

# 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 or on-campus emergency		<b>911</b>
	Advising Office for emergency messages to students		898-5712
	Ambulance (Enloe Hospital)		895-9111
	Butte County Fire Department		538-7111
	Butte County Social Services		(adult) 800-664-9774 (children & after hours) 800-400-0902
	Butte County Sheriff's Department		538-7321
	Catalyst for Domestic Violence Services		1-800-895-8476
	Chico Fire Department		911
	Chico Police Department		911
	Chico Paramedics		891-4357
	Crisis & Referral (suicide prevention 24 hours a day)		891-2810 1-800-334-6622
	Poison Control Center		1-800-222-1222
	Rape Crisis		342-RAPE
	University Police (non-emergency)		x5372
<b>A</b>			
<b>Absences</b>	Individual professor for specific class. See "Attendance" Policy in the <i>University Catalog</i> .		
<b>Academic Advising</b>	Your department advisor		
<b>Academic Probation</b>	Advising & Orientation	MLIB 190	x5712
<b>Advising &amp; Orientation</b>		MLIB 190	x5712
<b>Evaluations</b>		MLIB 180	x5957
<b>Accident on Campus</b>	University Police	YUBA Hall	x5372
<b>Adding Classes</b>	See "Other Registration Information" in the <i>Class Schedule</i> or the Chico Web		
<b>Address, Change of</b>	Student Records & Registration Office	MLIB 180	x5143
<b>Admission</b>	Admissions	CLSA Hall	x6321
<b>Alumni Association</b>	Alumni Office	SAPP Hall	x6472
<b>Athletics</b>			
<b>Intramurals</b>	Intramurals	AGYM 126	x5170
<b>Tickets</b>	University Box Office	YUBA Hall	x6333
<b>Auditing Classes</b>	Individual professor for specific class		
<b>Automobiles</b>			
<b>Campus Parking Permit</b>	Cashiering	KNDL 212	x6347
<b>Motor Vehicle Registration</b>	Department of Motor Vehicles	500 Cohasset Rd. #31	800-777-0133
<b>Regulations</b>	University Police	YUBA Hall	x5372
<b>B</b>			
<b>Bicycles</b>			
<b>Regulations, State License</b>	University Police	YUBA Hall	x5372
<b>Auctions</b>	Sponsored by the Financial Aid Office	Free Speech Area	x6451
<b>Tire Pumps</b>	Air Stations	Siskiyou & Taylor Halls	
<b>Birth Control</b>	Student Health Services	SHC	x5241
<b>Book Loans</b>	Financial Aid Office (beginning of each fall & spring semester)	MLIB 161	x6451

# Student Services Directory

## C

<b>Calendar, Academic</b>	See "Academic Calendars" in the <i>University Catalog</i> , the <i>Class Schedule</i> , or the Chico Web.		
<b>Campus Events</b>	University Information Center	BMU 106	x4636
<b>Carpool</b>	Ride Board	BMU Mall	x4636
<b>Ride Sharing</b>	County Service		888-451-RIDE
<b>Catalog, University</b>	A.S. Bookstore	BMU 224	x5222
<b>Change of Address</b>			
<b>Marital Status, or Name Change</b>	Student Records & Registration Office	MLIB 180	x5143
<b>Check Cashing</b>	A.S. Business Office	BMU 219	x6815
	University Box Office	YUBA Hall	x6333
<b>Child Care</b>			
<b>On-campus</b>	A.S. Children's Center	AJH 120	x5865
<b>Off-campus</b>	See the "Guide to Community Services" in the <i>University Catalog</i> or ask at the Women's Center.	BMU 002	x5724
<b>Class Schedule</b>	A.S. Bookstore	BMU 224	x5222
<b>Climbing on Campus</b>	A.S. Intramurals	AGYM 126	x5170
<b>Clubs &amp; Organizations</b>	Student Activities	BMU 213	x5396
<b>Commencement</b>	Alumni Office	SAPP Hall	x6472
<b>Computer Laboratories</b>	For current location and hours, ask the Computer Help Desk.	MLIB 116	xHELP (4357)
<b>Computer Modem Services</b>	Computing/Communications Support	MLIB 116	xHELP (4357)
	University Printing Services	SSKU 115	x6868
<b>Counseling and Advising</b>			
<b>Academic</b>	Your department advisor		
	Academic Advising & Orientation	MLIB 190	x5712
	Evaluations	MLIB 180	x5957
<b>AIDS</b>	Student Health Services	SHC	x5241
<b>Birth Control</b>	Student Health Services	SHC	x5241
<b>Career</b>	Career Planning & Placement	MLIB 150	x5253
<b>Cross-Cultural</b>	International Student Advising	THMA 211	x6880
<b>Drugs &amp; Alcohol</b>	Counseling Center	MLIB 141	x6345
	CADEC (referral only)	R 102	x6450
<b>Legal</b>	CLIC	25 Main Street	x4354
<b>Personal</b>	Counseling Center	MLIB 141	x6345
<b>Rape</b>	Counseling Center	MLIB 141	x6345
	Rape Crisis Prevention Center	2889 Cohassett #2	342-7273
<b>Religious/Spiritual</b>	See "Student Organizations" in the <i>University Catalog</i> .		
<b>Sexually Transmitted Diseases (STDs)</b>	Student Health Services	SHC	x5241
<b>Study Skills</b>	Student Learning Center	MLIB 458	x6839
	See "SOS!" in the <i>University Catalog</i> .		
<b>Course Offerings</b>	See the <i>University Catalog</i> , the <i>Class Schedule</i> , and the Chico Web.		
<b>Credentials (Teacher Preparation)</b>	Education Services Center	HOLT 101	x6391
	Department of Education		x6421
	Department of Professional Studies in Education	THMA 401	x5398
	See "Education" in the <i>University Catalog</i> .		
<b>Credit for Prior Experience</b>	Vice Provost for Undergraduate Education	KNDL 106	x6101
	See "Academic Policies" in the <i>University Catalog</i> .		

