

THE ANTI-RUN-AROUND LIST

	Office or Individual	Room #	Ext.
ADMISSION			
- Where do I get an application? - Check admission application status? - Check on admission or transcript holds? - Transcripts – How to order official transcript?	Office of Enrollment Services	D 101	4008
ADVISING			
- All general advising questions - Advising holds	Academic Advisement Center	LWH 0027	3004
- Accessibility/Disability Support Services and Advising	Accessibility Center TRIO/Student Support Services	D 104 CBM 140	4595 4971
- Business-specific and business pre-major Advising	COBM Program Advisors	CBM 159	6111
- Education-specific Advising	Santiago Tapia	LWH 0022	5473
- Pre-admissions, transfer, veteran counseling – for students who have not yet been admitted to the university	Enrollment Services	D 130	4138
- Education, Pre-major	College of Education	LWH 0022	5473
- Pre-Health Career Advising - Pre-Law Career Advising	David Nissim-Sabat “	BBH 158 “	5706 “
BILLS, PAYMENT/CONFIRMATION - Billing problems, setting up a payment plan, Accounts Receivable holds, etc...	Office of the Bursar http://neiuport.neiu.edu	D 101B D 101B	5169 5167
CAREER PLANNING INFORMATION - Internship opportunities - Job search assistance - Interview and resume assistance - Career Counseling – Help with choosing a major and career	Career Services Office	B 119	4680
COUNSELING - Personal	Counseling Office	D 024	4650
FINANCIAL AID (in person)	Financial Aid Office	D 200	5000
Phone calls are handled by student last name as follows:			
A, B, Z	Raja Chinthala		5032
C, D, E, Q	Jennifer Giap		5006
F, G, H, I	Mary Michalowski		5005
J, K, L, W	Ernestine Jones		5033
M, N, O	Brenda Peoples		4699
P, R, V	Bao Tang		5027
S, T, U, X, Y	Taushonia White		5038
GRADUATION			
- How and where to apply; questions regarding status of graduation application	Enrollment Services		4043
- Ceremony – tickets, location, times, etc..	University Events	FA 158	4270
ORIENTATION			
Freshman Orientation - How to sign up, where to go, etc.	Academic Advisement Center	LWH 0027	5470
Transfer Orientation - How to sign up, where to go, etc.	Dean of Students Office	B 119	4612
PARKING - Where to park - Cost of parking pass	Parking Facility http://www.neiu.edu/~park	Parking Facility NW side, 1 st fl.	4114
REGISTRATION			
- Trouble getting into class - Holds preventing registration - Trouble logging into NEIUport	Enrollment Services HELP DESK	D 101 LWH 0004	4052, 4053 4357
TESTING			
- English Competence Exam - Math and English Placement tests	Academic Advisement Center - - Testing	LWH 0027	5470
TUTORING			
- For General Education Courses - Math (primarily for developmental and Gen Ed math) - Math (100-level or higher math) - Reading - Writing	Learning Center Math Lab “ “ Reading Lab Writing Lab	LIB 452 LIB 452 LIB 452 “ “	4568



Top Questions that Students Ask	Pointing Students in the Right Direction
How do I decide on a course schedule (i.e., add/drop a course)? Determine pre-requisites needed for my major? Strategize or manage academics or personal affairs? Find out what academic probation means? Academic Advisement – LWH 0027	Meet and work closely with your Academic Advisor who knows the Schedule of Classes as well as university support services and procedures.
How do I register? Get a copy of the courses that I've registered for? Obtain an unofficial transcript? Use your NEIU I.D., and log onto the NEIU Portal	Check out the <u>Current Student</u> tab to find registration tools, courses you registered for, Enrollment Services, Bursar Services, personalized grades, financial aid information and more.
What is the parking situation at NEIU? All students who park in campus lots must have a NEIU parking permit. Where is visitor parking? Visitor parking is located at coin operated designated meters on campus.	First, confirm semester courses. Next verify that the parking fee is included on your bill. Finally, complete the on-line Permit/ Vehicle registration at www.neiu.edu/parking . The permit is mailed to students.
What is available through the <i>new</i> NEIU Transfer Center? Recruitment, Admissions and Veterans Services	The NEIU Transfer Center houses the offices of Admissions and Recruitment for entering Freshman, Transfer and Veterans Students.
Does NEIU offer the CTA U-PASS? YES	U-PASS distribution dates on the main campus will be: 8/25, 8/26; 8/29; and 8/30 in Alumni Hall. Direct questions about the U-PASS at NEIU visit: upass@neiu.edu
How do I find out about student services, clubs and campus activities? Log onto the NEIU Portal	Within the NEIU Portal, check out the <u>Campus Life</u> tab under: 'Your Source to Activities and Club; The Mind/Body Connection; Find a Career and Job; and Campus Services
Are all students required to take the placement test? Assessment/Testing Center LWH 0027	New freshman students are required to take placement tests. Transfer students without college level writing and math must take placement test before registering for courses. Schedule your placement test in LWH 0027.
Who should apply for financial assistance? Office of Financial Aid, D 200 Where can I get scholarship information? Look up scholarship information or download an application at http://www.neiu.edu/~schret	Office of Financial Aid, D-200 All entering, continuing and returning students pursuing a degree and have either a U.S. citizenship or eligible non-citizen status (applied for permanent residency) should apply.
When is the FAFSA available? (financial aid application) After January 1st each year.	www.fafsa.ed.gov . Submit your FAFSA application as early as possible after January 1 and March 1 each year. What helps you through the process is to complete the online FAFSA Web Worksheet and to attend a FAFSA Completion Workshop in February.
Where do I purchase a campus locker? Village Square, Information Desk.	Campus lockers for rental are located in Bernard Brommel Hall (BBH) 1 st , 2 nd and 3 rd floors; Fine Arts Building (FA) 1 st and 2 nd floors and Lech Walesa Hall (LWH), basement halls.