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Got Questions?		We've Got Answers	Location	Phone	E-mail
Academic Bulletin			 www andrews.edu/academics/bulletin		
Academic Deans			 www andrews.edu/administration/cao/deans		
Academic Records			 www andrews.edu/services/registrar/contact		
Adv. Placement Credit Transcript Articulation	Articulation Coordinator		Administration Building 204	269-471-3979	articulation
Degree Audit & Graduation	Academic Records		 www andrews.edu/services/registrar/students/graduation		
ID Cards	Academic Records		 www andrews.edu/services/registrar/students/id-cards		
Major Change (Undergrad)	Academic Records		Administration Building 204	269-471-3979	majorchange
Registration	Academic Records		 www andrews.edu/services/registrar/students/registration		
Transcripts (AU outgoing)	Academic Records		 www getmytranscripts.com		
Bookstore			 www bookstore.andrews.edu		
Campus & Student Life			 www andrews.edu/life		
Chapel/Co-Curricular Attendance	Patricia Fitting		Campus Center	269-471-6628	fittingp
Student Involvement, Leadership & Activities	Darius Bridges		Campus Center	269-471-6568	silas
Career Services			 www andrews.edu/services/career_services/		
Director of Career Services	Joydel Trail		James White Library, Room 306	269-471-6288	joydel
Center for Innovation & Entrepreneurship			 www andrews.edu/innovation		
Director of Innovation & Entrepreneurship	Matias Soto		Director of Innovation & Entrepreneurship	269-471-3262	smatias
Prototyping (3d printers, laser cutter, other tools/equipment)	Maker Lab		Art & Design Center 115	269-471-3262	innovate
Center for Faith Engagement (CFE)			 www andrews.edu/faith		
Chaplain Prescott	CFE		Campus Center (main Floor)	269-471-3211	khair
New Life Fellowship	CFE		HPAC (Saturday)	269-471-3211	engagefaith
One Place Fellowship	CFE		Newbold Auditorium (Sat.)	269-471-3211	engagefaith
Pioneer Memorial Church	PMC		University Church	269-471-3133	webteam
Counseling & Testing	Stacey Nicely		Bell Hall 123	269-471-3470	ctcenter
Dining Services			 www andrews-university.cafebonappetit.com		
Undergraduate Enrollment			 www andrews.edu/undergrad		
Undergraduate Enrollment	Enrollment		Administration Bldg. 1 st floor	269-471-6343 text: 269-280-4943	undergrad
Dual Enrollment Counseling	Enrollment		Administration Bldg. 1 st floor	269-471-6323	precollege
Graduate Enrollment			 www andrews.edu/grad		
Graduate Enrollment	Enrollment		Administration Bldg. 3 rd floor	269-471-6321	graduate
Grad. Enrollment Spanish phone line	Enrollment		Administration Bldg. 3 rd floor	269-471-3790	graduate
ESL: Department of Intensive English Programs (DIEP)			 www andrews.edu/ceis/iep		
English Language Proficiency/Skills	Luda Vine		Nethery Hall 205	269-471-3162	luda
English Language Proficiency/Skills	Julia Leacock		Nethery Hall 203	269-471-2260	diep
Explore Andrews			 www andrews.edu/exploreandrews		
Explore Andrews	Hayley Sanchez		Nethery Hall 103	269-471-3382	explore
Advisor Assign/Major Exploration-UG	Hayley Sanchez		Nethery Hall 103	269-471-3382	explore

Got Questions?	We've Got Answers	Location	Phone	E-mail
Financial Services		 www andrews.edu/sfs		
Student Financial Services	Front Desk	Administration Bldg. 1 st floor	269-471-3334	sfs
Communications Manager & Banking Operations Supervisor	Kathleen Allen	Administration Bldg. 1 st floor	269-471-6585	kathy
Information Desk	Karen Alford-Peay	Administration Bldg. 1 st floor	269-471-3194	sfs