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<b>D</b>			
<b>Degree Planning</b>	See "Degree Requirements" in the <i>University Catalog</i> and your departmental advisor.		
	Academic Advising & Orientation	MLIB 190	x5712
	Evaluations	MLIB 180	x5957
<b>Disabled Students</b>	Disability Support Services		895-9111
<b>Dropping Classes</b>	See "Other Registration Information" in the <i>Class Schedule</i> or the Chico Web.		538-7111
<b>Drug Counseling</b>	Counseling Center	MLIB 141	x6345
	CADEC (referral only)	310 Salem	x6450
<b>E</b>			
<b>Educational Opportunity Program</b>	Educational Opportunity Program	MLIB 172	x6831
<b>Education-Related Work</b>	Cooperative Education	R 116	x5893
<b>ELM, Entry-Level Mathematics Test</b>	See "Math and Writing Requirement" in the <i>University Catalog</i> .		
	Testing and Research	MLIB 143	x6218
<b>Employment</b>			
<b>Internships/Cooperative Education</b>	Cooperative Education & Internships	R 116	x5893
<b>Part-time</b>	Student Employment Office	UC 109	x5256
<b>Permanent</b>	Career Planning & Placement	MLIB 150	x5253
<b>Summer</b>	Student Employment Office	UC 109	x5256
<b>English as a Foreign Language (EFL)</b>	See the <i>University Catalog</i> .	TALR 209	x5124
<b>English as a Second Language (ESL)</b>	American Language & Culture Institute	CCE	x6105
<b>EPT, English Placement Test</b>	See "Math and Writing Requirements" in the <i>University Catalog</i> and <i>Class Schedule</i> .		
	Testing and Research	MLIB 143	x6218
<b>Escort Service</b>	University Police (24 hours a day)	YUBA Hall	Blue light phone or x5372
<b>Ethnic Affairs</b>	University Outreach Programs (educational equity recruitment)	CLSA 104	x4426
	Retention Services (educational equity retention and Educational Opportunity Program)	MLIB 172	x6831
	Student activities (advises ethnic and multicultural programs)	BMU 203	x5396
	A.S. Commissioner of Multicultural Affairs	BMU 203	x5701
<b>Evaluation of Transfer Credit</b>	See "Academic Policies" and "Evaluation of Transfer Credit" in the <i>University Catalog</i> .		
	Evaluations	MLIB 180	x5957
<b>Events and Activities</b>	University Box Office	YUBA Hall	x6333
	University Information Center	BMU 106	xINFO (4636) xHEAR (4327)
<b>Exchange Programs</b>			
<b>at an international campus</b>	Center for International Studies	THMA 211	x6880
<b>at another domestic campus</b>	Academic Advising & Orientation	MLIB 190	x5712
<b>Extension Classes</b>	Center for Continuing Education	CCE	x6105
<b>F</b>			
<b>Facilities and Equipment Reservations</b>	Student Activities	BMU 213	x5396
<b>Final Exam Schedule</b>	See the <i>Class Schedule</i> or the Chico Web.		
<b>Financial Aid</b> (emergency loans, scholarships, loans, work-study, grants, book loans, financial counseling)	Financial Aid Office	MLIB 161	x6451
<b>Fraternities</b>	Student Activities	BMU 213	x5396

