

EASTERN ILLINOIS UNIVERSITY

“Where to go for Answers”

<u>INQUIRY CONCERNING:</u>	<u>CONTACT OFFICE AND LOCATION:</u>	<u>PHONE:</u>
- A -		
Absences – to notify instructors	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
Academic Advising	Academic Advising Center; Ninth Street Hall, Rm. 2100	581-2313
Activities – social events for students	Student Life Office; Univ. Union, East Wing, Rm. 3065	581-3829
Address Changes	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
Admissions: **Undergraduate	Admissions Office; Old Main, 1 st Floor, Rm. 1230	581-2223
**Graduate	Graduate School; Blair Hall Rm. 1201	581-2220
Advising, Academic	Academic Advising Office; Ninth Street Hall, Rm. 2100	581-2313
Alcohol EDU	Health Education Resource Center, 5013 Student Services	581-7786
Alcohol, AIDS, & Drugs Education	Health Education Resource Center; Student Services Bldg. 2 nd floor	581-7786
Alternate Pin	Students need to contact their Advisor or Academic Department	----
Alumni Services	Alumni Office; Brainard House, 1548 Fourth Street	581-6616
Appeals Request	http://castle.eiu.edu/acaffair/GradeAppeal/	----
Art Gallery	Tarble Arts Center; Ninth Street	581-2787
Athletics	Lantz	581-2319
Automobiles: **Registration & Parking	University Police Dept.; 7 th Street & Grant	581-5416
**Freshmen/Sophomore Permits	University Police Dept.; 7 th Street & Grant	581-5416
- B -		
Bicycle Registration	University Police/Parking; 7 th Street & Grant	581-3213
Bookstore	University Union; East Wing, 1st Floor	581-5821
Bowling Lanes/Billiards	University Union; Univ. Union, West Wing, Lower Level	581-7457
Bus Ticket Sales to Chicago	University Union Ticket Office; Univ. Union, West Wing, 2nd Floor	581-5122
- C -		
Camps and Conferences	Lawson Hall	581-7482
Campus Recreation	Student Recreation Center; Lantz Bldg., Rm. 1924	581-2821 OR 581-2820
Career Counseling	Career Services; Human Services Bldg. Rm. 1300	581-2412
Cashier/Student Accounts (Business Office)	Cashier Entrance; Old Main, <i>Outside</i> South Ramp Entrance	581-3715
Cashier's Office (Union)	University Union, 2 nd Floor, West Building	581-5122
CATS Student Technology Training	Centers for Academic Technology Support; 1336 McAfee Gym	581-8358
Catering	University Union; East Wing, Lower Level	581-6033
Certification (Teacher)	Education & Prof. Studies Dept.; Buzzard Bldg., Rm. 1420	581-2200
Change of Major	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
Child Care Resource & Referral	Child Care Resource Office; Klehm Hall, Rm. 1325	581-6698
Commencement: **Caps and Gowns	Special Events Office; Old Main	581-6892
**Diplomas/Credits	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
Computer Questions	Help/Service Desk; Student Services Bldg. Basement	581-4357 (581-HELP)
Computer Help in Residence Hall	Resnet Support Center Online	----
Community Service	Student Programs Office, Univ. Union, East Wing, Rm. 3065	581-3967
Continuing Education Classes	Continuing Education Office; Blair Hall Rm. 1158	581-5114
Copies/Printing	Panther Print and Copy Center; Univ. Union, East Wing 2 nd floor	581-3820
Counseling:		
**Personal Issues Counseling (Student)	Counseling Center; Human Services Bldg., Rm. 1200	581-3413
**Employee Assistance Program (EAP)	For EIU STAFF ONLY	1-888-275-3683
- D -		
Dining Services	Housing Office; Univ. Union, West Wing, Lower Level	581-5733
Disability Services	Office of Student Disability Services; Ninth Street Hall, Rm. 2006	581-6583
- E -		
Eastern Reads	New Student Programs; University Union, West Wing, Rm. 1715	581-6435
E-mail Accounts	Help Service Desk; Student Services Bldg. Basement	581-4357 (581-HELP)
EMERGENCY	EMERGENCY	911
Employment: **Campus Jobs (students)	Financial Aid Office; Student Services Bldg., East Wing	581-3712
**After Graduation	Career Services; Human Services Bldg., Rm. 1300	581-2412
**Civil Service (EIU)	Office of Employment and Examinations; Old Main, Rm 2020	581-3911
Enrollment Verification	Office of the Registrar, Old Main Rm. 1120	581-3511
Evaluation of College Transcripts	Office of the Registrar; Old Main, 1 st Floor, Rm. 1150	581-3511

