

## Campus Resources - Referral Guide

Got Questions?	We've Got Answers	Location	Phone	E-mail
<b>Academic Bulletin</b> <a href="http://andrews.edu/academics/bulletin">andrews.edu/academics/bulletin</a>				
<b>Academic Deans and Directors</b> <a href="http://andrews.edu/provost/deans">andrews.edu/provost/deans</a>				
<b>Academic Records</b> <a href="http://andrews.edu/services/registrar/contact">andrews.edu/services/registrar/contact</a>				
Adv. Placement Credit Transcript Artic.	Articulation Coordinator	Administration Building 204	269-471-3979	articulation
Degree Audit & Graduation	Academic Records	<a href="http://andrews.edu/services/registrar/students/graduation">andrews.edu/services/registrar/students/graduation</a>		
ID Cards	Academic Records	<a href="http://andrews.edu/services/registrar/students/id-cards">andrews.edu/services/registrar/students/id-cards</a>		
Major Change	Academic Records	Administration Building 204	269-471-3979	majorchange
Registration	Academic Records	<a href="http://andrews.edu/services/registrar/students/registration">andrews.edu/services/registrar/students/registration</a>		
Transcripts	Academic Records	<a href="http://getmytranscripts.com">getmytranscripts.com</a>		
<b>Bookstore</b> <a href="http://andrews.bncollege.com/shop/andrews/home">andrews.bncollege.com/shop/andrews/home</a>				
<b>Career Services</b> <a href="https://www.andrews.edu/services/career_services/">https://www.andrews.edu/services/career_services/</a>				
	Joydel Trail		269-471-6288	joydel
<b>Center for Faith Engagement (CFE) –</b> <a href="http://andrews.edu/faith">andrews.edu/faith</a>				
Chaplain José	CFE	Campus Center (main Floor)	269-471-3211	bourget
Chaplain Danielle	CFE	Campus Center (main Floor)	269-471-3211	pilgrim
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
<b>Center for Reading, Learning &amp; Assessment</b> <a href="http://andrews.edu/sed/ucrla/">andrews.edu/sed/ucrla/</a>				
Skill building - Math or Reading	Annie Lopez	Bell Hall 203	269-471-3480	alopez
Reading Help	Annie Lopez	Bell Hall 203	269-471-3480	alopez
UCRLA (Reading & Assessment)	Annie Lopez	Bell Hall 203	269-471-3480	ucrla
<b>Counseling &amp; Testing</b>	Stacey Nicely	Bell Hall 123	269-471-3470	ctcenter
<b>Dining Services</b> <a href="http://andrews.edu/agenda/feed/Dining+Services">andrews.edu/agenda/feed/Dining+Services</a>				
<b>Distance Education</b> <a href="http://andrews.edu/distance/">andrews.edu/distance/</a>				
Adult Center: Advising & Student Services	Griggs Hall	Griggs Hall B 132	269-471-3432	sdestudents
Center for Continuing Education	Griggs Hall	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	sdecoursedevel
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
<b>Diversity</b> <a href="http://andrews.edu/diversity/contact">andrews.edu/diversity/contact</a>				
<b>Enrollment</b>				
Undergraduate Enrollment <a href="http://andrews.edu/admissions">andrews.edu/admissions</a>	Enrollment	Administration Bldg. 1 <sup>st</sup> floor	269-471-6343 text: 269-280-4943	undergrad
Distance UG Admissions	Enrollment	Administration Bldg. 1 <sup>st</sup> floor	269-471-6323	sderegister
Dual Enrollment Counseling	Enrollment	Administration Bldg. 1 <sup>st</sup> floor	269-471-6323	precollege
Graduate Enrollment <a href="http://andrews.edu/admissions/grad_degree">andrews.edu/admissions/grad_degree</a>	Enrollment	Administration Bldg. 3 <sup>rd</sup> floor	269-471-6321	graduate
Grad. Enrollment Spanish phone line	Enrollment	Administration Bldg. 3 <sup>rd</sup> floor	269-471-3790	graduate
