## Campus Resources - Referral Guide

Got Questions?	We've Got Answers	Location	Phone	E-mail				
Academic Bulletin andrews.edu/acade	emics/bulletin							
Academic Deans and Directors andrews.edu/provost/deans								
Academic Records andrews.edu/servi	ces/registrar/contact							
Adv. Placement Credit Transcript Artic.	Articulation Coordinator	Administration Building 204	269-471-3979	articulation				
Degree Audit & Graduation	Academic Records	andrews.edu/services/registrar/students/graduation						
ID Cards	Academic Records	andrews.edu/services/registrar/students/id-cards						
Major Change	Academic Records	Administration Building 204	269-471-3979	majorchange				
Registration	Academic Records	andrews.edu/services/registra	r/students/registra	tion				
Transcripts	Academic Records getmytranscripts.com							
Bookstore andrews.bncollege.com/shop/andrews/home								
Career Services <a href="https://www.andrews.">https://www.andrews.</a>	areer Services https://www.andrews.edu/services/career_services/							
	Joydel Trail		269-471-6288	joydel				
Center for Faith Engagement (CFE) -			ı					
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				
Center for Reading, Learning & Asse			1	T .				
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				
Counseling & Testing	Stacey Nicely	Bell Hall 123	269-471-3470	ctcenter				
Dining Services andrews.edu/agenda/feed/Dining+Services								
Distance Education andrews.edu/dista			1	1				
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	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				
Diversity andrews.edu/diversity/contact	t							
Enrollment	·	T	1					
Undergraduate Enrollment andrews.edu/admissions	Enrollment	Administration Bldg. 1 <sup>st</sup> floor	269-471-6343 text: 269-280- 4943	undergrad				
Distance UG Admissions	Enrollment	Administration Bldg. 1st floor	269-471-6323	sderegister				
Dual Enrollment Counseling	Enrollment	Administration Bldg. 1st floor	269-471-6323	precollege				
Graduate Enrollment andrews.edu/admissions/grad_degree	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				
ESL: Center for Intensive English Programs (CIEP) andrews.edu/ceis/ciep								
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				
Explore Andrews 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				

General Education - Andrews Core Experience (ACE) andrews.edu/lace Health, Safety & Family andrews.edu/life/health-safety Andreasen Center for Wellness andrews.edu/wellnesscenter/ Email: thew Athletics Athletics aucardin Athletics Athletics aucardin Campus Safety Campus Safety Campus Safety  Day Care/Crayon Box Kristine Conklin Marsh Femergency Procedures andrews.edu/services/safety/procedures Measure Medical Holds & Student Health U. Medical Specialties 9045 US Parking and Safety Campus Safety andrews Safety Services: andrews.edu/services/safety/about/services Security escot Honors andrews.edu/services/honors Honors Monique Pittman Nethery Femors andrews.edu/services/honors Housing Undergraduate and Single Graduate Ana Agustina De La Campus Campus Graduate Ana Agustina De La Campus Campus Graduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Life/Associate Dean for Student Life andrews.edu/life/housing/residencelife Graduate Housing - Apartments Alfredo Ruiz Garland Graduate Housing - Undergraduate Local Jennifer Burrill Campus Graduate Residence Local Jennifer Burrill Campus Graduate Housing - Undergraduate Local Jennifer Burrill Campus Graduate Residence Residentiallivingpolicy Information Technology Services andrews.edu/services/fts/clientservice Help Desk ITS Helpdesk ITS Buildi Human Resources andrews.edu/services/hr/ Associate Vice President Darcy de Leon Administra General payroll verification of Employment, general payroll questions, one-time pay requests	nessclub@andrews.edu. s.com  r the campus  269-471-33 Monitored 24/7  1 269-471-33 to be taken during any emergence lighway 31 269-473-22 du/services/safety/parking s, jumpstarts, vehicle lockouts	safety safety crayonbox y studenthealth						