INQUIRY CONCERNING:**CONTACT OFFICE AND LOCATION:****PHONE:****- F -**

Fees: Billing/Refunds
 Financial Aid: General Information
 Fraternities/Sororities

Student Accounts; Old Main, *Outside* South Ramp Entrance
 Student Services Building, East Wing
 Fraternity & Sorority Programs; Univ. Union, East Wing, Rm. 3065

581-3715
 581-3713
 581-3967

- G -

Gateway Program
 Graduation Application

Blair Hall, Rm. 2170
 Apply through Paws
 Questions: Refer the student to their College's Deans Office
 Panther Print and Copy Center; Univ. Union, East Wing, 2nd Floor

581-6692

 581-3820

- H -

Hair Salon
 Health Problems
 Health Programming
 Human Resources (EIU Employees)
 Housing: **General Information
 **Greek Court
 **Residence Halls
 **University Apts./Family/Grad.
 **University Court
 Housing Payments

University Union; West Wing, Lower Level
 Health Service; Human Services Bldg., Room 1401
 Health Education Resource Center, 5013 Student Services
 Old Main 2010
 Housing Office; Univ. Union, West Wing, Lower Level
 Housing Office; Univ. Union, West Wing, Lower Level
 Housing Office; Univ. Union, West Wing, Lower Level
 Housing Office; Univ. Union, West Wing, Lower Level
 U. Court Office
 Cashier Entrance; Old Main, *Outside* South Ramp Entrance
 or Union Cashier Office by Ticket Office

581-3616
 581-3013
 581-7786
 581-3514
 581-5111
 581-3923
 581-3923
 581-5633
 581-8000
 581-5122

- I -

Immunizations
 Insurance: **Students
 **Faculty/Staff
 International Students
 Internships

Health Service; Human Services Bldg., Room 1401
 Financial Aid Office; Student Services Bldg., East Wing
 Benefits Office; Old Main, 2nd Floor, Rm. 2031
 International Students and Scholars; Blair Hall, Rm. 1170-1174
 Career Services, Human Services Building, Rm. 1300

581-3013
 581-5290
 581-5825
 581-2321
 581-2412

- L -

Legal Service – FOR STUDENTS ONLY
 Library, Booth
 Loans – FOR STUDENTS ONLY
 Loan Collection

Student Legal Services.; Univ. Union, West Wing, Mezzanine
 Booth Library, Reference Services
 Financial Aid Office; Student Services Bldg., East Wing
 Cashier Entrance; Old Main, *Outside* South Ramp Entrance

581-6054
 581-6072
 581-3711
 581-3715

- M -

Meningitis Immunizations
 Minority Affairs
 Military Student Assistance Center

Health Service, Human Services Building
 1122 Blair Hall
 Thomas Hall, Basement

581-3013
 581-6690
 581-7888

- N -

News and Hometown Press Releases
 Netid
 Notary Public – FOR STUDENTS ONLY

Media Relations; Old Main, 2nd Floor, Rm. 2142
 Help Desk, ITS; Student Service Building
 Student Legal Services; Univ. Union, West Wing, Mezzanine

581-7650
 581-4357 (581-HELP)
 581-6054

- O -

Official Notices: **Daily Eastern News
 **University Newsletter
 Organizations: **Registered Student Orgs.
 **Parents Club
 Orientation/New Student Programs

University Publications; Old Main, Rm. 2128
 University Publications; Old Main, Rm. 2128
 Student Life Office; Univ. Union, East Wing, Rm. 3065
 Student Life Office; Univ. Union, East Wing, Rm. 3065
 New Student Programs; University Union, West Wing, Rm. 1715

581-5982
 581-5982
 581-3967
 581-3829
 581-6435

- P -

Panther Card (ID)
 Panther Dining/Residence Halls
 Panther Catering
 Panther Pantry
 Parking/Traffic – On-Campus
 Password Reset
 Payroll
 Peer Helper Program
 Police – Administration
 Police – EMERGENCIES
 Police – Non-Emergency
 Printing – For Dept., Faculty, Staff, Student
 Proficiency Credit
 Prowl – Opening Activities
 Publications