Cashier	TBD	Administration Bldg. 1 st floor	269-471-3326	sfs
Productions & Tracking	Tiffany Bates	Remote	269-471-3849	sfstracking
Production/Tracking Operations Associate	Marlene Rothermel	Administration Bldg. 1 st floor	269-471-3849	sfstracking
Financial Aid Analyst	Sandra Munoz	Administration Bldg. 1 st floor	269-471-2410	munozs
Direct Loans Processor & Tech Support	John Beal	Administration Bldg. 1 st floor	269-471-6384	beal
Collections (Non-current accounts)	Rhonda Peak	Administration Bldg. 1 st floor	269-471-3593	collections
Perkins Loans Collections (remote office)	Igdaly Patel	Administration Bldg. 1 st floor	269-471-6271	perkinsloan
Griggs International Academy Student Account Manager	Juan Alvarez	Administration Bldg. 1 st floor	269-471-3754	alvarezj
Andrews Academy Accounts Manager	Gracie Gaytan	Administration Bldg. 1 st floor	269-471-6139	gaytan
Veterans Certifying Official	Fares Magesa	Administration Bldg. 1 st floor	269-471-3286	veterans
Global Campus		 www andrews.edu/distance/		
Adult & Online Student Services	Griggs Hall	Griggs Hall B 132	269-471-3432	onlinestudents
Center for Continuing Education		Griggs Hall B 208	269-471- 3482	odl
Credit for Prior Learning (all campuses)	Glynis Bradfield	Griggs Hall B 132	269-471-3432	glynisb
Online Course Design Support	Griggs Hall	Griggs Hall B 123	269-471-3960	sdecoursedev
Griggs International Academy	Griggs Hall	Griggs Hall B	269-471-6570	enrollgia
LearningHub Helpdesk: DLIT Center	Griggs Hall	Griggs Hall B 123	269-471-3960	dlit
General Education - Andrews Core Experience (ACE)		 www andrews.edu/academics/gened		
Health, Safety & Family		 www andrews.edu/life/health-safety		
Andreasen Center for Wellness		 www andrews.edu/wellnesscenter/		thewellnessclub
Athletics	Athletics	 www aucardinals.com		
AU Alert (<i>Emergency communication for the campus</i>)		 www andrews.edu/services/safety/aualert/		
Campus Safety	Campus Safety		269-471-3321 Monitored 24/7	safety
Day Care/Crayon Box	Kristine Conklin	Marsh Hall	269-471-3350	crayonbox
Emergency Procedures: <i>Measures to be taken during any emergency</i>		 www andrews.edu/services/safety/procedures		
Parking and Safety	Campus Safety	 www andrews.edu/services/safety/parking		
Safety Services: <i>Security escorts, jumpstarts, vehicle lockouts</i>		 www andrews.edu/services/safety/about/services		
Honors		 www andrews.edu/services/honors		
Honors	Monique Pittman	Nethery Hall 108	269-471-6084	pittman
	Maxine Umana		269-471-3297	honors
Housing				
Undergraduate and Single Graduate Housing – Residence Halls	Ana Agustina De La Cruz	Campus Center	269-471-6665	rhhousing
Dean for Undergraduate Residence Life/Associate Dean for Student Life	Matthew Fitting	Lamson and Meier Halls	269-471-6601 269-471-3395	mfitting
Dean for Graduate Residence Life/Associate Dean for Student Life	Christina Hunter	University Towers	269-471-3663	hunterc
 www andrews.edu/life/housing/residencelife				
Graduate Housing – Apartments	Alfredo Ruiz	Garland G	269-471-6979	universityapartments
 www andrews.edu/life/housing/apartments				
Housing - Undergraduate Local Community Students	Jennifer Burrill	Campus Center	269-471-6608	burrillj

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Information Technology Services		 www andrews.edu/services/its/clientservices/itscc/tech-help-for-students		
Help Desk	ITS Helpdesk	ITS Building	269-471-6016	helpdesk
Human Resources		 www andrews.edu/services/hr/		
Associate Vice President	Darcy de Leon	Administration Building 216	269-471-3327	darcy
