

# STUDENT SERVICES



The University maintains a Web directory listing of community and campus services. You may find the directory by visiting the *2009-2011 University Catalog* Web page, or by going directly to the .pdf at <http://www.csuchico.edu/catalog/cat09/02StudentServices/directory.pdf>.



Adding Classes



Bicycle Registration and Maintenance



Financial Aid



Health Services



Parking Permits



Testing and Records Information



And much more!

# 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)		x5555
<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	SSC 120	x5712
<b>Advising &amp; Orientation</b>		SSC 120	x5712
<b>Evaluations</b>		SSC 120	x5957
<b>Accident on Campus</b>	University Police	YUBA Hall	x5555
<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	SSC 120	x5142
<b>Admission</b>	Admissions	SSC 130	x6322
<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>	Student Financial Services	SSC 230	x5936
<b>Motor Vehicle Registration</b>	Department of Motor Vehicles	500 Cohasset Rd. #31	800-777-0133
<b>Regulations</b>	University Police	YUBA Hall	x5555
<b>B</b>			
<b>Bicycles</b>			
<b>Regulations, State License</b>	University Police	YUBA Hall	x5555
<b>Auctions</b>	Sponsored by Adventure Outings	Free Speech Area	x4011
<b>Repairs</b>	Adventure Outings Bike Cart	Northeast Side of BMU	x4011
<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)	SSC 250	x6451

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<b>C</b>			
<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>	AS Bookstore	BMU Bookstore	x5222
<b>Change of Address</b>			
<b>Marital Status, or Name Change</b>	Student Records & Registration Office	SSC 220	x5142
<b>Check Cashing</b>	AS Business Office	BMU 219	x6815
	University Box Office	YUBA Hall	x6333
<b>Child Care</b>			
<b>On-campus</b>	AS 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 AS Child Development Labor Information Center.	BMU 002	x5724
<b>Class Schedule</b>	Web only ( <a href="http://www.csuchico.edu/schedule/">http://www.csuchico.edu/schedule/</a> )		
<b>Climbing on Campus</b>	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	SSC 120	x5712
	Evaluations	SSC 120	x5957
<b>AIDS</b>	Student Health Services	SHC	x5241
<b>Birth Control</b>	Student Health Services	SHC	x5241
<b>Career</b>	Career Planning & Placement	SSC 270	x5253
<b>Cross-Cultural</b>	International Student Advising	SSC 440	x6880
<b>Drugs &amp; Alcohol</b>	Counseling Center	SSC 430	x6345
	CADEC (referral only)	SSC 190	x6450
<b>Legal</b>	CLIC	25 Main Street	x4354
<b>Personal</b>	Counseling Center	SSC 430	x6345
<b>Rape</b>	Counseling Center	SSC 430	x6345
	Rape Crisis Prevention Center	2889 Cohasset #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	SSC 340	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	THMA 209	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	SSC 120	x5712
	Evaluations	SSC 120	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	SSC 430	x6345
	CADEC (referral only)	SSC 190	x6450
<b>E</b>			
<b>Educational Opportunity Program</b>	Educational Opportunity Program	SSC 310	x6831
<b>Education-Related Work</b>	Cooperative Education	SSC 270	x5893
<b>ELM, Entry-Level Mathematics Test</b>	See "Math and Writing Requirement" in the <i>University Catalog</i> .		
	Testing and Research	SSC 420	x6218
<b>Employment</b>			
<b>Internships/Cooperative Education</b>	Cooperative Education & Internships	SSC 270	x5893
<b>Part-time</b>	Associated Students	BMU 202	x4385
<b>Permanent</b>	Career Planning & Placement	SSC 270	x5253
<b>Summer</b>	Associated Students	BMU 202	x4385
<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	SSC 420	x6218
<b>Escort Service</b>	University Police (24 hours a day)	YUBA Hall	Blue light phone or x5555
<b>Ethnic Affairs</b>	University Outreach Programs (educational equity recruitment)	BUTE 421A	x4426
	Retention Services (educational equity retention and Educational Opportunity Program)	SSC 310	x6831
	Student activities (advises ethnic and multicultural programs)	BMU 213	x5396
	AS 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	SSC 120	x5957
<b>Events and Activities</b>	University Box Office	YUBA Hall	x6333
	University Information Center	BMU 106	xINFO (4636) xHEAR (4327)
	AS Presents	BMU 208	x6005
<b>Exchange Programs</b>			
<b>at an international campus</b>	Center for International Studies	SSC 440	x6880
<b>at another domestic campus</b>	Academic Advising & Orientation	SSC 120	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 (emergency loans, scholarships, loans, work-study, grants, book loans, financial counseling)</b>	Financial Aid Office	SSC 250	x6451
<b>Fraternities</b>	Student Activities	BMU 213	x5396

