















































Campus Resources - Referral Guide

| Got Questions? | We've Got Answers | Location | Phone | E-mail |
|--|---|--|------------------------------------|--------------|
| Academic Bulletin | |  andrews.edu/academics/bulletin | | |
| Academic Deans | |  andrews.edu/administration/cao/deans | | |
| Academic Records | |  andrews.edu/services/registrar/contact | | |
| Adv. Placement Credit Transcript Articulation | Articulation Coordinator | Administration Building 204 | 269-471-3979 | articulation |
| Degree Audit & Graduation | Academic Records |  andrews.edu/services/registrar/students/graduation | | |
| ID Cards | Academic Records |  andrews.edu/services/registrar/students/id-cards | | |
| Major Change (Undergrad) | Academic Records | Administration Building 204 | 269-471-3979 | majorchange |
| Registration | Academic Records |  andrews.edu/services/registrar/students/registration | | |
| Transcripts (AU outgoing) | Academic Records |  getmytranscripts.com | | |
| Bookstore | |  bookstore.andrews.edu | | |
| Campus & Student Life | |  andrews.edu/life | | |
| Chapel/Co-Curricular Attendance | Patricia Fitting | Campus Center | 269-471-6683 | fittingp |
| Student Involvement, Leadership & Activities | Darius Bridges | Campus Center | 269-471-6568 | silas |
| Career Services | |  andrews.edu/services/career_services/ | | |
| Director of Career Services | Joydel Trail | James White Library, Room 306 | 269-471-6288 | joydel |
| Center for Innovation & Entrepreneurship | |  andrews.edu/innovation | | |
| Director of Innovation & Entrepreneurship | Director of Innovation & Entrepreneurship | Director of Innovation & Entrepreneurship | 269-471-3262 | smatias |
| Prototyping (3d printers, laser cutter, other tools/equipment) | Maker Lab | Art & Design Center 115 | 269-471-3262 | innovate |
| Center for Faith Engagement (CFE) | |  andrews.edu/faith | | |
| Chaplain José | CFE | Campus Center (main Floor) | 269-471-3211 | bourget |
| New Life Fellowship | CFE | HPAC (Saturday) | 269-471-3211 | engagefaith |
| One Place Fellowship | CFE | Newbold Auditorium (Sat.) | 269-471-3211 | engagefaith |
| Pioneer Memorial Church | PMC | University Church | 269-471-3133 | webteam |
| Counseling & Testing | Stacey Nicely | Bell Hall 123 | 269-471-3470 | ctcenter |
| Dining Services | |  andrews-university.cafefonappetit.com | | |
| Undergraduate Enrollment | |  andrews.edu/undergrad | | |
| Undergraduate Enrollment | Enrollment | Administration Bldg. 1 st floor | 269-471-6343 text: 269-280-4943 | undergrad |
| Dual Enrollment Counseling | Enrollment | Administration Bldg. 1 st floor | 269-471-6323 | precollege |
| Graduate Enrollment | |  andrews.edu/grad | | |
| Graduate Enrollment | Enrollment | Administration Bldg. 3 rd floor | 269-471-6321 | graduate |
| Grad. Enrollment Spanish phone line | Enrollment | Administration Bldg. 3 rd floor | 269-471-3790 | graduate |
| ESL: Department of Intensive English Programs (DIEP) | |  andrews.edu/ceis/iep | | |
| English Language Proficiency/Skills | Luda Vine | Nethery Hall 205 | 269-471-3162 | luda |
| English Language Proficiency/Skills | Julia Leacock | Nethery Hall 203 | 269-471-2260 | diep |
| Explore Andrews | |  andrews.edu/exploreandrews | | |
| Explore Andrews | Hayley Sanchez | Nethery Hall 103 | 269-471-3382 | explore |
| Advisor Assign/Major Exploration-UG | Hayley Sanchez | Nethery Hall 103 | 269-471-3382 | explore |

