

Campus Resources - Referral Guide

Last Update: 01/13/26

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> ACADEMIC BULLETIN	andrews.edu/academic/bulletin		Kevin Wiley		bulletin@andrews.edu
<input type="checkbox"/> ACADEMIC DEANS	andrews.edu/administration/cao/deans				
<input type="checkbox"/> ACADEMIC RECORDS	andrews.edu/services/registrar/contact	Administration Building - Second Floor		269-471-3979	
Services:					
Adv. Placement Credit Transcript Articulation		Administration Building - Room 202			articulation@andrews.edu
Degree Audit & Graduation	andrews.edu/services/registrar/students/graduation				
Grades	andrews.edu/services/registrar/faculty_departments/grades.html				grades@andrews.edu
ID Cards	andrews.edu/services/registrar/students/id-cards				
Major Change (Undergrad)		Administration Building - Room 205			majorchange@andrews.edu
Registration	andrews.edu/services/registrar/students/registration				
Transcripts (AU outgoing)	getmytranscripts.com				
<input type="checkbox"/> BOOKSTORE	bookstore.andrews.edu				
<input type="checkbox"/> CAMPUS & STUDENT LIFE	andrews.edu/life	Campus Center			
Services:					
Chapel/Cocurricular Attendance	andrews.edu/life/involvement/co-curricular-education/		Patricia Fitting	269-471-6628	fittingp@andrews.edu
Student Involvement, Leadership & Activities			Darius Bridges	269-471-6568	sil@andrews.edu
<input type="checkbox"/> CAREERS SERVICES	andrews.edu/services/career_services	James White Library, Room 306	Joydel Trail (Director)	269-471-6288	joydel@andrews.edu

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> CENTER FOR FAITH ENGAGEMENT	andrews.edu/faith	Campus Center (main Floor)			
Services:					
Chaplaincy		Campus Center (main Floor)	Jonathan Fetrick (Chaplain)	269-471-3211	fetrick@andrews.edu
New Life Fellowship		HPAC (Saturday)		269-471-3211	engagefaith@andrews.edu
One Place Fellowship		Newbold Auditorium (Sat.)		269-471-3211	engagefaith@andrews.edu
Pioneer Memorial Church		University Church		269-471-3133	webteam@andrews.edu
<input type="checkbox"/> CENTER FOR INNOVATION & ENTREPRENEURSHIP	andrews.edu/innovation	Art & Design Center 111	Matias Soto (Director)	269-471-3262	smatias@andrews.edu
Services:					
Maker Lab: Prototyping (3d printers, laser cutter, other tools/equipment)		Art & Design Center 115	Matias Soto	269-471-3262	innovate@andrews.edu
Startup Lab: Startup incubator and accelerator		Art & Design Center 111	Matias Soto	269-471-3262	innovate@andrews.edu
Industry Lab: Industry collaborations engagement and management		Art & Design Center 111	Jorge Cardenas	269-471-3261	industrylab@andrews.edu
<input type="checkbox"/> COUNSELING & TESTING		Bell Hall 123	Stacey Nicely	269-471-3470	ctcenter@andrews.edu
<input type="checkbox"/> DINING SERVICES	andrews-university.cafebonappetit.com	Campus Center			
<input type="checkbox"/> ESL: DEPARTMENT OF INTENSIVE ENGLISH PROGRAMS (DIEP)	andrews.edu/ceis/iep	Nethery Hall 205	Daniela Ortiz (Interim Chair)	269-471-3162	luda@andrews.edu
Services:					
English Language Proficiency/Skills		Nethery Hall 205		269-471-2260	diep@andrews.edu
<input type="checkbox"/> EXPLORE ANDREWS	andrews.edu/exploreandrews	Nethery Hall 103		269-471-3382	explore@andrews.edu
Services:					
Advisor Assign/Major Exploration-Undergraduate		Nethery Hall 103	Hayley Sanchez	269-471-3382	explore@andrews.edu
<input type="checkbox"/> FINANCIAL ADMINISTRATION					
Services:					
Budgeting		Administration Bldg. 3rd floor	Valencia Mawuntu	269-471-3484	valencia@andrews.edu

