

## MY ANTI-RUN-AROUND DIRECTORY

|  | Office or Individual               | Room #  | Ext.                           |
|--|------------------------------------|---|--------------------------------|
| <b>ADMISSION</b>   |                                    |   |                                |
| -Where do I get an application?<br>-Admission application status<br>-Admission or transcript holds | Office of Enrollment Services      | D-101   | 4138<br>4008, 4012,<br>or 4013 |
| -Transcripts – How to order official transcript?   |                                    |   | 4031                           |
| <b>ADVISING</b>  |                                    |   |                                |
| -All general advising questions<br>-Advising Holds<br>-Trouble locating advisor                    | Academic Advising Center           | D-130   | 5470 or 3004                   |
| -Business-specific advising  | COBM Program Advisors              | CLS-0006                                      | 6011                           |
| -Education-specific advising   | Santiago Tapia                     | CLS-4020C                                     | 5473                           |
| -Pre-admissions advising – for students who have not yet been admitted to the university           | Office of Enrollment Services      | D-101   | 4138                           |
| Pre-Health Career Advising<br>Pre-Law Advising   | David Nissim-Sabat                 | Sci-154                                       | 5706                           |
| <b>BILLS</b>   |                                    |   |                                |
| -Billing problems, setting up a payment plan, Accounts Receivable holds, etc...                    | Office of the Bursar               | D-101B<br>D-101B                              | 5169<br>5167                   |
| <b>CAREER PLANNING INFORMATION</b>   |                                    |   |                                |
| -Internship opportunities<br>-Job search assistance<br>-Interview and resume assistance            | Career Services Office             | B-119   | 4680                           |
| <b>COUNSELING</b>  |                                    |   |                                |
| -Career Counseling – Help with choosing a major /career  | Counseling Office                  | D-024   | 4650                           |
| -Personal  | Counseling Office                  | D-024   | 4650                           |
| <b>FINANCIAL AID (in person)</b>   |                                    |   |                                |
|  | Financial Aid Office               | D-200   | 5000                           |
| <b>Phone calls are handled by student last name as follows:</b>                                    |                                    |   |                                |
| A, B, Z  | Raja Chinthala                     |   | 5032                           |
| C, D, E, Q   | Jennifer Giap                      |   | 5006                           |
| F, G, H, I   | Mary Michalowski                   |   | 5005                           |
| J, K, L, W   | Ernestine Jones                    |   | 5033                           |
| M, N, O  | Brenda Peoples                     |   | 4699                           |
| P, R, V  | Bao Tang                           |   | 5027                           |
| S, T, U, X, Y  | Taushonia White                    |   | 5038                           |
| <b>GRADUATION</b>  |                                    |   |                                |
| - How and where to apply, questions regarding status of graduation application                     | Office of Enrollment Services      |   | 4043                           |
| - Ceremony – tickets, location, times, etc..   | University Events                  |   | 4270                           |
| <b>ORIENTATION</b>   |                                    |   |                                |
| Freshman Orientation<br>- How to sign up, where to go, etc.  | Academic Advising Center           | D-130   | 5470                           |
| Transfer Orientation<br>- How to sign up, where to go, etc.  | Sheena Glover or<br>Robert Bedford | D-017<br>B-109                                | 4871<br>4612                   |
| <b>PARKING</b>   |                                    |   |                                |
| -Where to park<br>-Cost of parking pass  | Parking Facility                   | Parking Facility NW side, 1 <sup>st</sup> fl. | 4114                           |
| <b>REGISTRATION</b>  |                                    |   |                                |
| -Trouble getting into class<br>-Holds preventing registration                                      | Office of Enrollment Services      | D-101   | 4052, 4053                     |
| Trouble logging into NEIUport  | HELP DESK                          | CLS 0004                                      | 4357                           |
| <b>TESTING</b>   |                                    |   |                                |
| - Constitution Exam  | Political Science Dept.            | CLS-2078                                      | 5660                           |
| - English Competence Exam  | Assessment and Testing             | D-130   | 5293                           |
| - English and Math Placement tests   | Academic Advising Center           | D-130   | 5470                           |
| <b>TUTORING</b>  |                                    |   |                                |
| -For General Education Courses   | Learning Center                    | 4 <sup>th</sup> fl. Lib.                      | 4568                           |
| -Math (primarily for developmental and Gen Ed math)<br>-Math (100-level or higher math)            | Math Lab<br>Math Dept.             | 4 <sup>th</sup> fl. Lib.<br>S-214A            | 5769<br>5761                   |
| -Reading<br>-Writing   | Reading Lab<br>Writing Lab         | 4 <sup>th</sup> fl. Lib.<br>CLS-2046          | 4565<br>5480                   |