

UNIVERSITY RESOURCES - A REFERRAL DIRECTORY

Academic Resource Center

TSC 305, 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 center provides classes, tutoring, supplemental instruction, workshops, individual instruction, and print, video, and computer-based instructional materials. More information is available on pages 137-138.

Admissions

(Recruitment/Enrollment Services)

TSC 102, 797-1079

www.usu.edu/recruit

Admissions processes are a function of the Recruitment/Enrollment Services Office. Applications for admission to the University and information and assistance concerning the process of applying for admission are provided by this office. More information is available on pages 33-37.

Advising and Transition Services

TSC 304, 797-3373

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; the Peer Advising program, Guaranteed Graduation programs; and transfer articulation agreements. More information is available on page 17.

Career Exploration Resource Center

(Counseling Center)

UI 101, 797-1138

www.usu.edu/explore

Peg Hennon, Advisor/Librarian

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. More information is available on page 138.

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. More information is available on pages 138-139.

Children's House

862 East 900 North, 797-3657

www.usuchild.usu.edu

Linda Ebersole-Gilgen, Director

Conveniently located on campus, student parents may enroll their children at the USU Children's House, a nationally accredited quality early care and education program for preschool and half-day kindergarten age children (3-6 years) during fall and spring semesters. The summer semester Day Camp program also includes children through second grade (3-8 years). Professional staff provide a healthy, safe, and nurturing learning environment for young children that promotes positive growth in their physical, social, emotional, and intellectual development. By maintaining a low teacher/child ratio of 1:6 or lower, Children's House can meet the individual needs of children. Operating Monday through Friday year-round, Children's House offers several flexible enrollment options from which to choose at a very reasonable cost.

Computer and Information Literacy (CIL)

Office: ESLC 044B, 797-0957

Lab: ESLC 131, 797-2405

<http://complit.usu.edu>

Stacie Gomm, Director

Students must pass a competency exam in computer and information literacy as part of the General Education requirements. The exam consists of six modules. More information about the exam is available on pages 75-76 of this handbook.

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. More information is available on pages 139-140.

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

USU ID 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, 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 797-0305.

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. More information is available on pages 140-141.

Evening School

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. More information is available on pages 133-135.

Financial Aid

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. More information is available on pages 38-41.

General Registration Program

(Science/HASS Advising Center)

TSC 302, 797-3883

www.usu.edu/arc/general_registration

Jill S. Hoffmann, Academic Advisor

Under the Science/HASS Advising 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. More information is available on pages 141-142.

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.

Graduation Guarantee Program

(Advising and Transition Services)

TSC 304, 797-1133

www.usu.edu/ats

Wade Oliver, Assistant Director

This is a new program that students may begin to sign up for in the fall of 2002. Contact Wade Oliver for more information.

Graduation Office (Undergraduate)

(Office of the Registrar)

TSC 246, 797-1117

www.usu.edu/registrar/graduation/index.html

Janalee Johnson, Supervisor

This office provides and processes applications for graduation, publishes graduation lists, and orders diplomas. More information is available on pages 69-73.

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. More information is available on pages 52-53.

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. More information is available on pages 135-136.

Information Technology Services

SER 301, 797-2391

www.usu.edu/compserv

Kim Marshall, Interim Director

Information Technology Services (ITS) 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 Information Technology Services web page.

The Help Desk/TRAC is managed by ITS. 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 108) by students and staff. On-line services and FAQs may be found on the web at <http://helpdesk.usu.edu/>.

ITS 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>.

International Students and Scholars

TSC 313, 797-1124

www.usu.edu/iss/map.html

Negar C. Davis, Director

The Office of International Students and Scholars (ISS) is committed to providing the necessary tools for students to succeed both academically and personally. It provides the support to enhance the academic, social, and personal interactions of international students and scholars while at USU and in the Logan community. It serves as the primary link between the students and the local and government agencies. The ISS staff is eager to assist with advising on immigration

and other matters such as academic, personal, and social adjustments. A main goal is to create a warm and inclusive environment in which all students can learn and interact in a cross-cultural environment. Throughout the year the ISS and the International Student Council (ISC) offer cultural and educational programs to enhance intercultural competencies and communication skills.

Multicultural Student Services

TSC 309, 797-1733

<http://multiculture.usu.edu>

Everardo Martinez-Inzunza, Director

Multicultural Student Services contributes to the mission of the University and Student Services by advancing and encouraging the intellectual, personal, cultural, and professional development of Native American, African-American, Asian-American, Oceanic, and Latino student populations. Student development is promoted by integrating experiences into the student's total learning environment in the classroom and community that foster, in each individual, respect and responsibility for self and other members of the world around them.

Multicultural Student Services provides direction and leadership for Utah State University's commitment to cultural diversity. This mission is carried out through programs of instruction, advisement, community service-learning, internship, experiential education, special events, administration, and student support services.

New Student Orientation Program

(Advising and Transition Services)

TSC 304, 797-0283

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. More information is available on pages 42-43.

Peer Advising Program

(Advising and Transition Services)

TSC 304, 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/registrar/records/index.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, 797-1503

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, swimming, and soccer, just to name a few. Club sports include ballroom, baseball, women's basketball, cycling, hockey, lacrosse, racquetball, rodeo, rugby, skiing, soccer, ultimate frisbee, volleyball, and waterpolo.

Recruitment/Enrollment Services

TSC 102, 797-1129 or 1-800-488-8108

www.usu.edu/recruit

Dr. Eric R. Olsen, Director

The Office of Recruitment/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 and admissions. All new student scholarship services are handled by this office.

The admissions process is a function of this office. Information and assistance for all applicants (new, transfer, returning, and international) are processed through this office. More information is available on pages 33-37.

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. More information is available on page 143.

Registration Office

TSC 246, 797-1094

www.usu.edu/registrar/registration/index.html

Nancy Hirst, Supervisor

This office prepares all registration materials and conducts registration. More information is available on pages 50-54.

Residency

TSC 246, 797-1107

Ann N. Gibbons, Administrator's Assistant

Applications for student resident status are filed and processed through this office. Information on residency requirements can also be obtained from this office. More information is available on pages 36-37.

Scheduling (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.

SIS Plus Help Desk

(Office of the Registrar)

TSC 246, 797-7095

Mary Smith, Staff Assistant, Technical Support

Advisors who need access, training, or basic questions answered regarding SIS Plus, should contact Mary. More information is available on pages 17-20.

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. More information is available on pages 143-144.

Student Employment

(Financial Aid Office)

TSC 106, 797-0184

www.usu.edu/studem

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 outside the Financial Aid 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 Government 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

Student Health and Wellness Center, 797-1660

www.usu.edu/shshome

Dr. James W. Davis, Director

Student Health Services provides students with basic medical care for illness and minor injuries while attending Utah State University. Services are provided by physicians, nurses, laboratory and radiology technologists, pharmacists, and a dietitian. General medical care, sports injury screening, gynecology and women's health exams, physicals for missions, jobs, and flight school are available, as well as medical dietetics counseling, x-ray services, and most medical laboratory procedures. Some procedures may require a nominal fee, but many services are provided at no additional charge. The Student Health Services staff also administer the Student Health Insurance program on campus, but health insurance is not required to use the Student Health Center.

Student Support Services

TSC 225A, 797-3372

www.usu.edu/ss

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. More information is available on page 144.

Student Wellness Center

Student Health and Wellness Center, 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. More information is available on page 144.

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. More information is available on pages 44-49.

Veterans Services

(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. More information is available on page 145.

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 most students. Summer hours vary as needed.