

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	581-3831
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 Ctr; 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	Academia Affairs Website under Forms	
Art Gallery	Table Arts Center; Ninth Street	581-2787/581-5832
Athletics	2018 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 -		
Banking Facility (First Mid-Illinois Bank)	University Union; West Wing, 2 nd Floor	345-8340
Bicycle Registration	University Police/Parking; 7 th Street & Grant	581-3213
Bookstore	University Union; East Wing, 1st Floor	581-5821
BOOST Program	Student Success Center, MacAfee basement	581-6696
Bowling Lanes/Billiards	University Union; West Wing, Lower Level	581-7457
Bus Ticket Sales to Chicago	University Union Ticket Office; West Wing, 2nd Floor	581-5122
- C -		
Camps and Conferences	Thomas Hall	581-7482
Campus Recreation	Student Recreation Center; Lantz Bldg., Rm. 1924	581-2821
Career Counseling	Career Services; Human Services Bldg. Rm. 1300	581-2412
Cashier (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
Catering	University Union; East Wing, Lower Level	581-5326
Certification (Teacher)	Education & Prof. Studies Dept.; Buzzard Bldg., Rm. 1420	581-2200
Change of Major	Office of the Registrar	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	ITS; Student Services Bldg., West Wing	581-3227
Computer Help in Residence Hall	Gregg Computer Lab	581-HELP
Continuing Education Classes	Continuing Education Office; Blair Hall Rm. 1158	581-5114
Copy Express	University Union, 2 nd Floor, East Building	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	Disability Services Office; Ninth Street Hall, Rm. 2002	581-6583
- E -		
Eastern Reads	New Student Programs; University Union, West Wing, Rm. 1715	581-6435
E-mail Accounts	ITS; Gregg Computer Lab	581-5171
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)	Human Resources; Old Main, 2 nd Floor, Rm 2020	581-3463
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
- F -		
Fees: Billing/Refunds	Student Accts; Old Main, <i>Outside</i> South Ramp Entrance	581-3715
Financial Aid: General Information	Student Services Building, East Wing	581-3713
Fraternities/Sororities	Greek Life Office; University Union, East Wing, Rm. 3065	581-3967