General Education - Andrews Core Experience (ACE) andrews.edu/lace Health, Safety & Family andrews.edu/life/health-safety  Andreasen Center for Wellness andrews.edu/wellnesscenter/ Email: thew Athletics Athletics aucardin AU Alert andrews.edu/services/safety/aualert/ Emergency communication  Campus Safety Campus Safety  Day Care/Crayon Box Kristine Conklin Marsh Ferregency Procedures andrews.edu/services/safety/procedures Measure Medical Holds & Student Health U. Medical Specialties 9045 US Parking and Safety Campus Safety andrews Safety Services: andrews.edu/services/safety/about/services Security escotorial Safety Services: andrews.edu/services/safety/about/services Security escotorial Safety Services: andrews.edu/services/honors  Honors Monique Pittman Nethery Ferregent Maxine Umana  Housing  Undergraduate and Single Graduate Ana Agustina De La Campus Graduate Housing — Residence Halls Dean for Undergraduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Christina Hunter University Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing — Apartments Alfredo Ruiz Garland Graduate Housing — Tudergraduate Local Jennifer Burrill Campus Graduate Housing — Tudergraduate Local Jenn	nessclub@andrews.edu. s.com or the campus  269-471-33 Monitored 24/7  1 269-471-33 to be taken during any emergence dighway 31 269-473-22 du/services/safety/parking s, jumpstarts, vehicle lockouts	safety safety crayonbox y studenthealth						
Health, Safety & Family andrews.edu/life/health-safety  Andreasen Center for Wellness andrews.edu/wellnesscenter/ Email: thew Athletics Athletics aucardin AU Alert andrews.edu/services/safety/aualert/ Emergency communication Campus Safety Campus Safety Campus Safety  Day Care/Crayon Box Kristine Conklin Marsh Femergency Procedures andrews.edu/services/safety/procedures Measure Medical Holds & Student Health U. Medical Specialties 9045 US Parking and Safety Campus Safety andrews Safety Services: andrews.edu/services/safety/about/services Security escothonors andrews.edu/services/honors  Honors Monique Pittman Nethery Femore Maxine Umana Nethery Femore Maxine Umana Housing  Undergraduate and Single Graduate Ana Agustina De La Campus Campus Graduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Life/Associate Dean for Student Life andrews.edu/life/housing/residencelife  Graduate Housing — Apartments Alfredo Ruiz Garland Campus Graduate Housing — Apartments Alfredo Ruiz Garland Graduate Housing — Apartments Alfredo Ruiz Garland Graduate Housing — Apartments Alfredo Ruiz Garland Graduate Housing — Dean for Graduate Local Jennifer Burrill Campus Graduate Housing — Undergraduate Local Jennifer Burrill Campus Graduate Housing — Dean for Graduate Local Jennifer Burrill Campus Graduate Housing — Payroll Jerod Wilson Administra andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice Help Desk ITS Helpdesk ITS Buildi Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administra General payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Illingworth	nessclub@andrews.edu. s.com  r the campus  269-471-33 Monitored 24/7  1 269-471-33 to be taken during any emergence lighway 31 269-473-22 du/services/safety/parking s, jumpstarts, vehicle lockouts	crayonbox  y  222   studenthealth						
Andreasen Center for Wellness andrews.edu/wellnesscenter/ Email: thew Athletics Athletics aucardin AU Alert andrews.edu/services/safety/aualert/ Emergency communication Campus Safety Campus Safety Campus Safety Campus Safety Day Care/Crayon Box Kristine Conklin Marsh Femergency Procedures andrews.edu/services/safety/procedures Measure Medical Holds & Student Health U. Medical Specialties 9045 US Parking and Safety Campus Safety andrews Safety Services: andrews.edu/services/safety/about/services Security escondarions andrews.edu/services/honors  Honors Monique Pittman Nethery Femore Maxine Umana Housing Undergraduate and Single Graduate Ana Agustina De La Campus General Housing - Residence Halls Dean for Undergraduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Life/Associate Dean for Student Life andrews.edu/life/housing/residencelife  Graduate Housing - Apartments Alfredo Ruiz Garland General Housing - Undergraduate Local Community Students andrews.edu/life/housing/apartments  Housing - Undergraduate Local Community Students andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/lts/clientservice Help Desk ITS Helpdesk ITS Buildi Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administration Reverse andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administration Payroll Jerod Wilson Administration Payroll Jerod Wilson Administration Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Hillingworth	269-471-33   Monitored   24/7   269-471-33   to be taken during any emergence   Highway 31   269-473-22   du/services/safety/parking   s, jumpstarts, vehicle lockouts	crayonbox  y  222   studenthealth						