| Got Questions? | We've Got Answers | Location | Phone | E-mail |
|--|-------------------------|--|--|-----------------|
| Financial Services | |  www andrews.edu/sfs | | |
| Student Financial Services | Front Desk | Administration Bldg. 1 st floor | 269-471-3334 | sfs |
| Communications Manager & Banking Operations Supervisor | Kathleen Allen | Administration Bldg. 1 st floor | 269-471-6585 | kathy |
| Information Desk | Karen Alford-Peay | Administration Bldg. 1 st floor | 269-471-3194 | sfs |
| Cashier | TBD | Administration Bldg. 1 st floor | 269-471-3326 | sfs |
| Productions & Tracking | Tiffany Bates | Remote | 269-471-3849 | sfstracking |
| Production/Tracking Operations Associate | Marlene Rothermel | Administration Bldg. 1 st floor | 269-471-3849 | sfstracking |
| Financial Aid Analyst | Sandra Munoz | Administration Bldg. 1 st floor | 269-471-2410 | munozs |
| Direct Loans Processor & Tech Support | John Beal | Administration Bldg. 1 st floor | 269-471-6384 | beal |
| Collections (Non-current accounts) | Rhonda Peak | Administration Bldg. 1 st floor | 269-471-3593 | collections |
| Perkins Loans Collections (remote office) | Igdaly Patel | Administration Bldg. 1 st floor | 269-471-6271 | perkinsloan |
| Griggs International Academy Student Account Manager | Juan Alvarez | Administration Bldg. 1 st floor | 269-471-3754 | alvarezj |
| Andrews Academy Accounts Manager | Gracie Gaytan | Administration Bldg. 1 st floor | 269-471-6139 | gaytan |
| Veterans Certifying Official | Fares Mageasa | Administration Bldg. 1 st floor | 269-471-3286 | veterans |
| Global Campus | |  www andrews.edu/distance/ | | |
| Adult & Online Student Services | Griggs Hall | Griggs Hall B 132 | 269-471-3432 | onlinestudents |
| Center for Continuing Education | | Griggs Hall B 208 | 269-471- 3482 | odl |
| Credit for Prior Learning (all campuses) | Glynis Bradfield | Griggs Hall B 132 | 269-471-3432 | glynisb |
| Online Course Design Support | Griggs Hall | Griggs Hall B 123 | 269-471-3960 | sdecoursedev |
| Griggs International Academy | Griggs Hall | Griggs Hall B | 269-471-6570 | enrollgia |
| LearningHub Helpdesk: DLIT Center | Griggs Hall | Griggs Hall B 123 | 269-471-3960 | dlit |
| General Education - Andrews Core Experience (ACE) | |  www andrews.edu/academics/gened | | |
| Health, Safety & Family | |  www andrews.edu/life/health-safety | | |
| Andreasen Center for Wellness | | |  www andrews.edu/wellnesscenter/ | thewellnessclub |
| Athletics | Athletics | |  www aucardinals.com | |
| AU Alert (<i>Emergency communication for the campus</i>) | |  www andrews.edu/services/safety/aualert/ | | |
| Campus Safety | Campus Safety | | 269-471-3321 <i>Monitored 24/7</i> | safety |
| Day Care/Crayon Box | Kristine Conklin | Marsh Hall | 269-471-3350 | crayonbox |
| Emergency Procedures: <i>Measures to be taken during any emergency</i> | |  www andrews.edu/services/safety/procedures | | |
| Parking and Safety | Campus Safety | |  www andrews.edu/services/safety/parking | |
| Safety Services: <i>Security escorts, jumpstarts, vehicle lockouts</i> | |  www andrews.edu/services/safety/about/services | | |
| Honors | |  www andrews.edu/services/honors | | |
| Honors | Monique Pittman | Nethery Hall 108 | 269-471-6084 | pittman |
| | Maxine Umana | | 269-471-3297 | honors |
| Housing | |  www andrews.edu/life/housing/residencelife | | |
| Undergraduate and Single Graduate Housing – Residence Halls | Ana Agustina De La Cruz | Campus Center | 269-471-6665 | rhhousing |
| Dean for Undergraduate Residence Life/Associate Dean for Student Life | Matthew Fitting | Lamson and Meier Halls | 269-471-6601 269-471-3395 | mfitting |
| Dean for Graduate Residence Life/Associate Dean for Student Life | Christina Hunter | University Towers | 269-471-3663 | hunterc |
| Graduate Housing – Apartments | |  www andrews.edu/life/housing/apartments | | |
| Housing - Undergraduate Local Community Students | Jennifer Burrill | Campus Center | 269-471-6608 | burrillj |

