# CAMPUS RESOURCE DIRECTORY

## EMERGENCY

In case of any emergency situation (accident or medical, criminal activity, hazardous substance, hostile intruder, violent crime) call 911 IMMEDIATELY, then contact Public Safety at 508-3502 or cellular numbers at (650) 504-0656 or (650) 740-1483.

## ACADEMIC INFORMATION

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<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
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<tr>
<td>Academic Advising</td>
<td>508-3521</td>
<td>St. Mary’s 110</td>
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<tr>
<td>Advisors are assigned on an individual basis, according to your selected major.</td>
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<td>Academic Calendar</td>
<td>508-3521</td>
<td>St. Mary’s 110</td>
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<td><a href="http://www.ndnu.edu/academics/academic-calendars/">http://www.ndnu.edu/academics/academic-calendars/</a></td>
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<tr>
<td>Academic Requirements</td>
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<tr>
<td>Most information is contained in your University Catalog. Students are required to be aware of all information contained in the Catalog for the year they entered NDNU.</td>
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<td><a href="http://www.ndnu.edu/academics/catalog/">http://www.ndnu.edu/academics/catalog/</a></td>
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<tr>
<td>Add/Drop a Class</td>
<td>508-3521</td>
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<td>Registrar’s Office</td>
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<td>Change of Major</td>
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<td>Discuss with your academic advisor. Forms are available at the Registrar’s Office.</td>
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<tr>
<td>Change of Name, Phone or Address</td>
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<tr>
<td>Registrar’s Office or online through your Campus Portal account.</td>
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<td>Course Schedule</td>
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<td>The course schedule can be accessed through your Campus Portal account.</td>
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<td>Final Exams</td>
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<td>Check your course syllabi for final exam information and dates.</td>
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<td>Graduation Application</td>
<td>508-3521</td>
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<tr>
<td>Obtain the form from your academic advisor.</td>
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<td>Graduation Audit</td>
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Students anticipating graduating in the spring or summer must submit an audit to the Registrar’s Office by the previous October 1. For December graduation, audits must be submitted by the previous March 1. After the above deadline dates, a fee is required.

**Student Handbook**

*(You can find it online at http://www.ndnu.edu/campus-life/student-handbook.aspx)*

The NDNU Student Handbook is an important resource for every student. All students should be familiar with the contents of the Student Handbook. Updates to the policies appear in this online version and supersede the information in this planner.

**Study Abroad** 508-3730  Campus Center

Individual programs can be designed for foreign countries or sister universities in Washington, D.C. and Boston.

**Transcripts** 508-3521  St. Mary’s 110

Available through the Registrar’s Office (COST: $10.00-$30.00).

**Withdrawal/Leave of Absence** 508-3521  St. Mary’s 110

Available through the Registrar’s Office.

### ACADEMIC SUPPORT SERVICES

**Tutorial Center** 508-3588  Campus Center

The Tutorial Center is staffed with specialists and student-tutors who provide tutoring in many disciplines.

**Library** 508-3748  Gellert Library

**Program for Academic Support and Success** 508-3670  Campus Center

The Program for Academic Support and Success (PASS) assists students with learning differences and physical and mental challenges to manage their academic workload and teaches learning strategies that can help ensure a successful academic experience. This office is also responsible for responding to requests for academic accommodations and aids. [http://www.ndnu.edu/academics/academic-success-center/disability-services/](http://www.ndnu.edu/academics/academic-success-center/disability-services/)

**Writing Center** 508-3664  Campus Center

The Writing Center is staffed by faculty and students who work with students to improve writing skills.

### ADMINISTRATION

**Office of the President** 508-3503  Toso Compiegne

**Office of the Provost** 508-3494  Toso Compiegne

**Vice President of External Affairs** 508-3505  Sobrato Center
Vice President of Finance and Administration 508-3749 Sobrato Center

**ADMINISTRATIVE SERVICES**

Dean of Enrollment 508-3600 Sobrato Center
Admissions 508-3600 St. Mary’s 107
http://www.ndnu.edu/admissions/

Business Office 508-3565 St. Mary’s 104
http://www.ndnu.edu/business-services/

Financial Aid 508-3600 St. Mary’s 101
Information on scholarships, federal and state financial aid programs, student loans, and work study forms for both graduate and undergraduate students.
http://www.ndnu.edu/admissions/financial-aid/

Registrar 508-3521 St. Mary’s 110

**ATHLETIC DEPARTMENT**

Athletics 508-3590 Gleason Gym

Gymnasium 508-3590 Gleason Gym
Open gym hours in the Walter Gleason Gymnasium are established mid-September for fall and late January for the spring.

**CAMPUS SERVICES**

Alumni Relations 508-3515 Sobrato Center

Commuter Lounge 508-3555(info) St. Mary’s

Computer Labs 508-3555(info) St. Mary’s
Computer Labs running Windows are available in SM 115 and 117 and Mac OS are available in SM 118.

Custodial Services 508-3647 Madison Arts Ctr 1
Custodial Services provides building cleaning and maintenance.

Fax Services 508-3530 Mail Center
Fax machines are available for student use at the Mail Center. A $1.00 per page fee will be charged. International faxes are $2.00 a page.
Office of Information  
Technology (OIT)  
508-3555  
Campus Center
For questions regarding phone and computer service for resident students contact OIT.

Human Resources  
508-3561  
Toso Compiegne

Lost and Found  
508-3502  
Public Safety
Items should be turned into the switchboard and will be kept for 30 days.