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<b>G</b>			
<b>General Education</b>			
<b>Advising</b>	Academic Advising & Orientation	SSC 120	x5712
	Evaluations	SSC 120	x5957
<b>Certification/Evaluation</b>	Student Records & Registration Office	SSC 220	x5142
<b>Grade Change Verification/Reports</b>	Student Records & Registration Office	SSC 220	x5142
<b>Graduation, filing for</b>			
<b>Graduates</b>	Graduate School	SSC 440	x6880
<b>Undergraduates</b>	Student Records & Registration Office	SSC 220	x5142
<b>Graduation Check</b>			
<b>Bachelor's Degree</b>	Evaluations	SSC 220	x5957
<b>Master's Degree</b>	Graduate School	SSC 440	x6880
<b>Grants (financial aid)</b>	Financial Aid Office	SSC 250	x6451
<b>GRE (Graduate Record Examination)</b>	Testing & Research	SSC 420	x6218
<b>Grievances/Complaints</b>	Student Judicial Affairs	KNDL 112	x6897
<b>H</b>			
<b>Health Care</b>	Student Health Services	SHC	x5241
	Appointment Desk	SHC	x5241
	Pharmacy	SHC	x6068
<b>Honors Programs</b>	See "Honors Programs" in the <i>University Catalog</i> or the Honors Program Office.	SSC 464	x4767
<b>Honors Societies</b>	University Honors Program	SSC 464	x4767
<b>Housing/Roommates</b>	Housing Office	UHFS	x6325
<b>I</b>			
<b>ID Cards</b>	University Services	SSC 180 x6	SSC 180 x6
<b>Immigration Regulations International Student Assistance</b>	International Student Advising SS	International Student Advising	SSC 180 x68
<b>Registration Status</b>	Student Records & Registration Office (certification status) SSC	Student Records & Registration Office (certification status) SSC	220 x514
	Student Health Services (measles & rubella) SHC	Student Health Services (measles & rubella) SHC	530-898-5524
<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; stamp & mail services; student, faculty, & staff phone numbers; activity information; poster approval; bus schedules; general University & community information.		or x6116
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	SSC 440	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	SSC 270	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	SSC 270	x5253
<b>Intramurals</b>	Intramurals Office	AGYM 126	x5170

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<b>J</b>			
January Intersession	See "Intersession Courses" above.		
Jobs - See Employment			
<b>L</b>			
Leave of Absence	Student Records & Registration Office	SSC 220	x5142
Legal Aid	Community Legal Information Center (CLIC)	25 Main Street	x4354
	Housing Office (landlord/tenant rights)	UHFS	x6325
<b>Library</b>			
Circulation	Meriam Library	MLIB, 1 <sup>st</sup> floor	x6502
Hours of Operation	Meriam Library		x5720
Reference	Meriam Library	MLIB, 2 <sup>nd</sup> floor	x6267
Loans	Financial Aid Office	SSC 250	x6451
Loneliness	Counseling Center	SSC 430	x6345
Lost & Found	University Police	YUBA Hall	x5555
	University Information Center	BMU 106	xINFO (4636) or x6116
<b>M</b>			
Major, Changes of	Student Records & Registration Office	SSC 120	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	SSC 340	x6839
Meal Tickets	AS Dining Services	Whitney Hall	x5962
MESA Engineering Program	MESA	OCNL 114	x4017
Money Orders	U.S. Post Office	550 Vallombrosa Ave.	800-275-8777
		W. 5 <sup>th</sup> St. & Broadway	800-275-8777
<b>N</b>			
Name, Change of	Student Records & Registration Office	SSC 220	x5142
<b>O</b>			
Open University	Center for Continuing Education	CCE	x6105
Orientation	Academic Advising & Orientation	SSC 120	x5712
Orion	Orion Office	PLMS 001	x5625
Outreach	Office of Admissions	SSC 130	x6322
			or 800-542-4426
<b>P</b>			
Parking Permits	Student Financial Services	SSC 230	x5936
Parking Regulations	University Police	YUBA Hall	x5555
Pharmacy	Student Health Services	SHC	x6068
Planned Educational Leave	Student Records & Registration Office	SSC 120	x5142
Police	University Police	YUBA Hall	x5555
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
<b>Publications</b>			
Chico Statements	Public Affairs and Publications	KNDL 114	x4143
Impulse	Department of Communication Design	THMA 205	x4048
Inside Chico State	Public Affairs and Publications	KNDL 114	x4143
Orion	Orion Office	PLMS 001	x5625
Studiun	Political Science Department	BUTE 741	x5301
Watershed	Department of English	TALR 107	x5983

