



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/>

### **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**



**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 1<sup>st</sup> 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.

<b>BUSINESS OFFICE</b>
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**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 Billiard 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 1<sup>st</sup> 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