

ADVISOR HANDBOOK 2001-2002

UNIVERSITY RESOURCES - A REFERRAL DIRECTORY

Academic Resource Center

TSC 302, 797-1128

www.usu.edu/arc

Noelle A. Call, Director

The Academic Resource Center provides services and programs for undergraduate students to enhance their learning skills and strategies and to facilitate their academic success. The General Registration Program provides services to underprepared students who have not yet met criteria to be admitted to their declared major. The center provides individual academic advising, classes, tutoring, supplemental instruction, workshops, individual instruction, and print, video, and computer-based instructional materials.

Admissions Office

TSC 246, 797-1079

www.usu.edu/admissions

Applications for admission to the University and information and assistance concerning the process of applying for admission are provided by this office.

Advising and Transition Services

TSC 302, 797-1128

www.usu.edu/ats

John D. Mortensen, Director

The Office of Advising and Transition Services provides advising referrals and information regarding University requirements, academic policies and procedures, academic program planning, University Studies requirements, transfer articulation agreements, services, and resources of the University. The Office of Advising and Transition Services also facilitates the new Student Orientation, Advising, and Registration (SOAR) program; parent programs; and programs for senior students who are graduating.

Career Exploration

(Career Services)

UI 101, 797-1138

www.usu.edu/explore

Glen H. Maw, Associate Director

Students who are undecided about their major or who need additional information about career options should contact this office. The center also offers a Career and Life Planning course, Psychology 1220, 3 credits.

Career Services

UI 102, 797-7777

www.usu.edu/career

David F. Hart, Director

Students who desire to become more effective in preparing for and seeking career employment opportunities should contact this office.

Children's House

862 East 900 North, 797-3657

www.usu.edu/child

Linda Ebersole-Gilgen, Director

Student parents attending USU may enroll their children at the USU Children's House. Professional staff members provide a nationally accredited preschool experience for young children (ages 3 to 5). This early care and education service is provided at a reasonable cost. A program is also available for kindergartners before or after school.

Computer Services

SER 301, 797-2402

www.usu.edu/compserv

Kim Marshall, Interim Director

The Office of Computer Services (OCS) provides computing and networking facilities and services for instructional, research, and administrative functions. A current description of those facilities and the access procedures for students and staff may be found on the Computer Services web page.

The Technology Resource Assistance Center (TRAC) is

managed by OCS. This service is available from 7 a.m. to 8 p.m. by phone (797-4358) or by e-mail (helpdesk@cc.usu.edu) and from 8 a.m. to 5 p.m. for walk-in (SER 301) by students and staff. On-line services and FAQs may be found on the web at <http://helpdesk.usu.edu/>.

OCS coordinates twelve Student Open Access labs and manages five of them. Over 800 computers are available for use by USU students upon presentation of their USU ID card. Lab locations, hours of operation, and lists of software and equipment available at each lab are described on the web at <http://www.sls.usu.edu/labs/labs.asp>.

Cooperative Education Internship Program

(Career Services)

UI 102E, 797-3588

www.usu.edu/career

Donna E. Crow, Associate Director

This program provides students with the opportunity to gain valuable career-related work experience *before graduation* for which they receive academic credit and pay. Qualified students may spend a semester or more working in a setting appropriate for their major or career interests. For more information about obtaining experience to gain a competitive edge in the job market, students should visit the Career Services and Cooperative Education Center on the ground level of the University Inn.

Counseling Center

TSC 306, 797-1012

www.usu.edu/counsel

Mary E. Doty, Director

The Counseling Center assists students with personal growth and adjustment, relationship issues, problem-solving, career/academic adjustment, and psychosocial assessment. Services include individual, relationship, and group therapy; outreach programs; and problem-solving consultations.

Customer Service Center

USU ID Cards, Debit and Dining Accounts, Information, and Ticket Sales

TSC 212, 797-3852

www.usu.edu/usucard

Jana M. Gittins, Business Manager

USUID Cards. This is the one card needed for campus! Identification - Events and Activities - Debit and Dining Accounts - Recreation Facilities - Computer Labs - Libraries - and much more!

Debit and Dining Accounts. The convenient Aggie Express debit account is for general use in a variety of campus operations. Dining Accounts provide for dining on campus at a discount.

The Customer Service Center can answer general questions about the University and provide student information. The center offers assistance, information brochures, pamphlets, maps, and problem-solving assistance for students, staff, and visitors. The center also handles Lost and Found items.

