

# Student Services Directory

Service or Information Needed	Go to Office, Publication, or other reference.	Location See "Campus Map" for building locations.	Phone 530-898-x unless provided
<b>EMERGENCY NUMBERS</b>			
	Off-campus emergency		911
	or from an on-campus phone		9-911
	On-campus emergency		171
	Advising Office for Emergency Messages to Students		898-5712
	Ambulance (Enloe Hospital)		895-9111
	Butte Co. Fire Dept.		538-7111
	Butte County Social Services	(adult)	538-7538
		(children & after hours)	538-7617
	Butte County Sheriff's Department		891-2711
	Catalyst Women's Advocates		1-800-895-8476
	Chico Fire Department		911
	Chico Police Department		911
	Chico Paramedics		891-4357
	Crisis Service (suicide prevention 24 hrs/day)		891-2810
	Poison Control Center		1-800-342-9293
	Rape Crisis		342-RAPE
	University Police (non-emergency)		x5372
<b>A</b>			
Absences	Individual professor for specific class See "Attendance" Policy in <i>The University Catalog</i>		
Academic Advising	Your departmental adviser		
Academic Probation	Advising & Orientation	MLIB 190	x5712
Advising & Orientation		MLIB 190	x5712
Evaluations		MLIB 180	x5957
Accident on Campus	University Police	YUBA Hall	x5372
Adding Classes	See "Other Registration Information" in <i>The Class Schedule</i> or <i>The Chico Web</i>		
Address, Change of	Student Records & Registration Office	MLIB 180	x4555
Admission	Admissions	CLSA Hall	x4428
Alumni Association	Alumni Office	SAPP Hall	x6472
Athletics			
Intramurals	Intramurals	AGYM 127	x5170
Tickets	University Box Office	YUBA Hall	x6333
Auditing Classes	Individual professor for specific class		
Automobiles			
Campus Parking Permit	Cashiering	KNDL 212	x6347
Motor Vehicle Registration	Department of Motor Vehicles	500 Cohasset Rd #31	1-800-777-0133
Regulations	University Police	YUBA Hall	x5372
<b>B</b>			
Bicycles			
Regulations, state license	University Police	YUBA Hall	x5372
Auctions	Sponsored by the Financial Aid Office	Free Speech Area	x6451
Tire Pumps	Air Stations	Siskiyou & Taylor Halls	
Birth Control	Student Health Services	SHC	x5241
Book Loans	Financial Aid Office (beginning of each fall & spring semester)	MLIB 161	x6451

# Student Services Directory

<b>C</b>			
Calendar, Academic	See "Academic Calendars" in <i>The University Catalog</i> , <i>The Class Schedule</i> , or <i>The Chico Web</i>		
Campus Events	Univeristy Information Center	BMU 106	x4636
Carpool	Ride Board	BMU Mall	x4636
Ride Sharing	Facilities Management and Services	CYD	x6222
<i>Catalog, The University</i>	A.S. Bookstore	BMU 224	x5222
Change of Address			
Marital Status, or Name Change	Student Records & Registration Office	MLIB 180	x5143
Check Cashing	A.S. Business Office	BMU 219	x6815
	University Box Office	YUBA Hall	x6333
Child Care			
On-campus	A.S. Children's Center	AJH 119	x5865
Off-campus	See "The Guide to Community Services" in <i>The University Catalog</i> or ask at the Women's Center	UC 105	x5724
<i>Class Schedule, The</i>	A.S. Bookstore	BMU 224	x5222
Climbing on Campus	A.S. Intramurals	AGYM 126	x5170
Clubs & Organizations	Student Activities	BMU 213	x5396
Commencement	Alumni Office	SAPP Hall	x6472
Computer Laboratories	For current location and hours, ask the Computer Help Desk	MLIB 116	xHELP (4357)
Computer Modem Service	Computing/Communications Support	SSKU 109	xHELP (4357)
	Communication Network Services	SSKU 115	x6868
Copying and Printing	University Printing Services	SSKU 118	x5992
Counseling and Advising			
Academic	Your departmental adviser		
	Academic Advising & Orientation	MLIB 190	x5712
	Evaluations	MLIB 180	x5957
AIDS	Student Health Services	SHC	x5241
Birth Control	Student Health Services	SHC	x5241
Career	Career Planning & Placement	MLIB 150	x5253
Cross-cultural	International Student Advising	THMA 211	x6880
Drugs & Alcohol	Counseling Center	MLIB 141	x6345
	CADEC (referral only)	W. 2nd & Cherry Sts.	x6450
Legal	CLIC	W. 2nd & Cherry Sts.	x4354
Personal	Counseling Center	MLIB 141	x6345
Rape	Counseling Center	MLIB 141	x6345
	Rape Crisis Intervention Center	2889 Cohasset #2	342-7273
Religious/Spiritual	See "Student Organizations" in <i>The University Catalog</i>		
Sexually Transmitted Diseases (STDs)	Student Health Service	SHC	x5241
Study Skills	Student Learning Center	MLIB 458	x6839
	See "SOS!" in <i>The University Catalog</i>		
Course Offerings	See <i>The University Catalog</i> , <i>The Class Schedule</i> , and <i>The Chico Web</i>		
Credentials (Teacher Preparation)	Education Services Center	THMA 441	x6391
	Department of Education	MODC 215	x6421
	Department of Professional Studies in Education	THMA 401	x5398
	See "Education" in <i>The University Catalog</i>		
Credit for Prior Experience	Vice Provost for Undergraduate Education	KNDL 106	x6101
	See "Academic Policies" in <i>The University Catalog</i> .		

