

## Campus Resources - Referral Guide

Got Questions?	We've Got Answers	Location	Phone	E-mail
<b>Academic Bulletin</b> <a href="http://andrews.edu/academics/bulletin">andrews.edu/academics/bulletin</a>				
<b>Academic Deans and Directors</b> <a href="http://andrews.edu/provost/deans">andrews.edu/provost/deans</a>				
<b>Academic Records</b> <a href="http://andrews.edu/services/registrar/contact">andrews.edu/services/registrar/contact</a>				
Adv. Placement Credit Transcript Artic.	Articulation Coordinator	Administration Building 204	269-471-3979	articulation
Degree Audit & Graduation	Academic Records	<a href="http://andrews.edu/services/registrar/students/graduation">andrews.edu/services/registrar/students/graduation</a>		
ID Cards	Academic Records	<a href="http://andrews.edu/services/registrar/students/id-cards">andrews.edu/services/registrar/students/id-cards</a>		
Major Change (Undergrad)	Academic Records	Administration Building 204	269-471-3979	majorchange
Registration	Academic Records	<a href="http://andrews.edu/services/registrar/students/registration">andrews.edu/services/registrar/students/registration</a>		
Transcripts (AU outgoing)	Academic Records	<a href="http://getmytranscripts.com">getmytranscripts.com</a>		
<b>Bookstore</b> <a href="http://andrews.bncollege.com/shop/andrews/home">andrews.bncollege.com/shop/andrews/home</a>				
<b>Campus &amp; Student Life</b> <a href="http://andrews.edu/life">andrews.edu/life</a>				
Chapel/Co-Curricular Attendance	Steve Yeagley	Campus Center	269-471-6683	yeagley
Student Involvement, Leadership & Activities	Darius Bridges	Campus Center	269-471-6568	silas
<b>Career Services</b> <a href="https://www.andrews.edu/services/career_services/">https://www.andrews.edu/services/career_services/</a>				
Director of Career Services	Joydel Trail	James White Library, Room 306	269-471-6288	joydel
<b>Center for Innovation &amp; Entrepreneurship</b> <a href="http://andrews.edu/innovation">andrews.edu/innovation</a>				
Director of Innovation & Entrepreneurship	Director of Innovation & Entrepreneurship	Director of Innovation & Entrepreneurship	Director of Innovation & Entrepreneurship	Director of Innovation & Entrepreneurship
Maker Lab	Maker Lab	Maker Lab	Maker Lab	Maker Lab
<b>Center for Faith Engagement (CFE) –</b> <a href="http://andrews.edu/faith">andrews.edu/faith</a>				
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
<b>Counseling &amp; Testing</b>	Stacey Nicely	Bell Hall 123	269-471-3470	ctcenter
<b>Dining Services</b> <a href="http://andrews.edu/agenda/feed/Dining+Services">andrews.edu/agenda/feed/Dining+Services</a>				
<b>Enrollment</b>				
Undergraduate Enrollment <a href="http://andrews.edu/undergrad">andrews.edu/undergrad</a>	Enrollment	Administration Bldg. 1 <sup>st</sup> floor	269-471-6343 text: 269-280-4943	undergrad
Dual Enrollment Counseling	Enrollment	Administration Bldg. 1 <sup>st</sup> floor	269-471-6323	precollege
Graduate Enrollment <a href="http://andrews.edu/grad">andrews.edu/grad</a>	Enrollment	Administration Bldg. 3 <sup>rd</sup> floor	269-471-6321	graduate
Grad. Enrollment Spanish phone line	Enrollment	Administration Bldg. 3 <sup>rd</sup> floor	269-471-3790	graduate
<b>ESL: Department of Intensive English Programs (DIEP)</b> <a href="http://andrews.edu/ceis/iep">andrews.edu/ceis/iep</a>				
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
<b>Explore Andrews</b> <a href="http://andrews.edu/exploreandrews">andrews.edu/exploreandrews</a>				
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