Athletics Au Alert andrews.edu/services/safety/aualert/ Emergency communication Campus Safety Campus Safety  Day Care/Crayon Box Kristine Conklin Marsh F Emergency Procedures andrews.edu/services/safety/procedures Measure Medical Holds & Student Health U. Medical Specialties 9045 US Parking and Safety Campus Safety andrews Safety Services: andrews.edu/services/safety/about/services Security escot Honors andrews.edu/services/safety/about/services Security escot Honors andrews.edu/services/honors Honors Monique Pittman Nethery F Maxine Umana  Housing Undergraduate and Single Graduate Ana Agustina De La Campus G Housing – Residence Halls Dean for Undergraduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Life/Associate Dean for Student Life andrews.edu/life/housing/residencelife Graduate Housing – Apartments Housing - Undergraduate Local Jennifer Burrill Campus G Community Students andrews.edu/life/housing/residentiallivingpolicy Information Technology Services andrews.edu/services/fits/clientservice Help Desk ITS Helpdesk ITS Buildi Human Resources andrews.edu/services/fits/ Associate Vice President Darcy de Leon Administration Beverly Brown Administration Beverly Brown Administration Beverly Brown Administration Beverly Brown Administration Payroll Jerod Wilson Administration Payroll Jerod Wilson Administration Payroll Jerod Wilson Administration Benefits: Employee benefits, FMLA, Raquel Mendoza-Illiingworth Illingworth	269-471-33   Monitored   24/7   269-471-33   to be taken during any emergence   Highway 31   269-473-22   du/services/safety/parking   s, jumpstarts, vehicle lockouts	crayonbox  y  222   studenthealth						
AU Alert andrews.edu/services/safety/aualert/ Emergency communication Campus Safety  Campus Safety  Day Care/Crayon Box  Kristine Conklin  Emergency Procedures andrews.edu/services/safety/procedures Medical Holds & Student Health  U. Medical Specialties 9045 US Parking and Safety  Campus Safety  Campus Safety  Parking and Safety  Campus Safety  Campus Safety  Safety Services: andrews.edu/services/safety/about/services Security esco Honors andrews.edu/services/honors  Honors  Monique Pittman  Nethery Fi Maxine Umana  Housing  Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments  Housing - Undergraduate Local Community Students  andrews.edu/life/housing/apartments  Housing - Undergraduate Local Community Students  andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice  Help Desk  ITS Helpdesk  ITS Buildi  Human Resources andrews.edu/services/ihr/  Associate Vice President  Darcy de Leon  Administration  Payroll  Payroll  Jerod Wilson  Administration  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Illingworth	269-471-33 Monitored 24/7  269-471-33 to be taken during any emergence lighway 31 269-473-22 du/services/safety/parking s, jumpstarts, vehicle lockouts	crayonbox  y  222   studenthealth						
Campus Safety  Day Care/Crayon Box  Emergency Procedures andrews.edu/services/safety/procedures  Medical Holds & Student Health  Parking and Safety  Safety Services: andrews.edu/services/safety/about/services Security escale  Honors andrews.edu/services/safety/about/services Security escale  Honors andrews.edu/services/honors  Honors  Monique Pittman  Nethery Finance  Maxine Umana  Housing  Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments  Housing - Undergraduate Local Jennifer Burrill  Campus Graduate Housing – Apartments  Housing - Undergraduate Local Jennifer Burrill  Campus Graduate Residence Life/sevices/its/clientservices/maxing/sevices/its/clientservices/maxing/sevices/ma	269-471-33 Monitored 24/7  1 269-471-33 to be taken during any emergence Highway 31 269-473-22 du/services/safety/parking s, jumpstarts, vehicle lockouts	crayonbox  y  222   studenthealth						