# Student Services Directory

<b>D</b>			
Degree Planning	See "Degree Requirements in <i>The University Catalog</i> and your departmental adviser		
	Academic Advising & Orientation	MLIB 190	x5712
	Evaluations	MLIB 180	x5957
Disabled Students	Disability Support Services	BLDG E	x5959 (TTY)
Dropping Classes	See "Other Registration Information in <i>The Class Schedule</i> or <i>The Chico Web</i>		
Drug Counseling	Counseling Center	MLIB 141	x6345
	CADEC (referral only)	W. 2nd & Cherry Sts.	x6450
<b>E</b>			
Educational Opportunity Program	Educational Opportunity Program	MLIB 172	x6831
Education-related Work	Cooperative Education	CCE	x5893
ELM, Entry-Level Mathematics Test	See "Math and Writing Requirement" in <i>The University Catalog</i>		
	Testing and Research	MLIB 143	x6218
Employment			
Internships/Cooperative Education	Cooperative Education & Internships	CCE	x6105
Part-time	Student Employment Office	BLDG E	x5256
Permanent	Career Planning & Placement	MLIB 150	x5253
Summer	Student Employment Office	BLDG E	x5256
English as a Foreign Language (EFL)	See <i>The University Catalog</i>	TALR 209	x5452
English as a Second Language (ESL)	American Language & Culture Institute	CCE	x6105
EPT, English Placement Test	See "Math and Writing Requirement" in <i>The University Catalog</i> and <i>Class Schedule</i> .		
	Testing and Research	MLIB 143	x6218
Escort Service	University Police (24 hours a day)	YUBA Hall	Blue light phone or x5372
Ethnic Affairs	University Outreach Programs (educational equity recruitment)	CLSA 104	x4428
	Retention Services (educational equity retention and Educational Opportunity Program)	MLIB 172	x6831
	Student Activities (advises ethnic and Multicultural programs)	BMU 213	x5396
	A.S. Commissioner of Multicultural Affairs	BMU 213	x5701
Evaluation of Transfer Credit	See "Academic Policies" and "Evaluation of Transfer Credit" in <i>The University Catalog</i> .		
	Evaluations	MLIB 180	x5957
Events and Activities	University Box Office	YUBA Hall	x6333
	University Information Center	BMU 106	xINFO (6116) xHEAR (4327)
Exchange Programs			
At an international campus	Center for International Studies	THMA 211	x6880
At another domestic campus	Academic Advising & Orientation	MLIB 190	x5712
Extension Classes	Center for Continuing Education	CCE	x6105
<b>F</b>			
Facilities and Equipment Reservations	Student Activities	BMU 213	x5396
Final Exam Schedule	See <i>The Class Schedule</i> or <i>The Chico Web</i>		
Financial Aid (emergency loans, scholarships, loans, work-study, grants, book loans, financial counseling)	Financial Aid Office	MLIB 161	x6451
Fraternities	Student Activities	BMU 213	x5396