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> FINANCIAL RECORDS					
Services:					
Accounts Payable		Administration Bldg. 2nd floor	Rhoda Johnson	269-471-3343	ap@andrews.edu
Cashier		Administration Bldg. 2nd floor		269-471-3332	
Accountants		Administration Bldg. 2nd floor			financialrecords@andrews.edu
Travel and Expense		Administration Bldg. 2nd floor		269-471-3323	trexp@andrews.edu
<input type="checkbox"/> GENERAL EDUCATION - ANDREWS CORE EXPERIENCE (ACE)	andrews.edu/academics/general				
<input type="checkbox"/> GLOBAL CAMPUS	andrews.edu/global				
Services:					
Adult & Online Student Services		Griggs Hall B 132		269-471-3432	onlinestudents@andrews.edu
Center for Continuing Education		Griggs Hall B 208		269-471-3482	odl@andrews.edu
Credit for Prior Learning (All Campuses)		Griggs Hall B 132	Glynis Bradfield	269-471-3432	glynisb@andrews.edu
Global Campus Administrative Questions					globalcampus@andrews.edu
Online Course Design Support		Griggs Hall B123		269-471-3960	sdecoursedev@andrews.edu
Online Testing Center		Griggs Hall B130		269-471-6566	onlineexams@andrews.edu
Griggs International Academy		Griggs Hall B		269-471-6570	enrollgia@andrews.edu
LearningHub Helpdesk: DLIT Center		Griggs Hall B 123		269-471-3960	dlit@andrews.edu
<input type="checkbox"/> GRADUATE ENROLLMENT	andrews.edu/grad	Administration Bldg. 3rd floor			
Services:					
Graduate Enrollment		Administration Bldg. 3rd floor		269-471-6321	graduate@andrews.edu
Graduate Enrollment - Spanish Phone line		Administration Bldg. 3rd floor		269-471-3790	graduate@andrews.edu

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> HEALTH, SAFETY & FAMILY	andrews.edu/life/health-safety				
Services:					
Andreasen Center for Wellness	andrews.edu/wellnesscenter				thewellnessclub@andrews.edu
Athletics	aucardinals.com				
AU Alert (Emergency communication for the campus)	andrews.edu/services/safety/aualert				
Campus Safety				269-471-3321 (Monitored 24/7)	safety@andrews.edu
Day Care/Crayon Box		March Hall 1st floor		269-471-3350	crayonbox@andrews.edu
Emergency Procedures: Measures to be taken during any emergency	andrews.edu/services/safety/procedures				
Parking and Safety	andrews.edu/services/safety/parking				
Safety Services: Security escorts, jumpstarts, vehicle lockout	andrews.edu/services/safety/about/services				
<input type="checkbox"/> HONORS	andrews.edu/services/honors	Nethery Hall 108	Monique Pittman (Director)	269-471-6084	pittman@andrews.edu
Services:					
J.N Andrews Honors Program		Nethery Hall 108	Maxine Umana	269-471-3297	honors@andrews.edu
<input type="checkbox"/> HOUSING	andrews.edu/housing				
Services:					
Undergraduate and Single Graduate Housing - Residence Halls		Campus Center	Ana Agustina De La Cruz	269-471-6665	rhousing@andrews.edu
Dean for Undergraduate Residence Life/Associate Dean for Student Life		Lamson and Meier Halls	Matthew Fitting	269-471-6601, 269-471-3395	mfitting@andrews.edu
Dean for Graduate Residence Life/Associate Dean for Student Life	andrews.edu/life/housing/residencelife	University Towers	Christina Hunter	269-471-3663	hunterc@andrews.edu
Graduate Housing – Apartments	andrews.edu/life/housing/apartments	Garland G	Alfredo Ruiz	269-471-6979	universityapartments@andrews.edu
Housing - Undergraduate Local Community Students		Campus Center	Jennifer Burrill	269-471-6608	burrilj@andrews.edu

