

# ANSWERS TO YOUR QUESTIONS

Topic	Where to Go	Location	Phone (310) 243-
Academic Petition for Exception Procedure	Major Department or Program		
General Education Petition	University Advisement and Testing Center	WH A-220	3538
Add or Drop Class	Records & Registration Office	WH C-290	3645
Address Change	Records & Registration Office	WH C-290	3645
Admission Status	Office of Admissions	WH C-290	3645
<b>Advisement:</b>			
Business Administration (undergraduate)	CBAPP Advisement Center	SBS A-319	3561
Business Administration (graduate)	MBA Program Office	SBS A-325	3465
College of Arts and Humanities	Student Success Center	LCH C316	3264
College of Health, Human Services, and Nursing	Student Service Center	WH C-300	2120 or 1(800) 344-5484
College of Natural and Behavioral Sciences	Student Services Center	LIB-5721	3631
Declared Majors	Major Department or Program		
General Education	University Advisement and Testing Center	WH A-220	3538
Graduate	Major Department or Program		
Public Administration (undergraduate)	CBAPP Advisement Center	SBS A-319	3561
Public Administration (graduate)	MPA Program Office	SBS A-321	3465
Undeclared Majors	University Advisement and Testing Center	WH A-220	3538
Alumni Activities	Alumni Programs	WH C-490	2237
Annual Giving	Annual Giving	WH C-490	2237

Application for Admission:			
Undergraduate	Outreach and School Relations	WH D-245	3696
Graduate	Outreach and School Relations	WH D-245	3696
Art Exhibits	Art Gallery	LCH B-114	3334/3855
Associated Students, Inc.	Associated Students, Inc.	LSU Room 231	3686
Athletic Programs and Ticket Information	Sports Information	SAC 3131	3764
Auditing a Class	Records & Registration Office	WH C-290	3645
Audio Visual	Instructional Technology	LIB 1270	3704
Books and Supplies	Bookstore	LSU Room 252	3829
Building Maintenance/ Repairs/ Problems	Physical Plant	POA E-001	3804
Career Information	Career Center	WH D-360	3625
Cashier	Cashier's Office	WH B-270	3780
Catering	Campus Dining	LSU Room 215	3814
Center for Service Learning, Internships And Civic Engagement (S.L.I.C.E.)	S.L.I.C.E.	WH 105	2438
Change/ Declaration of Undergraduate Major	Major Department or Program		
Change of Graduate Status, Certificate, or Pre-professional Objective	Graduate Studies	WH D-445	3756
Child Care	Child Development Center	CDC 101	1015
Computer Problems	IT Help Desk	WH B-370	2500
Copy Machines	Computer Lab	WH D-160	3654
Copy Machines	Library Welch Hall	LIB 2nd Floor	3715
<b>Counseling:</b>			
Career Planning	Career Center	WH D-360	3625
Psychological Counseling	Student Health Center	SHC A-141	3818
Psychological Counseling	Career Center	WH D-360	3625

Credit for Prior Learning	University Advisement and Testing Center	WH A-220	3538	Food Services/ Campus Dining/ Catering	Campus Dining Services Office	LSU 215	3814
Degree Application	Records & Registration Office	WH C-290	3645	Grab & Go Toros	Welch Hall	Lower Level	(310) 516-3701
Degree Evaluation	Records & Registration Office	WH C-290	3645	Grab & Go Toros 2	Social and Behavioral Sciences Building, 2nd Floor	SBS E-216	(310) 516-3846
Disabled Student Services (DDS)	Student disAbility Resource Center	WH 180	3660	Forensics Team	Theatre Arts	LCH B-104	2847
Disqualification	Dean's Office			Foundation	Foundation	WH 360	3306
Distance Learning	Extended Education	WH A-120	2288	General Education Advisement	University Advisement Center	WH A-220	3538
Distribution and Posting	Administrative Offices	LSU 131	3854	Graduate Studies	Graduate Studies	WH D-440	3756
Educational Opportunity Program (EOP)	EOP Office	WH D-350	3632	Graduation, Application for	Records & Registration Office	WH C-290	3645
ELM Requirements	University Advisement and Testing Center	WH A-220	3538	Graduation Requirements (B.A./B.S.)	University Advisement Center	WH A-220	3538
Emergency Messages	State University Police	WH B-100	3639	Greek Letter Organizations	Office of Student Life	LSU 111	2081
Employment for Students (full-time and part-time)	Career Center	WH D-360	3625	Group Study Sessions	Toro Learning Center	LIB 1575	3827
English Placement Test (EPT) Requirements	University Advisement and Testing Center	WH A-220	3538	GWAR/GWE Requirements	Testing Office	LIB 5705	3909
Enrollment Verifications	Records & Registration Office	WH C-290	3645	Health Center	Student Health Center	SHC A-129	3629
Environmental Health & Occupational Safety	Environmental Health & Occupational Safety	POA F-010	2895	Health Insurance	Associated Students, Inc.	LSU 231	3686
ESL - American Language and Culture Program	Extended Education	SAC 2126	3830	Honors Program	Honors Program		3308
Evaluations/ General Education	Records & Registration Office	WH C-290	3645	Housing: On & Off-Campus	Housing	Bldg. A	2228
Extension Class Information	Extended Education	EE 1100	3741	I.D. Card Replacement Information	Records & Registration Office	WH C-290	3645
Facilities Scheduling	Procurement & Contracts (P.C.L.A.S.S.)	WH B-485	2231	Information	Outreach and School Relations	WH D-245	3696
Fees - Billing	Student Financial Services	WH B-270	3780	Informational Posting	Office of Student Life	LSU 111	2081
Fees - Payment	Cashier's Office	WH B-270	3780	Installment Payment Plan	Student Financial Service	WH B-270	3780
Financial Aid	Financial Aid	WH B-260	3691	Instructional Media Center	Instructional Technology	LIB 1270	3704
Financial Aid Check Distribution	Student Financial Services	WH B-270	3780	<b>International Students:</b>			
				Advisement	International Student Services	EE-1300	3786
				American Language and Culture Program	Extended Education	SAC 2126	3830
				Foreign Exchange Letters	International Student Services	EE-1300	3786
				Immigration Forms	International Student Services	EE-1300	3786