Day Care/Crayon Box  Emergency Procedures andrews.edu/services/safety/procedures  Medical Holds & Student Health  U. Medical Specialties  9045 US  Parking and Safety  Safety Services: andrews.edu/services/safety/about/services Security escot  Honors andrews.edu/services/honors  Honors  Monique Pittman  Nethery Housing  Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments  Housing - Undergraduate Local Jennifer Burrill  Campus C  andrews.edu/life/housing/apartments  Housing - Undergraduate Local Community Students  andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice  Help Desk  ITS Helpdesk  ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President  Darcy de Leon  Administration  Payroll  Payroll Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Information Technology Envices  Administration  Raquel Mendoza- Illingworth	Monitored 24/7   269-471-33   160 be taken during any emergence dighway 31   269-473-22   269-473-22   269-471-6084   108   269-471-6084	crayonbox  y  222   studenthealth						
Emergency Procedures andrews.edu/services/safety/procedures Measure Medical Holds & Student Health U. Medical Specialties 9045 US Parking and Safety Campus Safety andrews Safety Services: andrews.edu/services/safety/about/services Security escot Honors andrews.edu/services/honors Honors Monique Pittman Nethery Housing Undergraduate and Single Graduate Ana Agustina De La Housing — Residence Halls Dean for Undergraduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Life/Associate Dean for Student Life andrews.edu/life/housing/residencelife Graduate Housing — Apartments Alfredo Ruiz Garland Garlan	to be taken during any emergence dighway 31 269-473-22 du/services/safety/parking s, jumpstarts, vehicle lockouts 1108 269-471-6084	y studenthealth  4 pittman						
Medical Holds & Student Health Parking and Safety Campus Safety Safety Services: andrews.edu/services/safety/about/services Security escated Honors andrews.edu/services/honors Honors Honors Honors Monique Pittman Nethery Fill Maxine Umana  Housing Undergraduate and Single Graduate Housing – Residence Halls Dean for Undergraduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Life/Associate Dean for Student Life andrews.edu/life/housing/residencelife Graduate Housing – Apartments Housing - Undergraduate Local Jennifer Burrill Campus Graduate Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Local Jennifer Burrill Campus Graduate Students  Housing - Undergraduate Students  Housing - Campus Graduate Students  Housing - Undergraduate Students  Housing - Campus Graduate Students  Housing - Campus Graduate Students  Housing - Campus Graduate Students  Housing - Camp	du/services/safety/parking s, jumpstarts, vehicle lockouts	studenthealth  pittman						
Parking and Safety  Safety Services: andrews.edu/services/safety/about/services Security escot  Honors andrews.edu/services/honors  Honors  Monique Pittman  Nethery F  Maxine Umana  Housing  Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments  Housing – Undergraduate Local Jennifer Burrill  Campus G  andrews.edu/life/housing/apartments  Housing – Undergraduate Local Jennifer Burrill  Community Students  andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice  Help Desk  ITS Helpdesk  ITS Helpdesk  ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President  Darcy de Leon  Administration  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Illingworth	du/services/safety/parking s, jumpstarts, vehicle lockouts 1108 269-471-6084	4 pittman						
Safety Services: andrews.edu/services/safety/about/services Security escote Honors andrews.edu/services/honors Honors Monique Pittman Nethery Fithers Maxine Umana  Housing Undergraduate and Single Graduate Housing – Residence Halls Dean for Undergraduate Residence Life/Associate Dean for Student Life Dean for Graduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments Alfredo Ruiz Garland G	s, jumpstarts, vehicle lockouts							
Honors andrews.edu/services/honors  Honors Maxine Umana  Housing  Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments  Housing - Undergraduate Local Jennifer Burrill  Campus Graduate Housing – Undergraduate Local Jennifer Burrill  Community Students  andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice  Help Desk  ITS Helpdesk  ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President  Darcy de Leon  Administration Payroll  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Indicate Hand Agustina De La  Campus Graduate Fitting  Lamson a  Campus Graduate Fitting  Lamson a  Campus Graduate Fitting  Lamson a  Lamson a  Campus Graduate Fitting  Lamson a  Lamson a  Campus Graduate Fitting  Lamson a  Campus Graduate Fitting  Lamson a  Lam	1108 269-471-6084							
