **Links to Local New Sources.** The Upcoming Events area of the page is an exhaustive look at everything going on for adults, kids, families, and seniors in the community.

Albemarle County Official Site: <https://www.albemarle.org/>

A parallel resource for all county residents, this site has a **Top 10 Most Requested** Pages area that is very helpful, and links to all major Departments and Forms.

Albemarle County Parks & Recreation:

http://www.albemarle.org/department.asp?section_id=1827&department=parks

A separate listing of the parks in the area maintained by the county, as well as links to **Classes, Sports, and Shelters.** Important for parents are the headings for the county's **Summer Playground Program, Lessons, and Sports Camps for Summer.**

Department of Motor Vehicle Information:

<http://www.dmv.state.va.us/#/Locations>

Virginia Chamber of Commerce

<http://www.vachamber.org/general.asp?id=107>

This site includes a wide array of overview information about moving to Virginia, as well as information specific to the Charlottesville area.

2016-2017 FELLOWS DIRECTORY

Second Year Pre-Doctoral

Cory Hunter

Email: ch6qt@virginia.edu

Ashley Rockenbach

Email: abr3h@virginia.edu

Ebony Jones

Email: epj4z@virginia.edu

First Year Pre-Doctoral

Tiffany Barber

Email: teb9h@virginia.edu

Lyndsey Beutin

Email: lpb3b@virginia.edu

Lindsey Jones

Email: lej3bn@virginia.edu

Tony Perry

Email: tcp5f@virginia.edu

Xavier Picket

Email: xp4d@virginia.edu

First Year Post-Doctoral

Julius Fleming Jr.

Email:

Petal Samuel

Email:

WOODSON INSTITUTE CONTACT INFORMATION

Deborah McDowell, Woodson Institute Director/Fellowship Director

Email: dem8z@virginia.edu

Phone: 434-924-8892

Lisa Shutt, Director of the Undergraduate Program

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Phone: 434-924-8889

Shelley M. Thomas, Fiscal and Human Resources Administrator

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Phone: 434-924-3109