

Customer Service Lookup Program

In order to have correct information about you,

please complete the following:

1. Your full name:

2. Preferred Name:

3. Your on-campus e-mail address:

4. Your home telephone number:

5. Your department:

6. The building where your office/dept is located:

7. The room number of your office:

8. Your job title:

9. Your work extension number:

10. Your 4- digit dept zip:

You may **FAX** this information to *Customer Service Center* at #2670.

or

You may **mail** this information to *Customer Service Center* at -0740.

or

You may **e-mail** this information to: enroll [@andrews.edu](mailto:enroll@andrews.edu)

Please check if you prefer that your home # not be printed in the directory.

Thank you for taking the time to fill out this form. It will be a great help in getting information delivered to you as quickly as possible.