# Student Services Directory

<b>G</b>			
<b>General Education</b>			
<b>Advising</b>	Academic Advising & Orientation	MLIB 190	x5712
	Evaluations	MLIB 180	x5957
<b>Certificate/Evaluation</b>	Student Records & Registration Office	MLIB 180	x5957
<b>Grade Change Verification/Reports</b>	Student Records & Registration Office	MLIB 180	x5143
<b>Graduation, filing for</b>			
<b>Graduates</b>	Office of Graduate Programs	THMA 209	x6880
<b>Undergraduates</b>	Student Records & Registration Office	MLIB 180	x5957
<b>Graduation check</b>			
<b>Bachelor's Degree</b>	Evaluations	MLIB 180	x5957
<b>Master's Degree</b>	Office of Graduate Programs	THMA 209	x6880
<b>Grants (financial aid)</b>	Financial Aid Office	MLIB 161	x6451
<b>GRE (Graduate Record Examination)</b>	Testing & Research	MLIB 143	x6218
<b>Grievances/Complaints</b>	Student Judicial Affairs	KNDL 110	x6897
	Student Grievance Service, CLIC	W. 2nd & Cherry Sts.	x4354
	Consumer Protection Agency, CLIC	W. 2nd & Cherry Sts.	x4354
<b>H</b>			
<b>Health Care</b>	Student Health Services	SHC	x5241
	Appointment Desk	SHC	x5241
	Pharmacy	SHC	x6068
<b>HEAR Line</b>	24-hour recorded information & events line		xHEAR (4327)
<b>Honor Societies</b>	University Honors Program	OCNL 235	x4767
<b>Housing/Roommates</b>	Housing Office	UHFS	x6325
<b>I</b>			
<b>ID Cards</b>	University Services	YUBA Hall	x6119
<b>Immigration Regulations</b>	International Student Advising	THMA 211	x6880
<b>Immunization</b>	Student Records & Registration Office (certification status)	MLIB 180	x5143
	Student Health Services (measles & rubella)	SHC	x5241
<b>Incomplete Grades</b>	See "Academic Policies" in <i>The University Catalog</i> and professor of specific course		
<b>Information</b>	University Information Center	BMU 106	xINFO (4636) or x6116
	Mall, banner, marquee reservations; organization information; student, faculty, & staff phone numbers; activity information, monthly events calendar; poster approval; bus schedules; General university information.		
	HEAR Line — A.S. Programming Hotline,		xHEAR (4636)
	Telephone Directory Assistance		411
<b>Instructional Television for Students (ITFS)</b>	Center for Continuing Education	CCE	x6105
<b>Insurance, Dental &amp; Medical</b>	Student Health Service	SHC	x5241
<b>International Student Assistance</b>	American Language and Culture Institute	CCE	x6105
	International Student Advising	THMA 211	x6880
<b>Internet Access</b>			
	Premium (for a fee) Service	Communication Network Services	SSKU 115 x6868
	Standard Student (free) Service	Student Computing Lab Help Desk	MLIB 116 xHELP (4357)
<b>Internships</b>	Cooperative Education	CCE	x5893
<b>Intersession Courses</b>	See "January Intersession" in <i>The Class Schedule</i> and <i>The Chico Web</i> .		
<b>Interview Workshops</b>	Career Planning & Placement	MLIB 150	x5253
<b>Intramurals</b>	Intramurals Office	AGYM 127	x5170
<b>J</b>			
<b>January Intersession</b>	See "Intersession Courses" above		
<b>Jobs</b>	Student Employment Office	BLDG E	x5256