Study Abroad	International Education Center	EE 1310	3919
TOEFL Testing	Extended Education	SAC 2126	3830
Jobs	Career Center	WH D-360	3625
Learning and Academic Support	Toro Learning Center	LIB 1575	3827
Leave of Absence, Educational	Records & Registration Office	WH C-290	3645
Live Scan	Foundation	WH 360	3343, 3639
Lost and Found	State University Police	WH B-100	3343, 3639
Name Change	Records & Registration Office	WH C-290	3645
New Student Orientation	Outreach & School Relations	LSU 111	2081
Newspaper	The Bulletin	FH B-009	2313
Older Adult Services	Older Adult Center	SBS B-235	2003
Online Courses	Distance Learning	WH A-120	2288
Open University	Extended Education	EE 1100	3741
Organizations & Clubs	Office of Student Life	LSU 111	2081
OSHA Training Institute Education Center	Extended Education	EE 1300	2425, 3355
Osher Lifelong Learning Institute	Extended Education	EE 1300	3729
Outreach and School Relations	Student Recruitment and Information	WH D-245	3696
Parking:			
Fees	Cashier's Office	WH B-270	3780
Information	Parking Office	RPM 200	3725/3639
Handicapped	Student disAbility Resource Center	WH 180	3660
Pre-Admission	Outreach and School Relations	WH D-245	3696
Pre-Health Professions Advising	Biology Department	SCI 229	3528, 3381
Police	State University Police	WH B-100	3639
Police Anonymous Tip Line	State University Police	WH B-100	3980
Reading Skills	Toro Learning Center	LIB 1575	3827
Readmission	Office of Admission	WH C-290	3645
Reentry	Cashier's Office	WH B-270	3780

Refund Applications	Student Financial Services	WH B-270	3780
Registration:			
Questions	Records & Registration Office	WH C-290	3645
Registration - Billing	Student Financial Services	WH B-270	3780
Registration - Fees Payment	Cashier's Office	WH B-270	3780
Reinstatement, Graduate	Graduate Studies	WH D-445	3756
Reservations, meeting rooms	Administrative Offices	LSU 131	3854
Residency	Office of Admissions	WH C-290	3645
Rideshare	Transportation Services	RPM 200	2893
Satellite/Videoconferencing	Distance Learning	WH A-123	2288
Scholarships	Financial Aid Office	WH B-260	3691
Special Sessions, Information	Extended Education	EE 1100	3741
Spring Intersession	Extended Education	EE 1100	3741
Student Organizations	Office of Student Life	LSU 111	2081
Study Abroad	International Education Center	EE 1310	3919
Study Skills	Toro Learning Center	LIB 1575	3827
Student Union (Room Reservations)	Administrative Offices	LSU 131	3854
Summer Programs Information	Extended Education	EE 1100	3741
Teaching Credentials:			
Multiple and Single Subject	Teacher Education Division	COE 1401	3496
Administrative Services	Graduate Education Division	COE 1410	3524
Pupil Personnel Services	Graduate Education Division	COE 1410	3524
Special Education	Teacher Education Division	COE 1401	3496
Telecommunications Device for Deaf	Student disAbility Resource Center	WH 180	2028
Telecommunications Device for Deaf	Library Lobby	2nd Floor	pay phone
Test Information	Testing Office	LIB 5705	3909

Theatre Tickets	Theatre Box Office	UTC B-102	3588
Transportation Services	Transportation Services	RPM 200	2893
Transcripts (CSUDH only)	Records & Registration Office	WH C-290	3645
Travel Study Programs	Extended Education	EE 1100	3741
Tutoring	Toro Learning Center	LIB 1575	3827
University Advisement	University Advisement and Testing Center	WH 220	3538
Vending Machines/ Refunds	Campus Dining	LSU 215	3814
Vending Machines/ Refunds	Primary vending locations include kiosks at SCC, LIB, and SAC 2 with locations in every building.		
Veteran's Certification Assistance	Veteran's Student Programs	LIB 3941	3643
Winter Session, Information	Extended Education	EE 1100	3741
Course Withdrawals	Records & Registration Office	WH C-290	3645
Women's Issues	Women's Resource Center	LIBNorth 3rd Floor	2486
Young Scholar Program	Distance Learning	WH A-123	2288