

# **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**

Academic Advising 508-3521 St. Mary's 110

Advisors are assigned on an individual basis, according to your selected major.

Academic Calendar 508-3521 St. Mary's 110

http://www.ndnu.edu/academics/academic-calendars/

### **Academic Requirements**

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. http://www.ndnu.edu/academics/catalog/

Add/Drop a Class 508-3521 St. Mary's 110

Registrar's Office

Change of Major St. Mary's 110

Discuss with your academic advisor. Forms are available at the Registrar's Office.

Change of Name, Phone or Address 508-3521 St. Mary's 110

Registrar's Office or online through your Campus Portal account.

#### **Course Schedule**

The course schedule can be accessed through your Campus Portal account.

#### **Final Exams**

Check your course syllabi for final exam information and dates.

Graduation Application 508-3521 St. Mary's 110

Obtain the form from your academic advisor.

Graduation Audit 508-3521 St. Mary's 110

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 <u>Student Handbook</u> is an important resource for every student. All students should be familiar with the contents of the <u>Student Handbook</u>. 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. <a href="http://www.ndnu.edu/academics/academic-success-center/disability-services/">http://www.ndnu.edu/academics/academic-success-center/disability-services/</a>

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

Women's and Men's Cross Country, Soccer, Basketball, Women's Volleyball, Softball and Tennis, Men's Golf and Lacrosse. http://www.ndnuargos.com

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 Campus Center

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 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.

## **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
- 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: <a href="http://511.org/">http://511.org/</a>

BART: <a href="http://www.bart.gov/">http://www.bart.gov/</a>
Caltrain: <a href="http://www.caltrain.com/">http://www.caltrain.com/</a>
SamTrans: <a href="http://www.samtrans.com/">http://www.samtrans.com/</a>

• VTA: <a href="http://www.vta.org/">http://www.vta.org/</a>

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**

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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		
<b>Business Administration Day Program</b>	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	
<b>Education Credentials</b>	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