

University Resources

For Information About

Absences	Students: Contact the class instructor Employees: Contact your supervisor	
Accident/Injury	Urgent: 911 <i>and</i> University Police Department Student: Student Health Center Employee/On-the-Job: Office of Human Resources	448-8444 448-8686 448-8587
Accounts Payable	Business Office	448-8783
Address & Phone Changes	<ul style="list-style-type: none"> • Current Students: www.stedwards.edu/regist/stuinfo.htm Office of the Registrar • Former Students and Alumni • Employees: www.stedwards.edu/hr/empinfo/index.htm Office of Human Resources 	448-8750 448-8415 448-8587
Administrative Staff	<p>Ms. Josie Barrett, Asst. to the President, Strategic Planning Ms. Cristina Bordin, Asst. to the President, Institutional Relations Ms. Paige Booth, Vice President, Marketing Mr. William Cahill, Vice President, Information Technology Mr. Dave Dickson, Vice President, Financial Affairs Sr. Donna Jurick, Executive Vice President and Provost Mr. Dick Kinsey, Assistant to the President Mr. Michael Larkin, Vice President, University Advancement Dr. George Martin, President Dr. Sandra Pacheco, Vice President, Student Affairs Mr. Bhuban Pandey, Associate Vice President, Institutional Effectiveness and Research Father Rick Wilkinson, C.S.C., Director, Campus Ministry</p>	448-8726 464-8893 448-8429 448-8453 448-8403 448-8412 448-8417 448-8452 448-8411 448-8777 448-8442 448-8441
Admissions	Continuing Professional Education Graduate New College Undergraduate	342-4117 448-8600 448-8717 448-8500
Advertising	Marketing	448-8775
Advising	Graduate students New College undergraduate students Prospective students: Contact appropriate admissions office Undergraduate students: Academic Planning & Support Services	448-8600 428-1050 448-8660
Air Conditioning /Heating	See Maintenance	
Alcohol Permit	Director, Auxiliary Services	448-8605
Alumni Information	University Advancement	448-8415
Annual Leave Balances	See Leave Balances	
AP Exam Equivalents	www.stedwards.edu/apss/apte.htm Dean of Academic Services	448-8581
Apartments	General Information	462-7700
Archives	Library	448-8476
Assumption Cemetery	Cemetery Office	442-4252
Athletics	RCC Hours/Administrative Assistant Athletic Director Associate Athletic Director Assistant Athletic Director Athletic Trainer Athletic Training Room Baseball Coach Basketball Coach - Men Basketball Coach – Women	448-8480 448-8744 233-1637 448-8590 448-8498 448-8496 448-8497 448-8591 448-8590

For Information About

Athletics (continued)	Cheerleading Coach Cross Country Coach – Men and Women Event and Facilities Manager Golf Coach – Men Golf Coach – Women Intramural Coordinator Soccer Coach - Men Soccer Coach - Women Softball Coach Sports Information Director Swimming Pool Tennis Coach – Men and Women Volleyball Coach	637-5615 428-1053 233-1495 448-8604 233-1654 428-1272 448-8507 428-1052 448-8494 464-8810 448-8519 448-8743 428-1386
Audio/Visual Services	See Media Equipment	
Auto Registration	University Police Department	448-8444
Battery Jump Starts	University Police Department	448-8444
Bookstore	General Information, Hours, and Buy-Back Information	448-8575
Brothers of Holy Cross, SW Province	Office	442-7856
Building Maintenance	See Maintenance	
Building Use	See Room Reservations	
Business Office	General Information Accounts Payable Accounts Receivable Associate Controller Controller Grants Accountant Payroll Petty Cash Student Payroll	448-8765 448-8782 416-5881 448-8780 448-8773 448-8647 448-8779 448-8785 416-5891
Calendars	University Master Calendar Student Events: Student Life Library Calendar Varsity Sports	448-8740 448-8422 448-8469 448-8480
Caps and Gowns	Bookstore	448-8575
Capstone Course (CAPS 4360)	Director: Susan Loughran	448-8490
Catalogs and Bulletins	Current SEU: Appropriate Admissions Office Past SEU: Student Services Center Other schools: Library	448-8660 448-8474
Catering	See Dining and Catering Services	
Center for Prior Learning Assessment	Director: Dr. Susan Gunn Administrative Secretary	416-5897 448-8648
Center for Ethics and Leadership	Director: Jack Green Musselman	428-1026
Center for Teaching Excellence	http://www.stedwards.edu/cte cte@stedwards.edu	448-5866
Check Cashing	Bookstore	448-8575
Choir	Bro. Gerald Muller, C.S.C.	448-8670
Class Rings	Bookstore	448-8575
CLEP Exam Registration CLEP Exam Equivalents	Counseling and Consultation Center http://www.stedwards.edu/clep/	464-8848
College Assistance Migrant Program (CAMP)	Esther Yacono, Director	448-8625
Computer Help	Help Desk: Instructional Technology Email: helpline@stedwards.edu Web Help: www.stedwards.edu/it_dept/computer	448-8443
Computer Labs and Hours	Student Computing Services Moody Hall 212 Lab Ragsdale Center (24/7) Lab (or call main lab – 448-8437)	448-8667 448-8437 233-1459