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<b>Financial Services</b> <a href="http://www.andrews.edu/sfs">www.andrews.edu/sfs</a>				
Student Financial Services	Front Desk	Administration Bldg. 1 <sup>st</sup> floor	269-471-3334	sfs
Communications Manager & Banking Operations Supervisor	Kathleen Allen	Administration Bldg. 1 <sup>st</sup> floor	269-471-6585	kathy
Information Desk	Karen Alford-Peay	Administration Bldg. 1 <sup>st</sup> floor	269-471-3194	sfs
Cashier	Jaden Pailing	Administration Bldg. 1 <sup>st</sup> floor	269-471-3326	sfs
Productions & Tracking	Tiffany Bates	Administration Bldg. 1 <sup>st</sup> floor	269-471-3849	sfstracking
Production/Tracking Operations Associate	Marlene Rothermel	Administration Bldg. 1 <sup>st</sup> floor	269-471-3849	sfstracking
Financial Aid Analyst	Sandra Munoz	Administration Bldg. 1 <sup>st</sup> floor	269-471-2410	munozs
Direct Loans Processor & Tech Support	John Beal	Administration Bldg. 1 <sup>st</sup> floor	269-471-6384	beal
Collections (Non-current accounts)	Rhonda Peak	Administration Bldg. 1 <sup>st</sup> floor	269-471-3593	collections
Perkins Loans Collections (remote office)	Igdaly Patel	Administration Bldg. 1 <sup>st</sup> floor	269-471-6271	perkinsloan
Griggs International Academy Student Account Manager	Juan Alvarez	Administration Bldg. 1 <sup>st</sup> floor	269-471-3754	alvarezj
Andrews Academy Accounts Manager	Gracie Gaytan	Administration Bldg. 1 <sup>st</sup> floor	269-471-6139	gaytan
Veterans Certifying Official	Fares Magesa	Administration Bldg. 1 <sup>st</sup> floor	269-471-3286	veterans
<b>Global Campus</b> <a href="http://andrews.edu/distance/">andrews.edu/distance/</a>				
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	dliit
<b>General Education - Andrews Core Experience (ACE)</b> <a href="http://andrews.edu/academics/gened">andrews.edu/academics/gened</a>				
<b>Health, Safety &amp; Family</b> <a href="http://andrews.edu/life/health-safety">andrews.edu/life/health-safety</a>				
Andreasen Center for Wellness <a href="http://andrews.edu/wellnesscenter/">andrews.edu/wellnesscenter/</a> Email: <a href="mailto:thewellnessclub@andrews.edu">thewellnessclub@andrews.edu</a> .				
Athletics	Athletics	<a href="http://aucardinals.com">aucardinals.com</a>		
AU Alert <a href="http://andrews.edu/services/safety/aualert/">andrews.edu/services/safety/aualert/</a> <i>Emergency communication for the campus</i>				
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 <a href="http://andrews.edu/services/safety/procedures">andrews.edu/services/safety/procedures</a> <i>Measures to be taken during any emergency</i>				
Parking and Safety	Campus Safety	<a href="http://andrews.edu/services/safety/parking">andrews.edu/services/safety/parking</a>		
Safety Services: <a href="http://andrews.edu/services/safety/about/services">andrews.edu/services/safety/about/services</a> <i>Security escorts, jumpstarts, vehicle lockouts</i>				
<b>Honors</b> <a href="http://andrews.edu/services/honors">andrews.edu/services/honors</a>				
Honors	Monique Pittman	Nethery Hall 108	269-471-6084	pittman
	Maxine Umana		269-471-3297	honors
<b>Housing</b>				
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
<a href="http://andrews.edu/life/housing/residencelife">andrews.edu/life/housing/residencelife</a>				
Graduate Housing – Apartments	Alfredo Ruiz	Garland G	269-471-6979	universityapartments
<a href="http://andrews.edu/life/housing/apartments">andrews.edu/life/housing/apartments</a>				
Housing - Undergraduate Local Community Students	Jennifer Burrill	Campus Center	269-471-6608	burrillj