# Student Services Directory

<b>L</b>			
Leave of Absence	Student Records & Registration Office	MLIB 180	x5143
Legal Aid	Community Legal Information Center (CLIC)	W. 2nd & Cherry Sts.	x4354
	Housing Office (landlord/tenant rights)	UHFS	x6325
<b>Library</b>			
Circulation	Meriam Library	MLIB, 1st floor	x6501
Hours of Operation	Meriam Library		x5720
Reference	Meriam Library	MLIB, 2nd floor	x5833
Loans	Financial Aid Office	MLIB 161	x6451
Loneliness	Counseling Center	MLIB 141	x6345
Lost & Found	University Police	YUBA Hall	x5372
	University Information Center	BMU 106	xINFO (4636) or x6116
<b>M</b>			
Major, Change of	Academic Advising & Orientation	MLIB 190	x5712
Math Proficiency Requirement	See "Math and Writing Requirements" in <i>The University Catalog</i>		
	Testing and Research	MLIB 143	x6218
Math Tutoring	Mathematics Tutorial Lab	HOLT 181	X6111
	Student Learning Center	MLIB 458	x6839
Meal Tickets	Food Service	WHIT	x5962
MESA Engineering Program	MESA	OCNL 114	x4017
Money Orders	U.S. Post Office	500 Vallombrosa Ave.	800-275-8777
		W. 5th St. & Broadway	800-275-8777
<b>N</b>			
Name, Change of	Student Records Office	MLIB 180	x5143
<b>O</b>			
Open University	Center for Continuing Education	CCE	x6105
Orientation	Academic Advising & Orientation	MLIB 190	x5712
<i>Orion</i>	<i>Orion Office</i>	PLMS 001	x5625
Outreach	Office of Admissions	CLSA Hall	x4428
			or 800-542-4426
<b>P</b>			
Parking Permits	Cashiering	KNDL 212	x6347
Parking Regulations	University Police	YUBA Hall	x5372
Pharmacy	Student Health Services	SHC	x6068
Planned Educational Leave	Student Records & Registration	MLIB 180	x5143
Police	University Police	YUBA Hall	x5372
Pool, Swimming	Intramurals	AGYM 127	x5170
Pre-professional Programs	See "Academic Programs" in <i>The University Catalog</i> and <i>The Class Schedule</i>		
Printing/Copying	University Printing Services	SSKU 118	x5992
<b>Publications</b>			
<i>Chico Statements</i>	University Publications Office	UC 108	x4263
<i>Impulse</i>	Department of Communication Design	THMA 205	x4048
<i>Inside Chico State</i>	University Publications Office	UC 108	x4263
<i>Orion</i>	<i>Orion Office</i>	PLMS 001	x5625
<i>Watershed</i>	Department of English	TALR 107	x5983
<b>R</b>			
Racial Harassment	Student Judicial Affairs	KNDL 110	x6897
Rape Crisis	Rape Crisis Intervention	2889 Cohassett Rd. #2	342-7273
Re-admission	See "Admissions" in <i>The University Catalog</i>	CLSA Hall	x4428
Recreation	Adventure Outings	BMU 004	x4011
	Intramurals (weight room-gym, aerobics room swimming, racquetball)	AGYM 127	x5170