| Got Questions? | We've Got Answers | Location | Phone | E-mail |
|---|----------------------------|--|--------------|--------------|
| Information Technology Services | |  www andrews.edu/services/its/clientservices/itscc/tech-help-for-students | | |
| Help Desk | ITS Helpdesk | ITS Building | 269-471-6016 | helpdesk |
| Human Resources | |  www andrews.edu/services/hr/ | | |
| Associate Vice President | Darcy de Leon | Administration Building 216 | 269-471-3327 | darcy |
| Compensation | Beverly Brown | Administration Building 216 | 269-471-3327 | beverlyb |
| Payroll | Jerod Wilson | Administration Building 216 | 269-471-3325 | payroll |
| Payroll: Verification of Employment, general payroll questions, one-time pay requests | Willy Diaz | Administration Building 216 | 269-471-3325 | payroll |
| Benefits: Employee benefits, FMLA, Workman's compensation, Tuition Assistance | Monica Cervantes | Administration Building 216 | 269-471-3886 | benefits |
| Employment: Job postings, Annual Evaluations, onboarding documentation and terminations | Raquel Mendoza-Illingworth | Administration Building 216 | 269-471-3570 | employment |
| Moving benefits, New Employee Orientation, Retirements | Cristina Aguilar | Administration Building 216 | 269-471-3327 | hr |
| Student Insurance | Brenda Francis | Administration Building 216 | 269-471-3327 | francis |
| International Student Services | |  www andrews.edu/services/international | | |
| International Student /Visa Matters | Christian Stuart | Ad Building 307 | 269-471-6605 | iss |
| Leadership Program – UG | |  www andrews.edu/cas/ulead | | |
| Leadership Program – UG | Kari Gibbs Prouty | Nethery Hall 137 | 269-471-3411 | ulead |
| LearningHub & DLIT | | | | |
| LearningHub & DLIT | Griggs Hall | Griggs Hall B 123 | 269-471-3960 | dlit |
| Library | |  www andrews.edu/services/library | | |
| Study Room Reservation | Patron Services |  www andrews.edu/services/library/1_spaces/groupsr.html | | |
| Hours – Library | Patron Services | JWL Main Floor | 269-471-3283 | |
| Research Help & Online Reference | JWL Web-Site/Ask Us |  www andrews.edu/services/library | 269-471-3267 | |
| Mathematics Center | |  www andrews.edu/cas/math/resources/mathematics-center | | |
| Math Homework Help | Karen Johnson-McWilliams | Haughey Hall 112 | 269-471-3423 | karenj |
| Mission and Culture | |  www andrews.edu/diversity | | |
| | Willie Hucks | Ad Building 322 | 269-471-3106 | hucks |
| Office of Undergraduate Education | |  www andrews.edu/exploreandrews | | |
| | Aaron Moushon | Nethery Hall 100 | 269-471-3382 | explore |
| Ombudspersons | |  www andrews.edu/feedback/ombudspersons | | |
| Speech-Language & Hearing Clinic | |  www andrews.edu/chhs/speech | | |
| Hearing/Speech Problems | S. L. & Hearing Clinic | Bell Hall 114 | 269-471-3468 | speech |
| Student Employment | |  www andrews.edu/services/hr/students/student_empl | | |
| Student Jobs | Raquel Mendoza-Illingworth | Administration Bldg. 2 nd floor | 269-471-3570 | employment |
| Student Insurance | Brenda Francis | | | stuins |
| Student Success Center | |  www andrews.edu/services/sscenter | | |
| Student Success Center | Student Success | Nethery Hall 210 | 269-471-6096 | success |
| Director | Darla Smothers-Morant | Nethery Hall 211 | 269-471-3398 | smothers |
| UG Academic Probation | Jiyeon Stuart | Nethery Hall 212 | 269-471-6205 | jiyeon |
| Disability Accommodation | Kristine Walker-Fraser | Nethery Hall 214 | 269-471-3227 | disabilities |
| UG Student Intervention - Academic | Kristine Walker-Fraser | Nethery Hall 214 | 269-471-3227 | walkerfr |
| Success Advising – UG | Darla Smothers-Morant | Nethery Hall 211 | 269-471-3398 | smothers |

| Got Questions? | We've Got Answers | Location | Phone | E-mail |
|---|--------------------|--|--------------|-------------|
| Title IX: Sex Discrimination and Sexual Misconduct | |  andrews.edu/life/health-safety/title-ix | | |
| Title IX Coordinator | Alyssa Palmer | Campus Center | 269-471-6684 | alyssap |
| University Wellness | | | | wellness |
| | Rachel Keele | Andreasen Center | 269-471-6091 | rachelkeele |
| Writing Center | |  andrews.edu/cas/english/resources/writing_center | | |
| Resume & Cover Letter Help | The Writing Center | Nethery Hall 134 | 269-471-3358 | writery |
| Writing Skills & Term Papers | Writing Center | Nethery Hall 203 | 269-471-3358 | writery |

(Updated 01/18/25)