<b>ESL: Center for Intensive English Programs (CIEP)</b> <a href="http://andrews.edu/ceis/ciep">andrews.edu/ceis/ciep</a>				
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	ciep
<b>Explore Andrews</b> <a href="http://andrews.edu/exploreandrews">andrews.edu/exploreandrews</a>				
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
<b>Financial Services</b> <a href="http://www.andrews.edu/sfs">www.andrews.edu/sfs</a>				
Student Financial Services	Front Desk	Administration Bldg. 1 <sup>st</sup> floor	269-471-3334	sfs
<b>General Education - Andrews Core Experience (ACE)</b> <a href="http://andrews.edu/academics/gened">andrews.edu/academics/gened</a>				
<b>Health, Safety &amp; Family</b> <a href="http://andrews.edu/life/health-safety">andrews.edu/life/health-safety</a>				
Andreasen Center for Wellness <a href="http://andrews.edu/wellnesscenter/">andrews.edu/wellnesscenter/</a> Email: <a href="mailto:thewellnessclub@andrews.edu">thewellnessclub@andrews.edu</a> .				
Athletics	Athletics	<a href="http://aucardinals.com">aucardinals.com</a>		
AU Alert <a href="http://andrews.edu/services/safety/aualert/">andrews.edu/services/safety/aualert/</a> <i>Emergency communication for the campus</i>				
Campus Safety	Campus Safety		269-471-3321 <i>Monitored 24/7</i>	safety
Day Care/Crayon Box	Kristine Conklin	Marsh Hall	269-471-3350	crayonbox
Emergency Procedures <a href="http://andrews.edu/services/safety/procedures">andrews.edu/services/safety/procedures</a> <i>Measures to be taken during any emergency</i>				
Medical Holds & Student Health	U. Medical Specialties	9045 US Highway 31	269-473-2222	studenthealth
Parking and Safety	Campus Safety	<a href="http://andrews.edu/services/safety/parking">andrews.edu/services/safety/parking</a>		
Safety Services: <a href="http://andrews.edu/services/safety/about/services">andrews.edu/services/safety/about/services</a> <i>Security escorts, jumpstarts, vehicle lockouts</i>				
<b>Honors</b> <a href="http://andrews.edu/services/honors">andrews.edu/services/honors</a>				
Honors	Monique Pittman	Nethery Hall 108	269-471-6084	pittman
	Maxine Umana		269-471-3297	honors
<b>Housing</b>				
Undergraduate and Single Graduate Housing – Residence Halls	Ana Agustina De La	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
<a href="http://andrews.edu/life/housing/residencelife">andrews.edu/life/housing/residencelife</a>				
Graduate Housing – Apartments	Alfredo Ruiz	Garland G	269-471-6979	universityapartments
<a href="http://andrews.edu/life/housing/apartments">andrews.edu/life/housing/apartments</a>				
Housing - Undergraduate Local Community Students	Jennifer Burrill	Campus Center	269-471-6608	burrillj
<a href="http://andrews.edu/life/housing/residentiallivingpolicy">andrews.edu/life/housing/residentiallivingpolicy</a>				
<b>Information Technology Services</b> <a href="http://andrews.edu/services/its/clientservices/itscc/tech-help-for-students">andrews.edu/services/its/clientservices/itscc/tech-help-for-students</a>				
Help Desk	ITS Helpdesk	ITS Building	269-471-6016	helpdesk
<b>Human Resources</b> <a href="http://andrews.edu/services/hr/">andrews.edu/services/hr/</a>				
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	Raquel Mendoza-Illingworth	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, Student Insurance	Sarai Martinez-Velez	Administration Building 216	269-471-3327	hr
<b>International Student Services</b> <a href="http://andrews.edu/services/international">andrews.edu/services/international</a>				