There is an outlet for the **USU Ticket Office** at the center. Tickets are available for performing arts, theater productions, STAB events, and all athletic events. Ticket sales hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. For more information on ticket sales, call 797-0308.

Disability Resource Center

TSC 104, 797-2444 Voice or 797-0740 TTY

www.usu.edu/drc

Diane Craig Hardman, Director, ADA Coordinator

The Disability Resource Center offers support, facilities, and services needed to ensure that students with disabilities can obtain an education at the University. A student needing an interpreter, reader, note-taker, or other services should contact this office. Assistance is also provided in counseling, registering, equipment acquisition, assistive technology lab, and referral information.

Evening School Division

ECC 102, 797-2075

Gary S. Poppleton, Director

The USU Evening School program is designed to give nontraditional students (who are unable to attend day classes) an opportunity to benefit from university coursework. In addition to University Studies courses, Evening School also offers many classes required for completion of several bachelor's and master's degrees.

Financial Aid Office

TSC 106, 797-0173

www.usu.edu/finaid

Judy LeCheminant, Director

The Financial Aid Office provides direction and counseling in the areas of scholarships, grants, loans (emergency and long-term), federal work aid (Work-Study), and general on-campus and off-campus temporary employment assistance. Help is available in preparing and submitting applications and supporting materials, and

counseling students about school financing and available aid, budgeting, deadlines, and loan indebtedness.

General Registration Program

(Academic Resource Center)

TSC 302, 797-3373

www.usu.edu/arc/general_registration

Noelle A. Call, Director

Under the Academic Resource Center, the General Registration Program provides assistance for students displaying academic deficiencies and experiencing academic performance difficulties. This office is concerned with advising and academic counseling in an effort to aid the student in developing the necessary skills and attitudes required for satisfactory academic performance.

Graduation Office (Undergraduate)

(Office of the Registrar)

TSC 246, 797-1105

www.usu.edu/registra/admrec/main.html

Janalee Johnson

This office provides and processes applications for graduation, publishes graduation lists, and orders diplomas.

Graduate Studies, School of

MAIN 164, 797-1189

www.usu.edu/gradsch

Thomas L. Kent, Dean

This office handles admission to all USU graduate programs and monitors all graduate students at USU, including final degree approval.

Housing and Food Services

1295 East 1000 North, 797-3113

webbie.hsg.usu.edu/housing

Steven C. Jenson, Director

USU Housing's commitment is to provide students with high-quality facilities, reasonable prices, excellent customer service, and the ultimate in campus convenience. A well-trained staff in each residential area provides numerous opportunities for social interactions and community building within the halls and apartments. The staff also offers educational workshops which supplement formal classroom experiences and learning. Residence Life staff members serve as knowledgeable advisors, resources, and mediators.

Living in USU residence halls gives students the opportunity to make the most of their collegiate experience. Studies show that those students who live on campus perform better academically, stay in school longer, and are more satisfied with their overall college experience. A well-

rounded living/learning environment can have a significant influence on student education, and USU Housing wants to help them succeed! Students may choose from traditional-style, apartment-style, and family-style living accommodations.

ID Cards

(Customer Service Center)

TSC 212, 797-3852

www.usu.edu/usucard

Jana M. Gittins, Business Manager

Students and faculty who need ID cards should contact this office.

Independent and Distance Education

Merrill Library 208, 797-2137

Vincent J. Lafferty, Director

The Independent and Distance Education Office offers University and Independent Study credits that are transferrable to many other institutions and are accepted in degree programs at Utah State University and throughout the world.

International Students and Scholars

TSC 313, 797-1124

www.usu.edu/iss/map.html

Craig LaRocco, Interim Director

This office helps international students understand and enjoy their new academic and social environment. Staff members provide orientation services to international students, as well as information and counseling about immigration and visa status; financial matters; language problems; and legal, personal, and social problems. The International Student Council is also located in the International Student Office, TSC room 313.

Library Reference Services

Reference Desk, 1st floor, Merrill Library, 797-2678

Reference Desk, 1st floor, Sci./Tech. Lib., 797-2917

www.usu.edu/library

John Elswailer, Reference Department Head

University Libraries provides support for all academic programs through books, periodicals, government documents, audiovisual materials, and reference services. General tours and classes are offered each semester. In-depth information retrieval is provided through online and CD ROM databases. Be sure to discover the Libraries' study facilities, copying services, and microcomputer services.

Library hours are posted, varying from 7 a.m. to midnight during the semester to 8 a.m. to 5 p.m. between semesters.