Mail Center  
508-3530
The Mail Center offers full service mailing including small packages, letters priority, express, international and certified mail. All resident student mail boxes are located in the mail center. Students may pick up their mail in the Mail Center Mon-Fri 8 a.m. – 5 p.m.

Maintenance/Grounds Department  
508-3559  
Madison Arts Ctr 1

NDNU Campus Switchboard  
508-3500
Phone extensions can be reached from off campus by calling the switchboard. Hours are Mon-Thur. 8 a.m. – 7 p.m. and Fri. 8 a.m. – 5 p.m.

Parking  
508-3502  
Public Safety
See full Parking Policy on the Public Safety website. [www.ndnu.edu/campus-life/public-safety/park-permitsanfirce.aspx] All vehicles are required to have a valid parking permit. Day permits are available for purchase in the main parking lot. Annual permits are available for purchase in Public Safety.

Payroll  
508-3566  
Sobrato Center

Public Relations  
508-3614  
Sobrato Center

Student ID  
508-3571  
St. Joseph’s 1st Floor
Photo Identification is required for the library, pool, and other facilities’ use. ID’s can be obtained at the Student Life and Leadership Office in the Campus Center. Students must show proof of registration to receive an ID. The fee for a replacement card is $10.00.

**BUSINESS OFFICE**

Tuition Payments  
508-3565  
St. Mary’s 104
Payments or payment arrangements must be made with the Business Office by the posted due date. Payment or payment arrangements can consist of (or a combination of):
- Payment online with credit card through the campus portal (My Account Info/My Account Balance).
- Payment with cash, check or credit card directly to NDNU Business Office.
- A complete and verified financial aid package by the NDNU Office of Financial Aid.
- Installment payment plan with TMS (Tuition Management Systems) - [www.afford.com](http://www.afford.com)
- Employer Deferred Plan – Form and payment must be submitted to Business Office by the payment arrangement deadline (each term requires a separate form).
Vending Machines
508-3565
St. Mary’s Hall
The vending machines are also located in the St. Joseph Hall, Julie Billiart Hall, and New Hall. For refunds please go to the Business Office.

OTHER SERVICES

The Argonaut
508-3677
Cuvilly 15
NDNU’s Award-Winning student newspaper which is published every three weeks.

Bookstore
594-1257
Trailer
Course text requirements are listed at the Bookstore. Some texts may be sold back to publishers at the end of the semester through the Bookstore. Class rings are available and representatives visit the campus over the course of each semester.

Public Transportation
St. Mary’s Lobby
Public transportation services information and schedules for local and Bay Area services are available outside of the Public Safety Office.

Maps and schedules are available online for the following services:
  • Bay Area Transit Info: http://511.org/
  • BART: http://www.bart.gov/
  • Caltrain: http://www.caltrain.com/
  • SamTrans: http://www.samtrans.com/
  • VTA: http://www.vta.org/

Lost and Found
508-3502
St. Mary’s Hall
Items should be turned in to Public Safety and will be kept for 30 days.

Student ID
508-3579
St. Joseph’s 1st Floor
Photo identification is required for library, pool and other facilities’ use. IDs can be obtained at the Student Life and Leadership Office. The fee for a replacement card is $10.00.

Student Ombudsperson
The ombudsperson is a faculty member designated to help mediate when a student has a grievance and needs assistance resolving it. The ombudsperson helps guide the student through the due process seeking resolution for the grievance. For updated information please call 508-3459.

Vending Machines
508-3565
St. Mary’s Hall
Located in the Campus Center and residence halls. For refunds, go to the Business Office.

Veteran’s Affairs
508-3517
St. Mary’s 110
COLLEGE OF ARTS AND SCIENCES

Dean’s Office 508-3771 Toso Compiegne
Art and Graphic Design 508-3595 Madison Arts
Art Therapy 508-3556 Gavin 8
Clinical Psychology 508-3557 Ralston Annex 2
English 508-3708 Campus Center 2
English as a Second Language 508-3730 Campus Center 6
History and Political Science 508-3547 Campus Center 9
Mathematics and Computer Science 508-3472 St. Mary’s 126
Modern Language and Cultures 508-3558 St. Mary’s 114
Music 508-3429 Oaks
Natural Science 508-3540 St. Mary’s 119
Philosophy and Religious Studies 508-3732 Campus Center 5
Psychology and Sociology 508-3547 Campus Center 9
Theatre Arts 508-3575 NDNU Theatre
Theatre Productions 508-3456 Box Office
Wiegand Art Gallery 508-3595 Wiegand Gallery

SCHOOL OF BUSINESS AND MANAGEMENT

Dean’s Office 508-3726 Cuvilly 8
Business Administration Day Program 508-3591 Cuvilly 4
Business Administration Evening Program 508-3469 Tabard Inn
Communications 508-3734 Campus Center 4
Human Services 508-3622 Tabard Inn
Liberal Studies 508-3622 Library 4
Master of Business Administration 508-3609 Cuvilly 5
Master of Public Administration 508-3609 Cuvilly 5
Master of Science in Management 508-3721 Cuvilly 5

SCHOOL OF EDUCATION AND LEADERSHIP

Dean’s Office 508-3701 Campus Center
Early Learning Center 508-3519
Education Credentials 508-3545 St. Mary’s 120
Education Offices 508-3701/508-3430 Campus Ctr 12
Masters in Arts and Education 508-3464 Library
Teacher Education 508-3701 Campus Center