Compensation	Beverly Brown	Administration Building 216	269-471-3327	beverlyb
Payroll	Jerod Wilson	Administration Building 216	269-471-3325	payroll
Payroll: Verification of Employment, general payroll questions, one-time pay requests	Willy Diaz	Administration Building 216	269-471-3325	payroll
Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Assistance	Monica Cervantes	Administration Building 216	269-471-3886	benefits
Employment: Job postings, Annual Evaluations, onboarding documentation and terminations	Raquel Mendoza-Illingworth	Administration Building 216	269-471-3570	employment
Moving benefits, New Employee Orientation, Retirements	Cristina Aguilar	Administration Building 216	269-471-3327	hr
Student Insurance	Brenda Francis	Administration Building 216	269-471-3327	francis
International Student Services		 www andrews.edu/services/international		
International Student /Visa Matters	Christian Stuart	Ad Building 307	269-471-6605	iss
Leadership Program – UG		 www andrews.edu/cas/ulead		
Leadership Program – UG	Kari Gibbs Prouty	Nethery Hall 137	269-471-3411	ulead
LearningHub & DLiT				
LearningHub & DLiT	Griggs Hall	Griggs Hall B 123	269-471-3960	dlit
Library		 www andrews.edu/services/library		
Study Room Reservation	Patron Services	 www andrews.edu/services/library/1_spaces/groupsr.html		
Hours – Library	Patron Services	JWL Main Floor	269-471-3283	
Research Help & Online Reference	JWL Web-Site/Ask Us	 www andrews.edu/services/library	269-471-3267	
Mathematics Center		 www andrews.edu/cas/math/resources/mathematics-center		
Math Homework Help	Karen Johnson-McWilliams	Haughey Hall 112	269-471-3423	karenj
Mission and Culture		 www andrews.edu/diversity		
	Willie Hucks	Ad Building 322	269-471-3106	hucks
Office of Undergraduate Education		 www andrews.edu/exploreandrews		
	Aaron Moushon	Nethery Hall 100	269-471-3382	explore
Ombudspersons		 www andrews.edu/feedback/ombudspersons		
Speech-Language & Hearing Clinic		 www andrews.edu/chhs/speech		
Hearing/Speech Problems	S. L. & Hearing Clinic	Bell Hall 114	269-471-3468	speech
Student Employment		 www andrews.edu/services/hr/students/student_empl		
Student Jobs	Raquel Mendoza-Illingworth	Administration Bldg. 2 nd floor	269-471-3570	employment
Student Insurance	Brenda Francis			stuins
Student Success Center		 www andrews.edu/services/sscenter		
Student Success Center	Student Success	Nethery Hall 210	269-471-6096	success
Director	Darla Smothers-Morant	Nethery Hall 211	269-471-3398	smothers
UG Academic Probation	Jiyeon Stuart	Nethery Hall 212	269-471-6205	jiyeon
Disability Accommodation	Kristine Walker-Fraser	Nethery Hall 214	269-471-3227	disabilities
UG Student Intervention - Academic	Kristine Walker-Fraser	Nethery Hall 214	269-471-3227	walkerfr
Success Advising – UG	Darla Smothers-Morant	Nethery Hall 211	269-471-3398	smothers

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Title IX: Sex Discrimination and Sexual Misconduct		 andrews.edu/life/health-safety/title-ix		
Title IX Coordinator	Alyssa Palmer	Campus Center	269-471-6684	alyssap
University Wellness				wellness
	Rachel Keele	Andreasen Center	269-471-6091	rachelkeele
Writing Center		 andrews.edu/cas/english/resources/writing_center		
Resume & Cover Letter Help	The Writing Center	Nethery Hall 134	269-471-3358	writery
Writing Skills & Term Papers	Writing Center	Nethery Hall 203	269-471-3358	writery

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