Honors Maxine Umana  Housing  Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments Alfredo Ruiz Garland Garla								
Housing  Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments Alfredo Ruiz Garland Gardews.edu/life/housing/apartments  Housing – Undergraduate Local Community Students  andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice  Help Desk ITS Helpdesk ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administration Dearcy Dearch Administration Dearch Dearch Dearch D								
Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments Alfredo Ruiz Garland Gar	269-471-329	7 honors						
Undergraduate and Single Graduate Housing – Residence Halls  Dean for Undergraduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments Alfredo Ruiz Garland Garland Gardews.edu/life/housing/apartments  Housing – Undergraduate Local Jennifer Burrill Campus Garland Gardews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice  Help Desk ITS Helpdesk ITS Buildit  Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administration Darcy de Leon Darcy de Leon Administration Darcy de Leon Administration Darcy de Leon Administration Darcy de Leon Administration Darcy de Leon Darcy de Leon Administration Darcy de Leon Darcy de Leon Darcy de Leon Administration Darcy de Leon Darcy de	<u>.</u>							
Dean for Undergraduate Residence Life/Associate Dean for Student Life   Dean for Graduate Residence Life/Associate Dean for Student Life   Christina Hunter   University		Housing						
Life/Associate Dean for Student Life  Dean for Graduate Residence Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments Alfredo Ruiz Garland Gar	nter 269-471-666	5 rhhousing						
Life/Associate Dean for Student Life  andrews.edu/life/housing/residencelife  Graduate Housing – Apartments Alfredo Ruiz Garland Garla	Meier Halls 269-471-660 269-471-339							
Graduate Housing – Apartments Alfredo Ruiz Garland Gar	owers 269-471-3663	3 hunterc						
Administration of Employment, general payroll: Verification of Employment, general payroll volve in the pay requests  Brown and rews. edu/life/housing/residentiallivingpolicy  Information Technology Services and rews. edu/services/its/clientservice  ITS Helpdesk ITS Buildi  ITS Helpdesk ITS Buildi  ITS Helpdesk ITS Buildi  Darcy de Leon Administra  Beverly Brown Administra  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Raquel Mendoza-Illingworth								
Housing - Undergraduate Local Community Students  andrews.edu/life/housing/residentiallivingpolicy  Information Technology Services andrews.edu/services/its/clientservice  Help Desk ITS Helpdesk ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administration  Compensation Beverly Brown Administration  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Residentiallivingpolicy  ITS Helpdesk ITS Buildi  ITS Helpdesk ITS Buildi  ITS Helpdesk ITS Buildi  WIS Buildi  Administration  Administration  Raquel Mendoza-Illingworth	269-471-697	9 universityapartments						
Administration Technology Services andrews.edu/services/its/clientservices  Information Technology Services andrews.edu/services/its/clientservices  Help Desk ITS Helpdesk ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administration  Compensation Beverly Brown Administration  Payroll Jerod Wilson Administration  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Raquel Mendozalllingworth								
Information Technology Services andrews.edu/services/its/clientservice  Help Desk ITS Helpdesk ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administra  Compensation Beverly Brown Administra  Payroll Jerod Wilson Administra  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Raquel Mendoza-Illingworth	nter 269-471-660	8 burrillj						
Help Desk ITS Helpdesk ITS Buildi  Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administra  Compensation Beverly Brown Administra  Payroll Jerod Wilson Administra  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Raquel Mendoza-Illingworth	andrews.edu/life/housing/residentiallivingpolicy							
