

# *Who to See, Where to Go*

## *If You Need Help*

ADA .....	Director, Human Resources/Access Advisor
Academic Advising .....	Academic Advising Staff
Add or Drop a Class .....	Academic Advising Staff
Application for Graduation .....	Records Office
Buying Books/Supplies .....	Bookstore
Change of Address .....	Records Office/Financial Aid
Change of Program of Study .....	Records Office
College Work Study .....	Financial Aid Office
Community Education/Special Offerings .....	Director of Workforce Development/Community Education
Child Care/Night Watch .....	Child Care Center
Deferred Tuition Payment Plan.....	Business Office
Economic Development.....	Director of Workforce Development/Community Education
Financial Aid/Financial Aid Transcripts .....	Financial Aid Office
Food Service .....	Cafeteria Personnel
GED Testing .....	GED Chief Examiner, Student Services Department
Grade Appeal.....	Instructor/Academic Advisor
Grade Transcripts .....	Records Office
Grievance Procedure.....	Instructor/Academic Advisor
Guaranteed Student Loans .....	Financial Aid Office
Handicapped Parking Stickers .....	Access Advisor, Student Services Department
Health Emergencies .....	Security Guard or 911
Help with Car Trouble .....	Maintenance
Information about Other Colleges.....	Career & Transfer Coordinator/LRC/Advising Staff
Loan Deferments/Enrollment Verification .....	Records Office
Lost and Found.....	Director of Operations
Job Placement.....	Director of Student Engagement
Parking Questions .....	Director of Maintenance
Parking Sticker – Student.....	Business Office
Pay Fees .....	Business Office
Photocopies.....	Learning Commons
Physical/Mental/Learning Disability .....	Access Advisor, Student Services Department
Physical Plant/Building Maintenance.....	Director of Maintenance
Pick Up Grant Checks .....	Business Office
Placement Testing .....	Testing Center Specialist/Charles W. Kocher Student Center (Room 275)
Reasonable Accommodations .....	Access Advisor, Student Services Department
Receiving an Incomplete .....	Records Office
Recreation Equipment.....	Director of Student Engagement
Research Information .....	Learning Commons
Report Accidents .....	Security Guard or Director of Operations
Report Stolen Property .....	Security Guard or Director of Operations
Request for Public Records.....	Assistant to the President
Student Activities .....	Director of Student Engagement
Student Grievances .....	Dean of Student Services
Study Skills .....	Academic Advising Staff
Transcript Evaluation.....	Records Office
Transcript of Grades .....	Records Office
Tutorial Assistance .....	Instructor/Charles W. Kocher Student Center (Room 275)
Unemployment/Insurance Forms Signed .....	Records Office
Vehicle Lights On.....	Security Guard or Director of Operations
Vending Machine Concerns.....	AVI Vending Staff, Business Office or Front Desk
Veterans Benefits .....	Registrar
WIA Checks .....	Financial Aid Processor/WIA Clerk
WIA Program Information .....	Financial Aid Processor/WIA Clerk