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> HUMAN RESOURCES	andrews.edu/hr	Administration Building 216	Darcy de Leon (Assoc. VP)	269-471-3327	darcy@andrews.edu
Services:					
Compensation		Administration Building 216	Beverly Brown	269-471-3327	beverlyb@andrews.edu
Payroll		Administration Building 216	Jerod Wilson	269-471-3325	payroll@andrews.edu
Payroll: Verification of Employment, general payroll questions, one-time pay requests		Administration Building 214	Willy Diaz	269-471-3325	payroll@andrews.edu
Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Assistance		Administration Building 213 A	Monica Cervantes	269-471-3886	benefits@andrews.edu
Employment: Job postings, Annual Evaluations, onboarding documentation and terminations		Administration Building 213 B	Raquel Mendoza-Illingworth	269-471-6721	employment@andrews.edu
Moving benefits, New Employee Orientation, Retirements		Administration Building 216	Cristina Aguilar	269-471-3327	hr@andrews.edu
Student Insurance		Remote	Brenda Francis	269-471-3327	francis@andrews.edu
<input type="checkbox"/> INFORMATION TECHNOLOGY SERVICES	andrews.edu/its				
Services:					
Help Desk		Information Services Building		269-471-6016	helpdesk@andrews.edu
<input type="checkbox"/> INTERNATIONAL STUDENT SERVICES	andrews.edu/services/international	Administration Building 307	Silmara Ferreira (Director)	269-471-6395	stuins@andrews.edu
Services:					
International Student /Visa Matters		Administration Building 307	Sonia Wilches (ISS Coordinator)	269-471-6395	iss@andrews.edu
<input type="checkbox"/> LEADERSHIP PROGRAM - UNDERGRADUATE	andrews.edu/cas/ulead	Nethery Hall 137	Kari Gibbs-Prouty (Director)	269-471-3411	ulead@andrews.edu
<input type="checkbox"/> LEARNINGHUB & DLIT		Griggs Hall B 123		269-471-3960	dlit@andrews.edu

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> LIBRARY	andrews.edu/services/library	James White Library	Paulette Johnson (Dean)	269-471-3264	paulettej@andrews.edu
Services:					
James White Library - Seminary	andrews.edu/services/library/	James White Library 275	Terry Robertson (Assoc. Dean - Seminary Librarian)	269-471-3269	trobtstn@andrews.edu
Center for Adventist Research		James White Library, Lower Level	Kevin Burton (Director)	269-471-3209	burtonk@andrews.edu
Music Materials Center	andrews.edu/services/library/ mmc/index.html	Hamel Hall 110	Marianne Kordas (Music Librarian)	269-471-6217	kordas@andrews.edu
Architecture Resource Center	andrews.edu/services/library/1 _about/arc/index.html	School of Architecture & Interior Design	Tamara Karr	269-471-3027	tamarak@andrews.edu
Study Room Reservation, including specialized study room with accessibility tools for visually and hearing impaired students.	andrews.edu/services/library/1 _spaces/groupsr.html				
Research Help & Online Reference	andrews.edu/services/library			269-471-3267	
<input type="checkbox"/> MATHEMATICS CENTER	andrews.edu/cas/math/resour ces/mathematics-center.html				
Services:					
Math Homework Help		Haughey Hall 112	Karen Johnson- McWilliams	269-471-3423	karenj@andrews.edu
<input type="checkbox"/> MISSION & CULTURE	andrews.edu/administration/c ulture	Administration Building 322		269-471-3106	
<input type="checkbox"/> OMBUDSPERSONS	andrews.edu/feedback/ombu dspersons				
<input type="checkbox"/> OFFICE OF UNDERGRADUATE EDUCATION	andrews.edu/exploreandrews	Nethery Hall 100	Aaron Moushon	269-471-3382	explore@andrews.edu
<input type="checkbox"/> SPEECH-LANGUAGE & HEARING CLINIC	andrews.edu/chhs/speech	Bell Hall 114	Kim Spare	269-471-3468	speech@andrews.edu
Services:					
Hearing Testing	andrews.edu/chhs/speech	BH114	Kim Spare	269-471-3468	speechandhearingclinic@andrews.edu
Speech-Language Testing		S. L. & Hearing Clinic - Bell Hall 114		269-471-3468	speech@andrews.edu

