

THE ANTI-RUN-AROUND LIST

	Office or Individual	Room #	Ext.
ADMISSION			
- Where do I get an application? - Check admission application status - Check on admission or transcript holds - Transcripts – How to order official transcript?	Office of Enrollment Services	D-101	4138 4008, 4012, or 4013 4031
ADVISING			
- All general advising questions - Advising holds - Trouble locating advisor	Academic Advising Center	D-130	5470 or 3004
- Business-specific advising	COBM Program Advisors	CBM-159	6111
- Education-specific advising	Santiago Tapia	LWH-4020C	5473
- Pre-admissions counseling – for students who have not yet been admitted to the university	Office of Enrollment Services	D-101	4138
- Pre-Health Career Advising - Pre-Law Advising	David Nissim-Sabat	SCI-158	5706
BILLS			
- Billing problems, setting up a payment plan, Accounts Receivable holds, etc...	Office of the Bursar	D-101B D-101B	5169 5167
CAREER PLANNING INFORMATION			
- Internship opportunities - Job search assistance - Interview and resume assistance - Career Counseling – Help with choosing a major /career	Career Services Office	B-119	4680
COUNSELING			
- Personal	Counseling Office	D-024	4650
FINANCIAL AID (in person)			
Financial Aid Office		D-200	5000
Phone calls are handled by student last name as follows:			
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
GRADUATION			
- How and where to apply, questions regarding status of graduation application	Office of Enrollment Services		4043
- Ceremony – tickets, location, times, etc..	University Events		4270
ORIENTATION			
Freshman Orientation - How to sign up, where to go, etc.	Academic Advising Center	D-130	5470
Transfer Orientation - How to sign up, where to go, etc.	Sheena Glover or Robert Bedford	B-119	4871 4612
PARKING			
- Where to park - Cost of parking pass	Parking Facility http://www.neiu.edu/~park	Parking Facility NW side, 1 st fl.	4114
REGISTRATION			
- Trouble getting into class - Holds preventing registration	Office of Enrollment Services	D-101	4052, 4053
- Trouble logging into NEIUport	HELP DESK	LWH-0004	4357
TESTING			
- English Competence Exam	Assessment and Testing	D-130	5293
- English and Math Placement tests	Academic Advising Center	D-130	5470
TUTORING			
- For General Education Courses	Learning Center	4 th fl. Lib.	4568
- Math (primarily for developmental and Gen Ed math) - Math (100-level or higher math)	Math Lab Math Dept.	4 th fl. Lib. S-214A	5769 5761
- Reading - Writing	Reading Lab Writing Lab	4 th fl. Lib. LWH-2046	4565 5480



Top Questions that Students Ask	Pointing Students in the Right Direction
How do I decide on a course schedule (i.e., add or drop a course)? Determine pre-requisites needed for my major? Strategize or manage academics or personal affairs? Find out what academic probation means?	Academic Advising – D-130 Meet and work with your academic advisor in D-130 who knows university services, policies and procedures.
How do I register? Get a copy of the courses that I've registered for? Obtain an unofficial transcript?	Using your NEIU I.D., log onto the NEIU Portal and check out <u>the Current Student tab</u> to find Registration Tools, Enrollment Services, Bursar Services, personalized grades, financial aid information and more.
What is the parking situation at NEIU?	All students who park in campus lots must have a NEIU parking permit. First, confirm semester courses. Next verify that the parking fee is included on your bill. Finally, complete the on-line Permit/Vehicle registration process at ww.neiu.edu/parking . The permit is mailed to students.
How do I find out about student services, clubs and campus activities?	Log onto the NEIU Portal and check out the <u>Campus Life tab</u> under 'Your Source to Activities and Clubs, the Mind/Body Connection, Find a Career and Job and Campus Services.'
Are all students required to take the placement test?	Assessment/Testing Center D-130 All new freshman students are required to take the placement test. Transfer students without college level writing and math must take the placement test before registering for these courses. Schedule your placement test in D-130.
Who should apply for financial assistance?	Office of Financial Aid, D-200 All entering, continuing and returning students pursuing a degree and have either a U.S. citizenship or eligible non-citizen status (applied for permanent residency) should apply.
When is the FAFSA available? (financial aid application)	www.fafsa.ed.gov . Submit your FAFSA application as early as possible after January 1 and March 1 each year. The FAFSA on the Web Worksheet and attending a FAFSA Completion Workshop in February will help you through the application process.
Where can I go on campus to send a fax?	A fax can be sent from Quartet Copies located in Beck's Bookstore.