Human Resources andrews.edu/services/hr/  Associate Vice President Darcy de Leon Administra  Compensation Beverly Brown Administra  Payroll Jerod Wilson Administra  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Raquel Mendoza-Illingworth	Information Technology Services andrews.edu/services/its/clientservices/itscc/tech-help-for-students							
Associate Vice President  Compensation  Beverly Brown  Administration  Payroll  Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Darcy de Leon  Administration  Administration  Administration	269-471-6016	6 helpdesk						
Compensation Beverly Brown Administration Payroll Jerod Wilson Administration of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Reverse Reverse Provided Heading P	Human Resources andrews.edu/services/hr/							
Payroll Jerod Wilson Administration of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Jerod Wilson Administration  Willy Diaz  Administration		7 darcy						
Payroll: Verification of Employment, general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Willy Diaz  Administration	on Building 216 269-471-332	1						
general payroll questions, one-time pay requests  Benefits: Employee benefits, FMLA, Workman's compensation, Tuition  Raquel Mendoza- Illingworth  Administra	on Building 216 269-471-332 269-471-332 269-471-332							
Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Raquel Mendoza- Illingworth	•	7 beverlyb						
Assistance	on Building 216 269-471-332	7 beverlyb 5 payroll						
Employment: Job postings, Annual Evaluations, onboarding documentation and terminations  Raquel Mendoza- Illingworth	on Building 216 269-471-332 on Building 216 269-471-332	7 beverlyb 5 payroll 5 payroll						
Moving benefits, New Employee Orientation, Retirements, Student Insurance  Sarai Martinez-Velez Administra	on Building 216 269-471-332 on Building 216 269-471-332 on Building 216 269-471-332	7 beverlyb 5 payroll 6 benefits						
International Student Services andrews.edu/services/international								
International Student /Visa Matters Christian Stuart Ad Buildin	on Building 216 269-471-332 on Building 216 269-471-332 on Building 216 269-471-332 on Building 216 269-471-388	7 beverlyb 5 payroll 6 benefits 0 employment						
Leadership Program – UG andrews.edu/cas/ulead								
Leadership Program – UG Kari Gibbs Prouty Nethery H	on Building 216 269-471-332 on Building 216 269-471-332 on Building 216 269-471-332 on Building 216 269-471-388 on Building 216 269-471-3570 on Building 216 269-471-332	5 payroll 6 benefits 0 employment 7 hr						

Got Questions?	We've Got Answers	Location	Phone	E-mail				
Learning Hub & Dlit learninghub.andrews.edu								
Library andrews.edu/services/library								
Presentation Preparation	Patron Services	andrews.edu/library/screens/media						
Research Help – Library	Patron Services	JWL Main Floor	269-471-3283					
Research Help & Online Reference	JWL Web-Site	andrews.edu/library/RefDesk/research						
Mathematics Center andrews.edu/cas/math/resources/mathematics-center								
Math Homework Help	Karen Johnson- McWilliams	Haughey Hall 112	269-471-3423	karenj				
Office of Innovation & Entrepreneurship andrews.edu/innovation								
ldea Lab	Matias Soto	Art & Design Center 111	269-471-3262	innovate				
Maker Lab	Matias Soto	Art & Design Center 115	269-471-3262	innovate				
Office of Undergraduate Education andrews.edu/exploreandrews								
	Aaron Moushon	Nethery Hall 100	269-471-3382	explore				
Ombudspersons andrews.edu/feedback/ombudspersons								
Speech-Language & Hearing Clinic andrews.edu/chhs/speech								
Hearing/Speech Problems	S. L. & Hearing Clinic	Bell Hall 114	269-471-3468	speech				
Student Employment andrews.edu/services/hr/students/student_empl								
Student Jobs	Lilian Akawobsa	Administration Bldg. 2 <sup>nd</sup> floor	269-471-3570	employment				
Student Insurance	Brenda Francis			stuins				
Student Life andrews.edu/life								
Chapel/Co-Curricula Attendance	Student Life	Campus Center	269-471-6686	slife				
Student Activities & Involvement		Campus Center	269-471-6568	neua				
Student Success andrews.edu/services/sscenter								
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				
Title IX: Sex Discrimination and Sexual Misconduct andrews.edu/life/health-safety/title-ix								
Title IX Coordinator	Frances Faehner	Campus Center	269-471-2679	slife				
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				

(Updated 08/23/23)