- G -		
Gateway Program	Blair Hall, Rm. 2170	581-6692
Graduation Application	Apply through Paws	
	Questions: Refer the student to their College's Deans Office	
Graphics/Banners	Copy Express; University Union, East Wing, 2 nd Floor	581-3820
- H -		
Hair Salon	University Union; West Wing, Lower Level	581-3616/581-7148
Health Problems	Health Service; Human Services Bldg., Room 1401	581-3013
Health Programming	Health Education Resource Center, 5013 Student Services	581-7786
Human Resources (EIU Employees)	Old Main 2010	581-3514
<u>INQUIRY CONCERNING:</u>	<u>CONTACT OFFICE AND LOCATION:</u>	<u>PHONE:</u>
Housing: **General Information	Housing Office; Univ. Union, West Wing, Lower Level	581-5111
**Greek Court	Housing Office; Univ. Union, West Wing, Lower Level	581-3923
**Residence Halls	Housing Office; Univ. Union, West Wing, Lower Level	581-3923
**University Apts./Family/Grad.	Housing Office; Univ. Union, West Wing, Lower Level	581-5633
**University Court	U. Court Office 581-8000	
Housing Payments	Cashier Entrance; Old Main, <i>Outside</i> South Ramp Entrance Or Union Cashier Office by Ticket Office	581-3715
- I -		
Immunizations	Health Service; Human Services Bldg., Room 1401	581-3013
Insurance: **Students	Financial Aid Office; Student Services Bldg., East Wing	581-5290
**Faculty/Staff	Benefits Office; Old Main, 2 nd Floor, Rm. 2031	581-5825
International Students	International Programs; Blair Hall, Rm. 1170-1174	581-2321
Internships	Career Services, Human Services Building, Rm. 1300	581-2412
- L -		
Legal Service – FOR STUDENTS ONLY	Student Legal Svs.; Univ. Union, West Wing, Mezzanine	581-6054
Loans – FOR STUDENTS ONLY	Financial Aid Office; Student Services Bldg., East Wing	581-3711
Loan Collection	Cashier Entrance; Old Main, <i>Outside</i> South Ramp Entrance	581-3715
- M -		
Meningitis Immunizations	Health Services, Human Services Building	581-3013
Minority Affairs	1122 Blair Hall	581-6690
- N -		
News and Hometown Press Releases	Media Relations; Old Main, 2 nd Floor, Rm. 2142	581-7650
Netid	Help Desk, ITS; Gregg Computer Lab	581-Help
Notary Public – FOR STUDENTS ONLY	Student Legal Svs.; Univ. Union, West Wing, Mezzanine	581-6054
- O -		
Official Notices: **Daily Eastern News	University Publications; Old Main, Rm. 2128	581-5982
**University Newsletter	University Publications; Old Main, Rm. 2128	581-5982
Organizations:		
**Recognized Student Organizations	Student Life Office; Univ. Union, East Wing, Rm. 3065	581-3967
**Parents Club	Student Life Office; Univ. Union, East Wing, Rm. 3065	581-3829
Orientation/New Student Programs	New Student Programs; University Union, West Wing, Rm. 1715	581-6435
- P -		
Panther Card (ID)	Student Services Building, 2 nd Floor	581-6596
Panther Dining/Residence Halls	Housing Office; Univ. Union, West Wing, Lower Level	581-5733
Panther Catering	University Union; East Wing, Lower Level	581-7455
Panther Pantry	University Union, 1 st Floor, East Building	581-5122
Parking/Traffic – On-Campus	University Police/Parking; 7 th Street & Grant	581-5416
Password Reset	Help Desk, ITS; Gregg Computer Lab	581-HELP
Peer Helper Program	2170 Blair Hall	581-6690
Police – Administration	University Police; 7 th Street & Grant	581-3213
Police – EMERGENCIES	EMERGENCY	911
Police – Non-Emergency	University Police; 7 th Street & Grant	581-3212
Printing	Copy Express; University Union, East Wing, 2 nd Floor	581-3820
For Departments, Faculty, Staff, Students		
Proficiency Credit	Office of the Registrar; Old Main, Rm. 1220	581-3511
Prowl – Opening Activities	New Student Programs; University Union, West Wing, Rm. 1715	581-6435
Publications	University Publications; Old Main, Rm. 2128	581-5982
- R -		
Reading Improvement	Reading Center; Buzzard Bldg., Rm. 1320	581-7899

Readmission	**Undergraduate	Office of the Registrar, Old Main 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 1220	581-3831
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		Campus Scheduling; University Union, Rm. 200	581-3861/581-2819
Scholarships		Financial Aid Office; Student Services Bldg., East Wing	581-6405
Sororities/Fraternities		Student Life Office; 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 Activities		Student Life Office; University Union, Rm. 3065	581-3829
Student Government		Student Activity Center; University Union, Rm. 201	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

INQUIRY CONCERNING:

CONTACT OFFICE AND LOCATION:

PHONE:

- T -			
Teacher Certification		Education & Professional Studies; Buzzard Hall, Rm. 1420	581-2200
Telecommunications (Telephone)		Student Services Building, 2 nd Floor	581-5951
Testing Information		Academic Assessment & Testing Office; 9 th Street Hall	581-5986
Textbook Rental		Pemberton Hall	581-3626
Transcript of EIU Record		Office of the Registrar; Old Main, Rm. 1220	581-3511
Transfer of Credits		Office of the Registrar; Old Main, Rm. 1150	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

- V -			
Veterans Services		Financial Aid Office; Student Services Bldg., East Wing	581-5227

- 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 1220	581-3831

Prepared by: Office of Orientation

August, 2008