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<b>Information Technology Services</b> <a href="https://andrews.edu/services/its/clientservices/itscc/tech-help-for-students">andrews.edu/services/its/clientservices/itscc/tech-help-for-students</a>				
Help Desk	ITS Helpdesk	ITS Building	269-471-6016	helpdesk
<b>Human Resources</b> <a href="https://andrews.edu/services/hr/">andrews.edu/services/hr/</a>				
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
<b>International Student Services</b> <a href="https://andrews.edu/services/international">andrews.edu/services/international</a>				
International Student /Visa Matters	Christian Stuart	Ad Building 307	269-471-6605	iss
<b>Leadership Program – UG</b> <a href="https://andrews.edu/cas/ulead">andrews.edu/cas/ulead</a>				
Leadership Program – UG	Kari Gibbs Prouty	Nethery Hall 137	269-471-3411	ulead
<b>LearningHub &amp; DLiT</b> <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>				
LearningHub & DLiT	Griggs Hall	Griggs Hall B 123	269-471-3960	dlit
<b>Library</b> <a href="https://andrews.edu/services/library">andrews.edu/services/library</a>				
Presentation Preparation	Patron Services	<a href="https://andrews.edu/library/screens/media">andrews.edu/library/screens/media</a>		
Hours – Library	Patron Services	JWL Main Floor	269-471-3283	
Research Help & Online Reference	JWL Web-Site/Ask Us	<a href="https://andrews.edu/services/library">andrews.edu/services/library</a>	269-471-3267	
<b>Mathematics Center</b> <a href="https://andrews.edu/cas/math/resources/mathematics-center">andrews.edu/cas/math/resources/mathematics-center</a>				
Math Homework Help	Karen Johnson-McWilliams	Haughey Hall 112	269-471-3423	karenj
<b>Mission and Culture</b> <a href="https://www.andrews.edu/administration/culture">www.andrews.edu/administration/culture</a>				
	Willie Hucks	Ad Building 322	269-471-3106	hucks
<b>Office of Undergraduate Education</b> <a href="https://andrews.edu/exploreandrews">andrews.edu/exploreandrews</a>				
	Aaron Moushon	Nethery Hall 100	269-471-3382	explore
<b>Ombudspersons</b> <a href="https://andrews.edu/feedback/ombudspersons">andrews.edu/feedback/ombudspersons</a>				
<b>Speech-Language &amp; Hearing Clinic</b> <a href="https://andrews.edu/chhs/speech">andrews.edu/chhs/speech</a>				
Hearing/Speech Problems	S. L. & Hearing Clinic	Bell Hall 114	269-471-3468	speech
<b>Student Employment</b> <a href="https://andrews.edu/services/hr/students/student_empl">andrews.edu/services/hr/students/student_empl</a>				
Student Jobs	Raquel Mendoza-Illingworth	Administration Bldg. 2 <sup>nd</sup> floor	269-471-3570	employment
Student Insurance	Brenda Francis			stuins
<b>Student Success Center</b> <a href="https://andrews.edu/services/sscenter">andrews.edu/services/sscenter</a>				
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

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<b>Title IX: Sex Discrimination and Sexual Misconduct</b> <a href="https://andrews.edu/life/health-safety/title-ix">andrews.edu/life/health-safety/title-ix</a>				
Title IX Coordinator	Alyssa Palmer	Campus Center	269-471-6684	alyssap
<b>University Wellness</b> <a href="mailto:wellness@andrews.edu">wellness@andrews.edu</a>				
	Rachel Keele	Andreasen Center	269-471-6091	rachelkeele
<b>Writing Center</b> <a href="https://andrews.edu/cas/english/resources/writing_center">andrews.edu/cas/english/resources/writing_center</a>				
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 08/13/24)