For Information About

Computer Labs & Hours (continued)	Sorin Hall Trustee Hall (24/7) Lab (or call main lab – 448-8437) Woodward Office Building 137 Residence Halls (for residents only; see Residence Halls) Community Building 1 (for apartment residents only)	448-8697 233-1600 448-8667
Computer Software and Supplies	Instructional Technology	448-8443
Computer Training	www.frc.stedwards.edu/workshop	448-8443
Computer Work Requests	www.stedwards.edu/hr/ (Click Employee Info, then ISIS)	
Continuing Professional Education		342-4117
Copying	Copy Center	448-8586
Counseling	Academic: Undergraduate College Students: Academic Planning & Support Services New College and Graduate Students: Center for Academic Progress Admissions: Undergraduate College: Admission Office New College and Graduate Students: Center for Academic Progress Career: Career Planning International: International Education Services Pastoral: Campus Ministry Office Psychological: Counseling and Consultation Center, Day (After Hours)	448-8660 428-1050 448-8500 428-1050 448-8530 448-8531 448-8499 448-8538 448-8444
Course Schedules, Course Catalog, Course Listings	www.stedwards.edu/regist Office of the Registrar	448-8747
CPA Preparation Information	School of Business Administration	448-8636
Crisis Intervention	<u>Medical:</u> Health Center <u>Psychological:</u> Counseling and Consultation Center <u>Spiritual:</u> Campus Ministry <u>Physical/Safety:</u> University Police Department	448-8686 448-8538 448-8499 448-8444
Cultural Foundations	Dr. Marianne Hopper	448-8720
Custodial Services	See Maintenance	
Dean of Students Office		448-8408
Dean's List	<u>Undergraduate:</u> Dean of Academic Services <u>New College:</u> Center for Academic Progress	448-8581 448-8734
Dining & Catering Services	ARAMARK Corporation Main Office Catering Director of Food Services (Emilio Sarria) So. Congress Market Meadows Coffeehouse	428-1010 428-1014 428-1016 428-1012 428-1013
Dining Plans	Auxiliary Services	448-8601
Diplomas	Office of the Registrar	448-8752
Directories (phone/e-mail)	www.stedwards.edu/it_dept/computer/directories.htm	
Disability Services	<u>Students:</u> Academic Planning & Support Services <u>Employees:</u> Office of Human Resources	448-8561 448-8540
Dismissal/Probation	<u>Academic:</u> Dean of Academic Services Graduate and New College <u>Disciplinary:</u> Dean of Students	448-8581 448-8704 448-8408
Emergencies	University Police Department	448-8444
Emergency Repairs	<u>Weekdays, 7:30 a.m. - 4:30 p.m.:</u> Physical Plant <u>After Hours and Holidays:</u> University Police Department	448-8787 448-8444
Employee Handbook	www.stedwards.edu/hr/handbook	
Employee Payment Order Form (EPO)	www.stedwards.edu/hr/empinfo/forms.htm	
Employment Applications	www.stedwards.jobs (Click on specific job) Office of Human Resources – PREX 101	448-8587