Multicultural Student Services

TSC 311K, 797-1733

multiculture.usu.edu

Everardo Martinez-Inzunza, Director

The Office of Multicultural Student Services provides the direction and leadership for the University's commitment to promoting cultural diversity. It serves a focal point for ethnic groups and as a liaison between Utah State University and the local community. The purpose of the office is to educate and foster an ethnically sensitive and interactive community. Reflecting this mission, the office has the following goals:

- ? Promote diversity and cultural awareness campus-wide.
- ? Assist with diversification of the University Curriculum.
- ? Increase the recruitment of ethnic minority students.
- ? Oversee multicultural students' progress to enhance retention and graduation.
- ? Identify scholarship and internship opportunities for ethnic minority students.
- ? Oversee the Multicultural Center.

New Student Orientation Program

(Advising and Transition Services)

TSC 302, 797-1125

www.usu.edu/ats/orientation

Aaron Andersen, Program Administrator

Advising and Transition Services provides orientation services to new first-year and transfer students, information concerning USU programs, and information about available services at the University. The office also administers the "Senior Success" orientation program for senior students leaving the University to enter the post-college marketplace.

Peer Advising Program

(Advising and Transition Services)

TSC 302, 797-1133

www.usu.edu/ats/peeradvising

K. Wade Oliver, Assistant Director

Advising and Transition Services oversees the Peer Advising Program. The office provides training to peer advisors and maintains budgets for payroll of peer advisors.

Records Office

(Office of the Registrar)

TSC 246, 797-3734

www.usu.edu/registra/admrec/main.html

Heidi Jo Beck, Associate Registrar

This office processes and maintains student academic records. Students or advisors needing transcripts of academic records or needing to make changes on academic records should contact this office.

Recreation (Campus)

HPER 126, 797-1502

www.usu.edu/camprec

Deanne Williams, Director

Students interested in intramural, club sports, or leisure sports activities can fulfill their interests through the Campus Recreation Office, located in the HPER facility, room 126. Campus Recreation has access to two fine facilities, the HPER and Nelson Recreation Center, which are located across the street from each other. Recreation activities include racquetball, basketball, indoor track, weights, tennis, softball, skiing, swimming, rodeo, lacrosse, and soccer, just to name a few.

Reentry Student Center

TSC 310, 797-1728

www.usu.edu/stuserv/womencen

Janet L. Osborne, Director

The Reentry Student Center serves as an informal place for nontraditional students to secure needed information and encouragement for entering into the academic arena after a gap in their education. Financial and academic assistance, personal development programs, resources, and special activities for women and men reentry students are provided by this office.

Registration Office

TSC 246, 797-1105

www.usu.edu/registra/admrec/main.html

David Roos, Registrar

This office prepares all registration materials and conducts registration.

Residency Office

TSC 246, 797-1107

www.usu.edu/admissions

Ann N. Gibbons, Administrative Assistant

Applications for student resident status are filed and processed through this office. Information on residency requirements can also be obtained from this office.

Scheduling Office (Classrooms)

(Office of the Registrar)

TSC 246, 797-1140

Cindy B. Moulton, Assistant Registrar

The University *Schedule of Classes* is prepared by the Scheduling Office each semester. All classroom space is arranged through the Scheduling Office. This office is also responsible for curriculum management, including course restrictions and enrollment caps.

Student-Athlete Services

Harris Athletic Center, 797-1849

Dr. Brian Evans, Assistant Athletic Director

This office is designed to assist student-athletes in the areas of academic, vocational, and social development. The office is responsible to see that student-athletes meet and maintain NCAA, Big West, and Utah State University eligibility standards.

Student Center

TSC 326, 797-3137

www.usu.edu/tsc

Gary A. Chambers, Assistant Vice President for Student Life

The Student Center is the campus community center. Year-round educational, recreational, social, and cultural activities and programs, plus a wide variety of food services, are available. Other services include the Bookstore, Barber Shop, Post Office, Financial Aid, Academic Services, Admissions/Records, Disability Resource Center, Multicultural Student Services, Game Room, Women's Center, Counseling Center, Bank, Convenience Store, and Activities/Student Government Center. The University Inn can accommodate visitors to the campus with motel facilities.

Student Employment

(Financial Aid Office)

TSC 106, 797-0184

www.usu.edu/studemp

Paula Miller, Student Employment Coordinator

The Student Employment Office develops and posts on-campus part-time and off-campus full-time and part-time openings daily on the Job Board in the hallway across from the Post Office in the Taggart Student Center. Summer openings representing camps, resorts, ranches, government, and private industry across the United States are featured from January through May on display boards at the entrance to the Financial Aid Office. Additional information and assistance may be obtained at the Student Employment counter in the Financial Aid Office.

