

THE ANTI-RUN-AROUND LIST

	Office or Individual	Room #	Ext.
ADMISSION and ENROLLMENT			
- Where do I get an application?	Admissions Office	D 130	4050
- Check admission application status?			
- Check on admission or transcript holds?	Enrollment Services	D 101	4060
- Transcripts – How to order official transcript?			
ADVISING			
- All general advising questions	Academic and Career Advising	LWH 0027	3004
- Advising holds			
- Accessibility/Disability Support Services and Advising	Student Disability Services	D 104	4595
	TRIO/Student Support Services	LIB 412	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	4050
- Education, Pre-major	College of Education	LWH 0022	5473
- Pre-Health Career Advising	David Nissim-Sabat	BBH 158	5706
- Pre-Law Career Advising	"	"	"
BILLS, PAYMENT/CONFIRMATION	Office of the Bursar	D 107	
- Billing problems, setting up a payment plan, Accounts Receivable holds, etc...	http://neiuport.neiu.edu	D 107	4700
CAREER Planning Information	Academic and Career Advising	B 119	4680
- College Central Network (CCN)-NEIU's job board			
- Internship, job search, resume and cover letter assistance			
- Interviewing resources			
- Choosing a major/Creating a career (Career Counseling)			
COUNSELING	Student Health and Counseling Services	D 024	4650
- Personal			
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 <i>undergraduate</i> graduation applications	Enrollment Services	D 101	4203
-How and where to apply, questions regarding status of <i>graduate</i> graduation applications.	Graduate Records	D 101D	6002
- Ceremony – tickets, location, times, etc.	Student Union, Event and Conference Services	Univ. Box Ofc	4270
ORIENTATION			
Freshman Orientation	New Student and Family Programs	C 520	
- How to sign up, where to go, etc.			4078
Transfer Orientation	New Student and Family Programs	C 520	
- How to sign up, where to go, etc.			4078
PARKING	Parking Office	Parking Office	4114
- Where to park	www.neiu.edu/parking	NW side, 1 st fl.	
- Cost of parking pass			
REGISTRATION			
- Trouble getting into class	Enrollment Services	D 101	4040
- Holds preventing registration			
- Trouble logging into NEIUport	Help Desk	LWH 0004	4357
TESTING			
- English Competency Exam	Academic and Career Advising	LWH 0027	5470
- Math and English Placement tests			
TUTORING			
- For General Education Courses	Learning Support Center	LIB 452	4568
- Math (primarily for developmental and Gen Ed math)	Math Lab	LIB 452	
- Math (100-level or higher math)	" "		
- Reading	Reading Lab	LIB 452	
- Writing	Writing Lab	LIB 452	



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 Advising – 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 tab</u> to find registration tools, courses you registered for, Enrollment Services, Bursar Services, grades, financial aid information and more.
What is the parking situation at NEIU? All students who park in campus lots must have an 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 online Permit/ Vehicle registration at www.neiu.edu/parking . The permit is mailed to students.
What is available through the <i>new</i> NEIU Admissions and Transfer Center? Recruitment, Admissions and Veterans Services	NEIU Admissions and Transfer Center includes the offices of admissions for entering freshman, transfer and veterans students including assistance with the transfer process and with veterans' benefits.
Does NEIU offer the CTA U-Pass? YES	U-Pass distribution dates on the main campus are 8/24, 8/27 and 8/28 in Alumni Hall. Direct questions about the U-Pass at NEIU to: upass@neiu.edu or Michael Groth , Student Union, Event and Conference Services, at m-groth@neiu.edu or ext. 6079.
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 tab</u> under. <i>'Your Source to Activities and Clubs; The Mind/Body Connection; Find a Career and Job; and Campus Services</i>
Are all students required to take the placement test? YES.	New freshman students are required to take placement tests. Transfer students without college level writing and math must take placement tests before registering for courses. Schedule your placement test in LWH 0027.
Who should apply for financial assistance? 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 who have either 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.