International Student /Visa Matters	Christian Stuart	Ad Building 307	269-471-6605	iss
<b>Leadership Program – UG</b> <a href="http://andrews.edu/cas/ulead">andrews.edu/cas/ulead</a>				
Leadership Program – UG	Kari Gibbs Prouty	Nethery Hall 137	269-471-3411	ulead

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<b>Learning Hub &amp; Dlit</b> <a href="http://learninghub.andrews.edu">learninghub.andrews.edu</a>				
<b>Library</b> <a href="http://andrews.edu/services/library">andrews.edu/services/library</a>				
Presentation Preparation	Patron Services	<a href="http://andrews.edu/library/screens/media">andrews.edu/library/screens/media</a>		
Research Help – Library	Patron Services	JWL Main Floor	269-471-3283	
Research Help & Online Reference	JWL Web-Site	<a href="http://andrews.edu/library/RefDesk/research">andrews.edu/library/RefDesk/research</a>		
<b>Mathematics Center</b> <a href="http://andrews.edu/cas/math/resources/mathematics-center">andrews.edu/cas/math/resources/mathematics-center</a>				
Math Homework Help	Karen Johnson-McWilliams	Haughey Hall 112	269-471-3423	karenj
<b>Office of Innovation &amp; Entrepreneurship</b> <a href="http://andrews.edu/innovation">andrews.edu/innovation</a>				
Idea Lab	Matias Soto	Art & Design Center 111	269-471-3262	innovate
Maker Lab	Matias Soto	Art & Design Center 115	269-471-3262	innovate
<b>Office of Undergraduate Education</b> <a href="http://andrews.edu/exploreandrews">andrews.edu/exploreandrews</a>				
	Aaron Moushon	Nethery Hall 100	269-471-3382	explore
<b>Ombudspersons</b> <a href="http://andrews.edu/feedback/ombudspersons">andrews.edu/feedback/ombudspersons</a>				
<b>Speech-Language &amp; Hearing Clinic</b> <a href="http://andrews.edu/chhs/speech">andrews.edu/chhs/speech</a>				
Hearing/Speech Problems	S. L. & Hearing Clinic	Bell Hall 114	269-471-3468	speech
<b>Student Employment</b> <a href="http://andrews.edu/services/hr/students/student_empl">andrews.edu/services/hr/students/student_empl</a>				
Student Jobs	Lilian Akawobsa	Administration Bldg. 2 <sup>nd</sup> floor	269-471-3570	employment
<b>Student Insurance</b>	Brenda Francis			stuins
<b>Student Life</b> <a href="http://andrews.edu/life">andrews.edu/life</a>				
Chapel/Co-Curricula Attendance	Student Life	Campus Center	269-471-6686	slife
Student Activities & Involvement		Campus Center	269-471-6568	neua
<b>Student Success</b> <a href="http://andrews.edu/services/sscenter">andrews.edu/services/sscenter</a>				
Student Success Center	Student Success	Nethery Hall 210	269-471-6096	success
UG Academic Probation	Jiyeon Stuart	Nethery Hall 210	269-471-6205	jiyeon
Disability Accommodation	Kristine Walker-Fraser	Nethery Hall 210	269-471-3227	disabilities
UG Student Intervention - Academic	Kristine Walker-Fraser	Nethery Hall 210	269-471-3227	walkerfr
Success Advising – UG	Darla Smothers-Morant	Nethery Hall 210	269-471-3398	smothers
Tutoring course for undergraduates	Tutoring Services	Nethery Hall 210	269-471-6128	tutoring
<b>Title IX: Sex Discrimination and Sexual Misconduct</b> <a href="http://andrews.edu/life/health-safety/title-ix">andrews.edu/life/health-safety/title-ix</a>				
Title IX Coordinator	Frances Faehner	Campus Center	269-471-2679	slife
<b>Writing Center</b> <a href="http://andrews.edu/cas/english/resources/writing_center">andrews.edu/cas/english/resources/writing_center</a>				
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

(Updated 08/23/23)