

WHERE DO I GO IF I HAVE QUESTIONS ABOUT...

Absences

Students are responsible for informing faculty in each of their classes of absences for any reason. Students involved in University-sponsored activities such as trips, athletic events, fine arts events, etc., should communicate in advance with each faculty member to avoid possible problems in making up missed course work. Verification is made through the sponsoring group. The Office of Health Services does not have the authority to excuse students from class since faculty members establish their own attendance policies. If a physician quarantines a student, that information will be verified for faculty members.

Long-Term Absences

Students who will be absent from campus for extended length of time for reasons unrelated to University-sponsored events (hospitalization, family emergency, etc.) should notify the Office of Health Services (618) 537-6503. An e-mail notice or phone message will be sent to the student's faculty members. The notice is for information purposes only and is not an excuse or a request for excusing the absence.

<p>Admissions New students and transfers, Office of Admission Piper Academic Center 537-6831</p> <p>Re-Admission Re-admission of students in good standing Academic Records Office Old Main..... 537-6817 Re-admission of students not in good standing /academic reasons Office of the Registrar Old Main..... 537-6817 Re-admission of students not in good standing for non-academic reasons Vice President of Student Affairs Clark Hall 537-6854</p> <p>Academic Advising Check program in which student is enrolled and selected faculty advisor</p> <p>Alumni Director of Institutional Advancement Alumni House..... 537- 6826</p> <p>Athletics-Intercollegiate Director of Athletics Convocation Center 537-6870</p> <p>Books Check-Out/Loan Holman Library 537-6950 Purchase of Campus Bookstore..... 537-6940</p> <p>Calendar Campus Events, Campus Scheduling Coordinator Pearsons Hall 2nd Fl 537-6958</p>	<p>Career Information and Guidance Office of Career Services Clark Hall 104 537-6505 or 537-6506</p> <p>Check Cashing Business Office Wildy Hall537-6868</p> <p>Class Schedules Classroom Locations, Office of Academic Records Old Main537-6817</p> <p>Commencement Office of Academic Records Old Main537-6817</p> <p>Commuter Student Dining Ames Dining Hall (Cash or Meal Plan); 1828 Café (Cash or Meal Plan); The Lair (Cash Only)</p> <p>Commuter Student Lounge Areas The Lair, 1828 Café, Clark Hall Lounge, Piper Academic Center Lounge</p> <p>Computer Lab Information Technology Piper Academic Center537-6445</p> <p>Counseling Services Health and Counseling Services Clark Hall537-6503</p> <p>Dean's List Provost's Office Wildy Hall (3rd Floor).....537-6810</p> <p>Disciplinary Issues Office of Student Affairs Clark Hall537-6854</p>
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Emergency Situations

Office of Student Affairs
 Clark Hall 537-6854
 Office of Public Safety
 Pearsons Hall (2nd Floor) 537-6911

Employment, Students

Part-time jobs on campus – Office of Admission
 Piper Academic Center 537-6830
 Part-time jobs off campus - Office of Career Services
 Clark Hall 104 537-6505 or 537-6506

Fall Family Weekend

Office of Campus Activities
 Lower Deneen..... 537-6856

Final Exam Schedules

Office of Academic Records
 Old Main..... 537-6817

Financial Assistance

Financial Aid Office
 Old Main..... 537-6828

Fine Arts Events, Programming

University Communications
 Wildy Hall 3rd Fl..... 537-6860
 McKendree Music Department
 The Hett 537-6923

First Generation Student Success

Clark 201 537-2150

Fitness/Wellness Center

Fitness Center 537-6919

Food Service

Sodexo Dining Services
 Ames Dining Hall 537-6985

Fraternities

Director of Greek Affairs
 Clark Hall 537-6499

Grades and Academic Records

Office of Academic Records
 Old Main..... 537-6817

Graduate Record Exam Information

Office of Career Services
 Clark Hall 104 537-6505 or 537-6506

Graduation Requirements

Office of Academic Records
 Old Main537-6817

Health Services

Health and Counseling Services
 Clark Hall537-6503

Homecoming

Students - Office of Campus Activities
 Lower Deneen537-6856
 Alumni - Director of Alumni Relations
 Office of Institutional Advancement537- 6813

Housing/Residence Life

Office of Residence Life
 Clark Hall537-6855

ID Cards, issuance, replacement, validation

Office of Public Safety
 Pearsons Hall537-6911

Illness

Health and Counseling Services
 Clark Hall537-6503

International Students

International Student Services
 Clark Hall537-6854
 Director of Multicultural Affairs
 Clark Hall537-6938

Intramurals

Director
 Recreational Gym.....537-6420
 Information and Equipment Desk
 Recreational Gym.....537-6941

Lost and Found

Office of Public Safety
 Pearsons Hall.....537-6911

Mail

Residential, Campus Mail Room
 Eisenmayer537-6927

Maintenance and Custodial Services in Residence Halls

Custodial Services
 Physical Plant537-6969

Multicultural Students

Director of Multicultural Affairs
 Clark Hall537-6938

Off-Campus Living Approval

Office of Residence Life
 Clark Hall 537-6855

Parking

Office of Public Safety
 Pearsons Hall 537-6911
 Payment of Fines, Business Office
 Wildy Hall 537-6868
 Appeal of Fines, Office of Public Safety
 Pearsons Hall 537-6911

Printing or Duplicating

Campus Mail Room
 Eisenmayer 537-6927

Religious Activities/Organizations

Chaplain
 Bothwell Chapel 537-6962

Rooms/Space Reservations

Campus Scheduling Coordinator
 Pearsons Hall 537-6958

Residential Housing Association (RHA)

Office of Residence Life
 Clark Hall 537-6855

Service Learning

Center for Public Service
 Carnegie 110..... 537-6901

Sororities

Director of Greek Affairs
 Clark Hall 537-6499

Stamps

Campus Mail Room
 Eisenmayer 537-6927

Student Organizations

Office of Campus Activities
 Lower Deneen (The Lair) 537-6856

Study Abroad Programs

Office of Student Affairs
 Clark Hall 537-6854

Student Payroll Checks

Business Office
 Wildy Hall537-6868

Teacher Education-Certification and Admission

Education Department
 Piper Academic Center 202537-6883

Transcripts

Office of Academic Records
 Old Main537-6817

Transfer Credit

Office of Academic Records
 Old Main537-6818

Tutoring

McKendree Academic Support Center
 509 Stanton St537-6510

Work Study Employment/Paperwork

Office of Financial Aid
 Old Main537-6828
 General Application: Check WebAdvisor

Writing Center

McKendree Academic Support Center
 509 Stanton St537-6510

McKendree University Emergency Alert System

In an ongoing effort to better disseminate campus alerts, McKendree University has implemented an emergency alert system. The alert system will send information regarding emergency conditions, including weather cancellations and delays. To receive these emergency messages, you must be registered.

The alerts are delivered via the following methods:

- Mobile Phone (as text messages)*
- PDA
- E-mail
- Text Pager
- Google, My Yahoo or AOL home page

**Your service provider may charge standard text messaging fees.*

TO SIGN UP FOR THE EMERGENCY ALERT SYSTEM, GO TO:

<http://www.mckendree.edu/student-life/health-safety/emergency-alert/index.php>