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> STUDENT EMPLOYMENT	andrews.edu/services/hr/students/student_empl				
Services:					
Student Jobs		Administration Building 213	Yailin Contreras	269-471-3570	employment@andrews.edu
Student Insurance		Remote	Brenda Francis	574-532-9783	stuins@andrews.edu
<input type="checkbox"/> STUDENT FINANCIAL SERVICES	andrews.edu/sfs				
Services:					
Student Financial Services - Front Desk		Administration Bldg. 1st floor		269-471-3334	sfs@andrews.edu
Communications Manager & Banking Operations Supervisor		Administration Bldg. 1st floor	Kathleen Allen	269-471-6585	kathy@andrews.edu
Information Desk		Administration Bldg. 1st floor	Karen Alford-Peay	269-471-3194	sfs@andrews.edu
Cashier		Administration Bldg. 1st floor		269-471-3326	sfs@andrews.edu
Production/Tracking Analyst		Administration Bldg. 1st floor	Marlene Rothermel	269-471-3849	sfstracking@andrews.edu
Financial Aid Analyst		Administration Bldg. 1st floor	Sandra Munoz	269-471-2410	munozs@andrews.edu
Financial Advisor - Lastnames A-C		Administration Bldg. 1st floor	Igdali Patel	269-471-6271	sfadvisor5@andrews.edu
Financial Advisor - Lastnames D-H		Administration Bldg. 1st floor	Juan Alvarez	269-471-3365	sfadvisor1@andrews.edu
Financial Advisor - Lastnames I-Mc		Administration Bldg. 1st floor	Keila Rosario	269-471-6597	sfadvisor2@andrews.edu
Financial Advisor - Lastnames Md-Ri		Administration Bldg. 1st floor	Shelley Bolin	269-471-6385	sfadvisor3@andrews.edu
Financial Advisor - Lastnames Rj-Z		Administration Bldg. 1st floor	Quaisar Ayaz	269-471-6387	sfadvisor4@andrews.edu
Direct Loans Processor & Tech Support		Administration Bldg. 1st floor	John Beal	269-471-6384	beal@andrews.edu
Collections (Non-current accounts)		Remote	Rhonda Peak	269-471-3593	collections@andrews.edu
Perkins Loans Collections		Administration Bldg. 1st floor	Igdaly Patel	269-471-6271	perkinsloan@andrews.edu
Griggs International Academy Student Account Manager		Administration Bldg. 1st floor	Juan Alvarez	269-471-3754	alvarezj@andrews.edu
Andrews Academy Accounts Manager		Andrews Academy	Gracie Gaytan	269-471-6139	gaytan@andrews.edu
Veterans Certifying Official		Administration Bldg. 1st floor	Fares Magesa	269-471-3286	veterans@andrews.edu

Unit	Webpage:	Location:	Contact:	Phone:	E-mail:
<input type="checkbox"/> STUDENT SUCCESS CENTER	https://www.andrews.edu/services/sscenter/	Nethery Hall 210			
Services:					
Undergraduate Academic Probation		Nethery Hall 212	Jiyeon Stuart	269-471-6205	jiyeon@andrews.edu
Disability Accommodation		Nethery Hall 214	Kristine Walker-Fraser	269-471-3227	disabilities@andrews.edu
UG Student Intervention - Academic		Nethery Hall 211, 214	Kristine Walker-Fraser	269-471-3227	walkerfr@andrews.edu
Success Advising – UG		Nethery Hall 211			
<input type="checkbox"/> TITLE IX: SEX DISCRIMINATION & SEXUAL MISCONDUCT	andrews.edu/life/health-safety/title-ix	Campus Center (main Floor)	Alyssa Palmer (Coordinator)	269-471-6684	alysap@andrews.edu
<input type="checkbox"/> UNDERGRADUATE ENROLLMENT	andrews.edu/undergrad	Administration Bldg. 1st floor			
Services:					
Undergraduate Enrollment		Administration Bldg. 1st floor		269-471-6343 or Text at 269-280-4943	undergrad@andrews.edu
Dual Enrollment Counseling		Administration Bldg. 1st floor		269-471-6323	precollege@andrews.edu
<input type="checkbox"/> UNIVERSITY WELLNESS	andrews.edu/wellness	Andreasen Center	Rachel Keele (Director)	269-471-6091	wellness@andrews.edu
<input type="checkbox"/> WRITING CENTER	andrews.edu/cas/english/resources/writing_center.html				
Services:					
Resume & Cover Letter Help		The Writing Center - Nethery Hall 134		269-471-3358	writery@andrews.edu
Writing Skills & Term Papers		Writing Center - Nethery Hall 203		269-471-3358	writery@andrews.edu