# Student Services Directory

## G

<b>General Education</b>			
<b>Advising</b>	Academic Advising & Orientation	MLIB 190	x5712
	Evaluations	MLIB 180	x5957
<b>Certification/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>	Graduate School	THMA 209	x6880
<b>Undergraduates</b>	Student Records & Registration Office	MLIB 180	x5143
<b>Graduation Check</b>			
<b>Bachelor's Degree</b>	Evaluations	MLIB 180	x5957
<b>Master's Degree</b>	Graduate School	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 Grievances Service, CLIC	25 Main Street	x4354
	Consumer Protection Agency, CLIC	25 Main Street	x4354

## H

<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>Honors Programs</b>	See "Honors Programs" in the <i>University Catalog</i> or the Honors Program Office.	OCNL 235	x4767
<b>Honors Societies</b>	University Honors Program	OCNL 235	x4767
<b>Housing/Roommates</b>	Housing Office	UHFS	x6325

## I

<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 the <i>University Catalog</i> and professor of specific course.		
<b>Information</b>	University Information Center	BMU 106	xINFO (4636)
	Mall, banner, marquee reservations; organization information; student, faculty, & staff phone numbers; activity information; monthly events calendar; poster approval; bus schedules; general University information.		or x6116
HEAR Line—A.S. Programming Hotline,			xHEAR (4327)
Telephone Directory Assistance			411
<b>Insurance, Dental, &amp; Medical</b>	Student Health Services	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	CLSA 125	x5893
<b>Intersession Courses</b>	See "January Intersession" in the <i>Class Schedule</i> and the Chico Web.		
<b>Interview Workshops</b>	Career Planning & Placement	MLIB 150	x5253
<b>Intramurals</b>	Intramurals Office	AGYM 126	x5170

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<b>J</b>			
January Intersession	See "Intersession Courses" above.		
Jobs	Student Employment Office	UC 109	x5256
<b>L</b>			
Leave of Absence	Student Records & Registration Office	MLIB 180	x5143
Legal Aid	Community Legal Information Center (CLIC)	25 Main Street	x4354
	Housing Office (landlord/tenant rights)	UHFS	x6325
Library			
Circulation	Meriam Library	MLIB, 1st floor	x6502
Hours of Operation	Meriam Library		x5720
Reference	Meriam Library	MLIB, 2nd floor	x6267
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, Changes of	Student Records & Registration Office	MLIB 180	x5143
Math Proficiency Requirement	See "Math and Writing Requirements" in the <i>University Catalog</i> .		
Math Tutoring	Mathematics Tutorial Lab	HOLT 181	x6111
	Student Learning Center	MLIB 458	x6839
Meal Tickets	Food Service	Whitney Hall	x5962
MESA Engineering Program	MESA	OCNL 114	x4017
Money Orders	U.S. Post Office	550 Vallombrosa Ave.	800-275-8777
		W. 5th St. & Broadway	800-275-8777
<b>N</b>			
Name, Change of	Student Records & Registration Office	MLIB 180	x5143
<b>O</b>			
Open University	Center for Continuing Education	CCE	x6105
Orientation	Academic Advising & Orientation	MLIB 190	x5712
Orion	Orion Office	PLMS 001	x5625
Outreach	Office of Admissions	CLSA Hall	x6321 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 Office	MLIB 180	x5143
Police	University Police	YUBA Hall	x5372
Pool, Swimming	Intramurals	AGYM 126	x5170
Pre-professional Programs	See "Academic Programs" in the <i>University Catalog</i> and <i>Class Schedule</i> .		
Printing/Copying	University Printing Services	SSKU 118	x5992
Publications			
Chico Statements	University Publications Office	KNDL 114	x4263
Impulse	Department of Communication Design	THMA 205	x4048
Inside Chico State	University Publications Office	KNDL 114	x4263
Orion	Orion Office	PLMS 001	x5625
Studiun	Political Science Department	BUTE 741	x5301
Watershed	Department of English	TALR 107	x5983