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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>R</b>			
Racial Harassment	Student Judicial Affairs	KNDL 110	x6897
Rape Crisis	Rape Crisis Intervention	2889 Cohasset Rd. #2	342-7273 (RAPE)
Re-admission	Admissions	SSC 130	x6322
Recreation	Adventure Outings	BMU 004	x4011
	Intramurals (weight room-gym, aerobics room, swimming, racquetball)		
Recycling	AS Recycling	BMU 301	x5033
Re-entry Advising and Admissions	Admissions	SSC 130	x6322
Registration for Classes	Student Records and Registration	SSC 220	x5142
Registration, Late for Graduate Students	Graduate School	SSC 440	x6880
Religious Groups	Student Activities	BMU 213	x5396
Repeating a Course	Student Records and Registration	SSC 220	x5142
	Evaluations	SSC 120	x5957
Residence Halls (on campus)	Housing Office	UHFS	x6325
Esken Hall		681 W. Sacramento Ave	x5852
Konkow Hall (Thematics)		701 W. Sacramento Ave	x6899
Lassen Hall		501 Citrus Avenue	x6187
Mechoopda Hall		691 W. Sacramento Ave	x5841
Shasta Hall		551 Citrus Ave	x5291
Whitney Hall		545 Legion Ave	x6613
<b>Résumés</b>			
Printing	University Printing Services	SSKU 118	x5992
Workshops	Career Planning & Placement	SSC 270	x5253
<b>Room Reservations</b>			
BMU Conference Rooms	Conference Services	BMU 218	x6414
Other Campus Rooms	Student Activities	BMU 213	x5396
<b>S</b>			
Safety	Chico Safe Rides	1227 1/2 Mangrove	894-TAXI (8294)
	University Police Department	YUBA Hall	x5555
	University Environmental Management Health & Safety Office	AJH 130	x5126
Scholarships	Financial Aid and Scholarship Office	SSC 250	x6451
Sexual Assault/Harassment	Student Judicial Affairs	KNDL 110	x6897
Sexuality	Counseling Center	SSC 430	x6345
	Student Health Services	SHC	x5241
Sororities	Student Activities	BMU 213	x5396
Special Populations (admissions assistance, special programs)	Admissions	SSC 130	x6322
Special Session	Center for Continuing Education	CCE	x6105
Stamps, Postage	AS Bookstore / Information Center	BMU Bookstore	x5222
Student Government	AS Government Affairs Offices	BMU 203	x5701
Student Organizations	Student Activities	BMU 213	x5396
Study Abroad Programs	Center for International Studies	SSC 440	x6880
Summer Session	Center for Continuing Education	CCE	x6105
<b>T</b>			
Teaching Credentials	College of Communication and Education	THMA 209	x6391
	Department of Education	THMA 101	x6421
	Department of Professional Studies in Education	THMA 401	x5398
	See "Education" in the <i>University Catalog</i> .		
Telephone Services	Communication Account Services	BUTE 405	x6868
Tennis Courts	Intramurals	AGYM 126	x5170

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Test Anxiety	Counseling Center	SSC 430	x6345
	Student Learning Center	SSC 340	x6839
Testing	Testing & Research	SSC 420	x6218
Textbooks & Supplies	AS Bookstore	BMU Bookstore	x6844
Tickets	University Box Office	YUBA Hall	x6333
Tours, Campus	Admissions Office	SSC 130	x6322
Transcripts	Student Records & Registration Office	SSC 220	x5142
Transfer Credit Summary	Evaluations	SSC 120	x5957
<b>Transportation</b>			
Bicycle Registration	University Police	YUBA Hall	x5555
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	x5555
Travel-Study Abroad for Credit	International Studies Center	SSC 440	x6880
Tuition & Fees	See "Fees and Expenses" in the <i>University Catalog</i> .		
Financial Aid Refunds	Financial Aid Business Services	SSC 230	x5936
Refunds	Student Financial Services	SSC 230	x5936
Tutoring/Study Skills	See "SOS" in the <i>University Catalog</i> .		
	Student Learning Center	SSC 340	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	AS Dining Services	Whitney Hall	x6411
Verification of Enrollment	Student Records & Registration Office	SSC 220	x5142
Veterans' Benefits	Veterans' Affairs Office	SSC 220	x5911
Visitor Parking Permits	University Police	YUBA Hall	x5555
Visitor Status (admission)	Admissions Office	SSC 130	x6322
Voice Mail	Communications Account Services	BUTE 405	x6868
Volunteer Opportunities	AS EARC	BMU 301	x5676
	AS Recycling	BMU 301	x5033
	AS Sustainability Program	BMU 301	x3645
	AS Women's Center	BMU 002	x5724
	CAVE	BMU 309	x5817
CLIC	25 Main Street	x4354	
<b>W</b>			
Waiver of Academic Requirements	See "Exception and Waivers of Academic Policy" in the <i>University Catalog</i> .		
	Academic Advising & Orientation	SSC 120	x5712
Water Activities	Forebay Aquatic Center	Oroville Forebay	624-6919
Withdrawal from the University	Academic Advising & Orientation	SSC 120	x5712
Word Processors	Meriam Library Computer Center	MLIB, 1 <sup>st</sup> Floor	xHELP (4357)
<b>Work-Study</b>			
Eligibility	Financial Aid Office	SSC 250	x6451
Jobs	Student Employment	UC 109	x5256
Writing Assistance	Writing Center	TALR 203	x5042
Writing Proficiency Requirement	See "Math & Writing Requirements" in the <i>University Catalog</i> and <i>Class Schedule</i> .		
	Testing & Research	SSC 420	x6218
<b>Y</b>			
Yearbook	Student Activities	BMU 213	x6498