# Student Services Directory

Re-entry Advising and Admissions	Re-entry Pre-admissions Advising	CLSA Hall	x4428
Re-entry Center	Re-entry student support program	UC	x6583
Registration for Classes	Student Records and Registration	MLIB 180	x4555
Registration, Late for Graduate Students	Office of Graduate Programs	THMA 209	x6880
Religious Groups	Student Activities	BMU 213	x5396
Repeating a course	Student Records and Registration	MLIB 180	x5143
	Evaluations	MLIB 180	x5957
Residence Halls (on campus)	Housing Office	UHFS	x6325
Esken Hall		ESKN	x5852
Konkow Hall (Thematic)		KONK	x5890
Lassen Hall		LASS	x6187
Mechoopda Hall		MECH	x5841
Shasta Hall		SHAS	x5291
Whitney Hall		WHIT	x6613
Resumes			
Printing	University Printing Services	SSKU 118	x5992
Workshops	Career Planning & Placement	MLIB 150	x5253
Room Reservations			
BMU Rooms	University Information Center	BMU 106	x6414
Other Campus Rooms	Student Activities	BMU 213	x5396
<b>S</b>			
Safety	Chico Safe Rides	UC 108	894-TAXI (8294)
	University Police Department	YUBA Hall	x5372
	University Environmental Management Health & Safety Office	AJH 130	x5126
Scholarships	Financial Aid Office	MLIB 161	x6451
	Office of the Vice President for Academic Affairs	KNDL 106	x6101
Sexual Assault/Harassment	Student Judicial Affairs	KNDL 110	x6897
Sexuality	Counseling Center	MLIB 142	x6345
	Student Health Services	SHC	x5241
Sororities	Student Activities	BMU 213	x5396
Special Populations (admissions assistance, special programs)	University Outreach Programs	CLSA Hall	x4428
Special Session	Center for Continuing Education	CCE	x6105
Stamps, Postage	A.S. Bookstore	BMU 224	x5222
Student Government	A.S. Government Offices	BMU 203	x5701
Student Organizations	Student Activities	BMU 213	x5396
Study Abroad Programs	Center for International Studies	THMA 211	x6880
Summer Session	Center for Continuing Education	CCE	x6105
<b>T</b>			
Teaching Credentials	Education Services Center	THMA 441	x6391
	Department of Education	MODC 215	x6421
	Department of Professional Studies In Education	THMA 401	x5398
	See "Education" in <i>The University Catalog</i>		
Telephone Services	Communication Network Services	SSKU 115	x6868
Television Classes (CSU*SAT Chico)	Center for Continuing Education	CCE	x6105
Tennis Courts	Intramurals	AGYM 127	x5170
Test Anxiety	Counseling Center	MLIB 142	x6345
	Student Learning Center	MLIB 458	x6839
Testing	Testing & Research	MLIB 143	x6218
Textbooks & Supplies	A.S. Bookstore	BMU 224	x6844
Tickets	University Box Office	YUBA Hall	x6333
Tours, Campus	Admissions Office	CLSA Hall	x4428
Transcripts	Student Records Office	MLIB 180	x5145
Transfer Credit Summary	Evaluations	MLIB 180	x5957

# Student Services Directory

<b>Transportation</b>			
Bicycle registration	University Police	YUBA Hall	x5372
Bus Schedule	University Information Center	BMU 106	x4636
Carpool	See "Carpool" above		
Ride Sharing	See "Carpool" above		
Student Parking Permit	Cashiering	KNDL 212	x6347
Visitor Parking Permit	University Police	YUBA Hall	x5372
Travel-Study Abroad for Credit	International Studies Center	THMA 211	x6880
<b>Tuition &amp; Fees</b>	See "Fees and Expenses" in <i>The University Catalog</i> .		
	Cashiering	KNDL 212	x6347
Financial Aid Refunds	Financial Aid Business Services	KNDL 213	x6278
Refunds	Student Financial Services	KNDL 214A	x5936
<b>Tutoring/Study Skills</b>	See "SOS" in <i>The University Catalog</i>		
	Student Learning Center	MLIB 458	x6839
<b>U</b>			
University Information	University Information Center	BMU 106	898-INFO (6116)
University Village	Housing Office	UHFS	x6325
<b>V</b>			
Vending Machine Refunds	A.S. Management Office	BMU 218	x6411
Verification of Enrollment	Student Records & Registration Office	MLIB 180	x5143
Veterans' Benefits	Veterans' Affairs Office	MLIB 180	x5911
Visitor Parking Permits	University Police	YUBA Hall	x5372
Visitor Status (admission)	Admissions Office	CLSA Hall	x4428
Voice Mail	Communications Network Services	SKU 115	x6868
Volunteer Opportunities	CAVE	BMU 309	x5817
<b>W</b>			
<b>Waiver of Academic Requirements</b>	See "Exceptions and Waivers of Academic Policy" in <i>The University Catalog</i> .		
	Academic Advising & Orientation	MLIB 190	x5712
<b>Withdrawal from the University</b>	Academic Advising & Orientation	MLIB 190	x5712
<b>Word Processors</b>	Meriam Library Computer Center	MLIB, 1st Floor	XHELP (4357)
<b>Work-Study</b>			
Eligibility	Financial Aid Office	MLIB 161	x6451
Jobs	Student Employment	BLDG E	x5256
<b>Writing Assistance</b>	Writing Center	TALR 203	X 5042
<b>Writing Proficiency Requirement</b>	See "Math & Writing Requirements" in <i>The University Catalog</i> and <i>Class Schedule</i>		
	Testing & Research	MLIB 143	x6218
<b>Y</b>			
Yearbook	Student Activities	MLIB 172A	x6498