# Student Services Directory

R			
<b>Racial Harassment</b>	Student Judicial Affairs	KNDL 110	x6897
<b>Rape Crisis</b>	Rape Crisis Intervention	2889 Cohasset Rd. #2	342-7273 (RAPE)
<b>Re-admission</b>	See "Admissions" in the <i>University Catalog</i> .	CLSA Hall	x6321
<b>Recreation</b>	Adventure Outings	BMU 004	x4011
	Intramurals (weight room-gym, aerobics room, swimming, racquetball)		
<b>Re-entry Advising and Admissions</b>	Re-entry Pre-admissions Advising	CLSA Hall	x6321
<b>Registration for Classes</b>	Student Records and Registration	MLIB 180	x4555
<b>Registration, Late for Graduate Students</b>	Graduate School	THMA 209	x6880
<b>Religious Groups</b>	Student Activities	BMU 213	x5396
<b>Repeating a Course</b>	Student Records and Registration	MLIB 180	x5143
	Evaluations	MLIB 180	x5957
<b>Residence Halls (on campus)</b>	Housing Office	UHFS	x6325
<b>Esken Hall</b>		681 W. Sacramento Ave	x5852
<b>Konkow Hall (Thematics)</b>		701 W. Sacramento Ave	x6899
<b>Lassen Hall</b>		501 Citrus Avenue	x6187
<b>Mechoopda Hall</b>		691 W. Sacramento Ave	x5841
<b>Shasta Hall</b>		551 Citrus Ave	x5291
<b>Whitney Hall</b>		545 Legion Ave	x6613
<b>Resumés</b>			
<b>Printing</b>	University Printing Services	SSKU 118	x5992
<b>Workshops</b>	Career Planning & Placement	MLIB 150	x5253
<b>Room Reservations</b>			
<b>BMU Rooms</b>	University Information Center	BMU 202	x6414
<b>Other Campus Rooms</b>	Student Activities	BMU 213	x5396
S			
<b>Safety</b>	Chico Safe Rides	1227 1/2 Mangrove	894-TAXI (8294)
	University Police Department	YUBA Hall	x5372
	University Environmental Management Health & Safety Office	AJH 130	x5126
<b>Scholarships</b>	Financial Aid Office	MLIB 161	x6451
	Office of the Vice President for Academic Affairs	KNDL 106	x6101
<b>Sexual Assault/Harassment</b>	Student Judicial Affairs	KNDL 110	x6897
<b>Sexuality</b>	Counseling Center	MLIB 142	x6345
	Student Health Services	SHC	x5241
<b>Sororities</b>	Student Activities	BMU 213	x5396
<b>Special Populations</b> (admissions assistance, special programs)	University Outreach Programs	CLSA Hall	x4426
<b>Special Session</b>	Center for Continuing Education	CCE	x6105
<b>Stamps, Postage</b>	A.S. Bookstore	BMU 224	x5222
<b>Student Government</b>	A.S. Government Offices	BMU 203	x5701
<b>Student Organizations</b>	Student Activities	BMU 213	x5396
<b>Study Abroad Programs</b>	Center for International Studies	THMA 211	x6880
<b>Summer Session</b>	Center for Continuing Education	CCE	x6105
T			
<b>Teaching Credentials</b>	Education Services Center	HOLT 101	x6391
	Department of Education	THMA 101	x6421
	Department of Professional Studies in Education	THMA 401	x5398
	See "Education" in the <i>University Catalog</i> .		
<b>Telephone Services</b>	Communication Network Services	SSKU 115	x6868
<b>Tennis Courts</b>	Intramurals	AGYM 126	x5170

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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	x6321
Transcripts	Student Records Office	MLIB 180	x5143
Transfer Credit Summary	Evaluations	MLIB 180	x5957
<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 the <i>University Catalog</i> .		
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 the <i>University Catalog</i> .		
	Student Learning Center	MLIB 458	x6839
<b>U</b>			
University Information	University Information Center	BMU 106	x4636
University Village	University Housing and Food Service	1325 Nord Ave	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	x6321
Voice Mail	Communications Network Services	SSKU 115	x6868
Volunteer Opportunities	CAVE	BMU 309	x5817
<b>W</b>			
<b>Waiver of Academic Requirements</b>			
	See "Exception and Waivers of Academic Policy" in the <i>University Catalog</i> .		
	Academic Advising & Orientation	MLIB 190	x5712
Withdrawal from the University	Academic Advising & Orientation	MLIB 190	x5712
Word Processors	Meriam Library Computer Center	MLIB, 1st Floor	xHELP (4357)
<b>Work-Study</b>			
Eligibility	Financial Aid Office	MLIB 161	x6451
Jobs	Student Employment	UC 109	x5256
Writing Assistance	Writing Center	TALR 203	x5042
<b>Writing Proficiency Requirement</b>			
	See "Math & Writing Requirements" in the <i>University Catalog</i> and <i>Class Schedule</i> .		
	Testing & Research	MLIB 143	x6218
<b>Y</b>			
Yearbook	Student Activities	BMU 213	x6498