Student Services Building; 2nd Floor, Rm. 3040
 Housing Office; Univ. Union, West Wing, Lower Level
 University Union; East Wing, Lower Level
 University Union, 1st Floor, East Building
 University Police/Parking; 7th Street & Grant
 Help Desk, ITS; Student Services Building
 Payroll; Old Main, Rm. 2011
 2170 Blair Hall
 University Police; 7th Street & Grant
 EMERGENCY
 University Police; 7th Street & Grant
 Panther Print and Copy Center; Univ. Union, East Wing, 2nd Floor
 Office of the Registrar; Old Main, Rm. 1220
 New Student Programs; University Union, West Wing, Rm. 1715
 University Publications; Old Main, Rm. 2128

581-6596
 581-5733
 581-6082
 581-8314
 581-5416
 581-4357 (581-HELP)
 581-5510
 581-6690
 581-3213
 911
 581-3212
 581-3820
 581-3511
 581-6435
 581-5982

INQUIRY CONCERNING:**CONTACT OFFICE AND LOCATION:****PHONE:****- R -**

Reading Improvement	Reading Center; Buzzard Bldg., Rm. 1320	581-7899
Readmission **Undergraduate	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
**Graduate	Graduate School, Blair Hall, Rm. 1201	581-2220
**Bachelor of Gen. Stud.	Blair Hall, Rm. 2138	581-5618
Registration	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
Residence Halls	Housing Office; Univ. Union, West Wing, Lower Level	581-3923
ROTC	ROTC Office; Klehm Bldg., Rm. 4301	581-5944

- S -

Scheduling – On Campus Events	Campus Scheduling; University Union, Rm. 200	581-3861
Scholarships	Financial Aid Office; Student Services Bldg., East Wing	581-6405
Sororities/Fraternities	University Union, Rm. 3065	581-3967
Speech and Hearing	Human Services Building, Rm. 2105	581-2712
Sports Information	Sports Information Office; Lantz Bldg., Rm. 2026	581-6408
Student Accounts	Cashier Entrance; Old Main, <i>Outside</i> South Ramp Entrance	581-3715
Student Activities	Student Life Office; University Union, East Wing, Rm. 3065	581-3829
Student Government	Student Activity Center; University Union, East Wing, Rm. 2070	581-5522
Student Employment – W-4 Payroll Form	Student Payroll Office; Old Main, 2 nd Floor, Rm. 2017	581-5510
Student Standards	Housing Office; Univ. Union, West Wing, Lower Level	581-3827
Study Abroad Information	International Programs Office; Blair Hall, Rm. 1170-1174	581-7267
Student Success Center	9 th Street Hall, Rm. 1302	581-6696

- T -

Teacher Certification	Education & Professional Studies; Buzzard Hall, Rm. 1420	581-2200
Technology Questions	Help Desk; Student Services Bldg. Basement	581-4357 (581-HELP)
Telecommunications (Telephone)	Student Services Building; 2 nd Floor, Rm. 3040	581-5951
Testing Information	Office of Testing & Evaluation; 9 th Street Hall, Rm. 1302	581-5986
Textbook Rental Service	Textbook Rental Service; Louis M. Grado Building, 975 Edgar Drive	581-3626
Transcript of EIU Record	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
Transfer of Credits	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
TRiO Office	Ninth Street Hall, 3015	581-7849
Tuition and Fees Information	Student Accounts/Cashier, South Entrance Old Main	581-3715
	VP for Student Affairs Office; Old Main, Rm. 1211	581-3221
Tuition Waivers *Civil Service & Faculty	Benefits Office; Old Main, 2 nd Floor, Rm. 2031	581-5825
*Graduate Students	Graduate School Office; Blair Hall	581-2220
Tutors	Each Individual Department & Student Success Center	581-6696

- U -

Undecided Majors	Career Services; Human Services Bldg. Rm. 1300	581-2412
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- V -

Veteran Benefits	Financial Aid Office; Student Services Bldg., East Wing	581-5227
Veteran Services	Military Student Assistance Center; Thomas Hall, Basement	581-7888
Volunteering	Student Programs Office; University Union, Rm. 3065	581-3967

- W -

Waiver of Academic Requirement for Students	Certifying Dean of Student's College	----
Withdrawal – from a Class or the University	Office of the Registrar; Old Main, 1 st Floor, Rm. 1220	581-3511