Student Government

TSC 326, 797-2911

www.usu.edu/asusutsc

Tiffany Evans, Director

The Associated Students of Utah State University is the University's student government. Student activity fees fund ASUSU agencies and programs. ASUSU officially represents students before University and state bodies and exists to serve the interests of students. The Executive Council of ASUSU consists of an elected student body president, eight vice presidents, an Administrative Assistant, and ten elected senators. Student Governments sponsors numerous activities and programs which are available during the year including: fine arts concerts, lectures, student center special events and concerts, service center/volunteer programs, legal assistance, book exchange program, dances, services for clubs and organizations, college weeks, homecoming, etc.

Student Health Services

TSC 102, 797-1660

www.usu.edu/shshome

Dr. James W. Davis, Director

Student Health Services provides students with basic medical care and minor medical procedures on campus. Services are provided by physicians, nurses, laboratory technologists, dietitians, and pharmacists. General medical care, orthopedic screening, and gynecology clinic services are available, as well as medical dietetics and most medical laboratory procedures. Some procedures may require a minimal fee. Students may purchase student health insurance which will cover many injuries and illnesses not covered by USU Student Health Services.

Student Recruitment and Enrollment Services

UI 101, 797-1129 or 1-800-488-8108

www.usu.edu/hscr

Eric R. Olsen, Director

The Office of Student Recruitment and Enrollment Services acts as a liaison between the University and high schools and community colleges. It functions as the first point of contact between the University and the public schools and is involved in personal visits to schools and institutions. Personnel in this office are glad to answer questions about the University; conduct tours; assist with arrangements; and help students make application for scholarships, admissions, and financial aid. All new student

scholarship services are handled by this office.

Student Support Services

TSC 225A, 797-3372

www.usu.edu/sss

Nazih Al-Rashid, Director

Students meeting the low-income criteria established by the U.S. Commission of Higher Education and/or first generation college students or disabled students may receive special assistance through the Student Support Services Office. Programs include academic advising, tutoring, personal guidance, faculty mentoring, reading and study skills enrichments, financial planning, and math instruction.

Student Wellness Center

UI 127, 797-1010

webbie.hsg.usu.edu/swc

JoAnn R. Autry, Director

The Student Wellness Center provides up-to-date information on a wide variety of student health concerns, such as nutrition, time and stress management, healthy relationships, and prevention of sexual assault and/or date rape, as well as education, assessment, and referral for substance abuse to all interested students, staff, and faculty. Peer educators, as well as office staff, are available to answer questions and to provide support and information on any of these topics. Students gain leadership skills while involved in Peer Educator teams offering prevention activities and promoting healthy lifestyles. Prevention programs, research surveys, and educational classes are also available in this office. Educational presentations, which are excellent supplements to academic course material, can be scheduled by faculty members for inclusion in their classes.

Testing Services

(Career Services)

UI 115, 797-1004

Eric W. Jensen, Testing Supervisor

Testing Services offers tests for undergraduate, graduate, and professional schools; credit by examination;

and admissions tests.

Veterans Services Office

(Office of the Registrar)

TSC 204, 797-1102

Lillian Tripp, Veterans Services

The Office of Veterans Services assists eligible veterans, qualified dependents of disabled veterans, and National Guard and Reservists in pursuing their educational, professional, or vocational objectives and receiving their appropriate educational benefits.

Women's Center for Lifelong Learning

TSC 310, 797-1728

www.usu.edu/stuserv/womencen

Janet L. Osborne, Director

The Women's Center provides information, assistance, and referrals concerning the opportunities and resources available on campus and in the community. The center serves as an advocate for women, educating campus and community constituencies on the changing status of women and gender-based issues. This office provides financial and academic assistance, personal development programs, and special activities.

Writing Center

RB West 104, 797-2712

english.usu.edu:88/wc/index.htm

Andrea L. Peterson, Director

The Writing Center is open Monday through Friday, 9:30 a.m. to 3:30 p.m., by appointment. Appointments may be made on the internet by going to the center's web site and clicking on "sign-up sheet." The Writing Center is also open Monday through Thursday evenings, 7:00 to 9:00 p.m., as a drop-in service. Its main purpose is to help people with their writing. Consultants are available for one-on-one counseling and will offer suggestions for improvement and point out areas where students may need help. The center is open and free to all students. Summer hours vary as needed.