INQUIRY CONCERNING: | CONTACT OFFICE AND LOCATION: | PHONE:
---|---|---
- A -
Absences – to notify instructors | Office of the Registrar; Old Main, 1st 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, 1st Floor, Rm. 1220 | 581-3511
Admissions: **Undergraduate** | Admissions Office; Old Main, 1st 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. 2nd 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.; 7th Street & Grant | 581-5416
**Freshmen/Sophomore Permits** | University Police Dept.; 7th Street & Grant | 581-5416

- B -
Bicycle Registration | University Police/Parking; 7th 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 -
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, Outside South Ramp Entrance | 581-3715
Cashier’s Office (Union) | University Union, 2nd Floor, West Building | 581-5122
CATS Student Technology Training | Centers for Academic Technology Supper; 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, 1st 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, 1st 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 2nd 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, 1st Floor, Rm. 1150 | 581-3511
INQUIRY CONCERNING: | CONTACT OFFICE AND LOCATION: | PHONE: |
---|---|---|
- **F** - | **G** - | **H** - |
Fees: Billing/Refunds | Student Accounts; Old Main, Outside South Ramp Entrance | 581-3715 |
Financial Aid: General Information | Student Services Building, East Wing | 581-3713 |
Fraternities/Sororities | Fraternity & Sorority Programs; Univ. Union, East Wing, Rm. 3065 | 581-3967 |
- **G** - | **H** - | - **I** - |
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 | Panther Print and Copy Center; Univ. Union, East Wing, 2nd Floor | 581-3820 |
Hair Salon | University Union; West Wing, Lower Level | 581-3616 |
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 |
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, Outside South Ramp Entrance or Union Cashier Office by Ticket Office | 581-5122 |
- **I** - | **L** - | **M** - |
Immunizations | Health Service; Human Services Bldg., Room 1401 | 581-3013 |
**Students** | Financial Aid Office; Student Services Bldg., East Wing | 581-5290 |
**Faculty/Staff** | Benefits Office; Old Main, 2nd Floor, Rm. 2031 | 581-5825 |
International Students | International Students and Scholars; Blair Hall, Rm. 1170-1174 | 581-2321 |
Internships | Career Services, Human Services Building, Rm. 1300 | 581-2412 |
Legal Service – FOR STUDENTS ONLY | Student Legal Services; Univ. Union, West Wing, Mezzanine | 581-6054 |
Library, Booth | Booth Library, Reference Services | 581-6072 |
Loans – FOR STUDENTS ONLY | Financial Aid Office; Student Services Bldg., East Wing | 581-3711 |
Loan Collection | Cashier Entrance; Old Main, Outside South Ramp Entrance | 581-3715 |
- **M** - | **N** - | **O** - |
Meningitis Immunizations | Health Service, Human Services Building | 581-3013 |
Minority Affairs | 1122 Blair Hall | 581-6690 |
Military Student Assistance Center | Thomas Hall, Basement | 581-7888 |
- **N** - | **O** - | **P** - |
News and Hometown Press Releases | Media Relations; Old Main, 2nd Floor, Rm. 2142 | 581-7650 |
Netid | Help Desk, ITS; Student Service Building | 581-4357 (581-HELP) |
Notary Public – FOR STUDENTS ONLY | Student Legal Services; Univ. Union, West Wing, Mezzanine | 581-6054 |
- **O** - | **P** - |
Official Notices: **Daily Eastern News** | University Publications; Old Main, Rm. 2128 | 581-5982 |
**University Newsletter** | University Publications; Old Main, Rm. 2128 | 581-5982 |
Organizations: **Registered Student Orgs.** | 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; 2nd Floor, Rm. 3040 | 581-6596 |
Panther Dining/Residence Halls | Housing Office; Univ. Union, West Wing, Lower Level | 581-5733 |
Panther Catering | University Union; East Wing, Lower Level | 581-6082 |
Panther Pantry | University Union, 1st Floor, East Building | 581-8314 |
Parking/Traffic – On-Campus | University Police/Parking; 7th Street & Grant | 581-5416 |
Password Reset | Help Desk, ITS; Student Services Building | 581-4357 (581-HELP) |
Payroll | Payroll; Old Main, Rm. 2011 | 581-5510 |
Peer Helper Program | 2170 Blair Hall | 581-6690 |
Police – Administration | University Police; 7th Street & Grant | 581-3213 |
Police – EMERGENCIES | EMERGENCY | 911 |
Police – Non-Emergency | University Police; 7th Street & Grant | 581-3212 |
Printing – For Dept., Faculty, Staff, Student | Panther Print and Copy Center; Univ. Union, East Wing, 2nd Floor | 581-3820 |
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 |
### INQUIRY CONCERNING:

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<td>Reading Center; Buzzard Bldg., Rm. 1320</td>
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<td>Graduate School, Blair Hall, Rm. 1201</td>
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<td>581-5618</td>
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<td>Office of the Registrar; Old Main, 1st Floor, Rm. 1220</td>
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<td>Housing Office; Univ. Union, West Wing, Lower Level</td>
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<td>ROTC</td>
<td>ROTC Office; Klehm Bldg., Rm. 4301</td>
<td>581-5944</td>
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<td>Scheduling – On Campus Events</td>
<td>Campus Scheduling; University Union, Rm. 200</td>
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<td>Sports Information</td>
<td>Sports Information Office; Lantz Bldg., Rm. 2026</td>
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<td>Student Life Office; University Union, East Wing, Rm. 3065</td>
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<td>Student Activity Center; University Union, East Wing, Rm. 2070</td>
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<td>Student Employment – W-4 Payroll Form</td>
<td>Student Payroll Office; Old Main, 2nd Floor, Rm. 2017</td>
<td>581-5510</td>
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<td>Housing Office; Univ. Union, West Wing, Lower Level</td>
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<td>Study Abroad Information</td>
<td>International Programs Office; Blair Hall, Rm. 1170-1174</td>
<td>581-7267</td>
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<td>Student Success Center</td>
<td>9th Street Hall, Rm. 1302</td>
<td>581-6696</td>
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<td>Teacher Certification</td>
<td>Education &amp; Professional Studies; Buzzard Hall, Rm. 1420</td>
<td>581-2200</td>
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<td>Technology Questions</td>
<td>Help Desk; Student Services Bldg. Basement</td>
<td>581-4357 (581-HELP)</td>
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<td>Telecommunications (Telephone)</td>
<td>Student Services Building; 2nd Floor, Rm. 3040</td>
<td>581-5951</td>
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<td>Testing Information</td>
<td>Office of Testing &amp; Evaluation; 9th Street Hall, Rm. 1302</td>
<td>581-5986</td>
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<td>Textbook Rental Service</td>
<td>Textbook Rental Service; Louis M. Grado Building, 975 Edgar Drive</td>
<td>581-3626</td>
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<td>Transcript of EIU Record</td>
<td>Office of the Registrar; Old Main, 1st Floor, Rm. 1220</td>
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<td>Transfer of Credits</td>
<td>Office of the Registrar; Old Main, 1st Floor, Rm. 1220</td>
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<td>TRiO Office</td>
<td>Ninth Street Hall, 3015</td>
<td>581-7849</td>
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<td>Tuition and Fees Information</td>
<td>Student Accounts/Cashier, South Entrance Old Main</td>
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<td>Tuition Waivers <strong>Civil Service &amp; Faculty</strong></td>
<td>Benefits Office; Old Main, 2nd Floor, Rm. 2031</td>
<td>581-5825</td>
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<td><strong>Graduate Students</strong></td>
<td>Graduate School Office; Blair Hall</td>
<td>581-2220</td>
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<tr>
<td>Tutors</td>
<td>Each Individual Department &amp; Student Success Center</td>
<td>581-6696</td>
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<tr>
<td>Undecided Majors</td>
<td>Career Services; Human Services Bldg. Rm. 1300</td>
<td>581-2412</td>
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<td>Veteran Benefits</td>
<td>Financial Aid Office; Student Services Bldg., East Wing</td>
<td>581-5227</td>
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<td>Veteran Services</td>
<td>Military Student Assistance Center; Thomas Hall, Basement</td>
<td>581-7888</td>
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<tr>
<td>Volunteering</td>
<td>Student Programs Office; University Union, Rm. 3065</td>
<td>581-3967</td>
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<td>Waiver of Academic Requirement for Students</td>
<td>Certifying Dean of Student’s College</td>
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<td>Withdrawal – from a Class or the University</td>
<td>Office of the Registrar; Old Main, 1st Floor, Rm. 1220</td>
<td>581-3511</td>
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</tbody>
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Prepared by: New Student Programs

August 2013