For Information About

Employment Opportunities at St. Edward's University	www.stedwards.jobs Office of Human Resources	448-8541
Employment Opportunities (Students)	Off-campus: Career Planning Work Study: Student Financial Services	448-8530 448-8527
Events	See University Events	
Facilities, use of	See Room Reservations	
Faculty Resource Center	Instructional Technology	448-8618
Fax Inquiries & Pick Up	Copy Center	448-8586
Fax Number	Main fax number for university	448-8492
Final Exam Schedule	www.stedwards.edu/regist/ddinfo.htm for dates and deadlines Office of the Registrar	448-8747
Fine Arts Exhibits	Fine Arts Exhibit Director	448-8685
Food Services	See Dining and Catering Services	
Forward E-mail	ITEC, Computer Help Desk www.stedwards.edu/hr/ (Click Employee Info, then ISIS, then Email)	448-8443
Freshman Studies	Dr. Lynn Rudloff, Director	428-1317
Fund Raising	University Advancement	464-8818
GMAT/GRE	Center for Academic Progress (CAP)	428-1050
Gerontology	Offered to New College students only	428-1050
Gifts to the University	University Advancement	464-8818
Grade Dispute/Appeal	Professor (see Student Handbook) Dean of Academic Services	448-8581
Grade Reports	www.stedwards.edu/regist/grades.htm Office of the Registrar	448-8747
Graduate/Adult Services	Center for Academic Progress Graduate and Adult Services	428-1050 448-8704
Graduation Announcements	Bookstore	448-8575
Graduation Certification	Dean of School of Major	
Graduation Information	www.stedwards.edu/regist/graduation.htm Office of the Registrar	448-8752
Grants	Student Financial Services	448-8523
Grounds Maintenance	See Maintenance	
Handicap Services	See Disability Services	
Health Care (Students)	Student Health Center Student Health Insurance: Student Financial Services	448-8686 448-8775
Hilltopper I.D. Card	Auxiliary Services	448-8601
Hilltop Views	Student Publications	448-8426
History of St. Edward's University	Archives, Scarborough-Phillips Library	448-8476
Honors Program	Director: Barbara Filippidis	448-8558
Holiday Schedule	www.stedwards.edu/hr/empinfo/holischedule.htm	
<i>Horizon</i> (Daily E-mail Service for SEU Faculty and Staff)	www.stedwards.edu/horizon/ Marketing	448-8404
I.D. Cards	Auxiliary Services	448-8601
Insurance (Employees)	<ul style="list-style-type: none"> • Health Insurance www.humana.com Humana Claims and Customer Service • Dental Insurance www.ameritusgroup.com • Term Life and Long Term Disability Reliance Standard (no web site) • Eligibility; enrollment: Office of Human Resources Corrina Salinas (Dept Codes A-F) Geri Edens (Dept Codes G-W) 	1-800/ 448-6262 1-800/ 487-5553 1-800/ 644-1103 428-1392 428-1258

For Information About

International Student Services	Office of International Education	428-1051
International Tuition Exchange Program	Student Financial Services	448-8523
Intramurals	Athletics	448-8480
Judicial Affairs	Dean of Students	448-8408
Leadership Training	Emerging Leaders Program Student Life	448-8420 448-8422
Leave Balances	www.stedwards.edu/hr/ Click Employee Info, then ISIS, then Leave Balances Office of Human Resources: Corrina Salinas (Dept. Codes A-F) Geri Edens (Dept. Codes G-W)	428-1392 428-1258
Library (Scarborough-Phillips)	libr.stedwards.edu/ General Archives Cataloguing Circulation Desk Interlibrary Loan Library Director Library Instruction Periodicals Reference Desk Secretary	448-8469 448-8476 464-8825 448-8469 448-8738 448-8470 448-8834 233-1679 448-8474 448-8472
Loans for Students	Student Financial Services	448-8522
Log-in (User Name and/or Password)	Help Desk: Institutional Technology E-mail: helpline@stedwards.edu Web Help: www.stedwards.edu/it_dept/computer	448-8443
Logo Information	Marketing	428-1337
Lost & Found	University Police Department	448-8444
Macintosh Lab	Lab Manager	233-1621
Magazine (<i>St. Edward's Univ. Magazine</i>)	Marketing Office	637-5620
Maintenance	Urgent: Weekdays, 7:30 a.m. -4:30 p.m.: Physical Plant After Hours & Holidays: University Police Department Routine: Click admin.stedwards.edu/cgi-bin/staff/frame.cgi , then click "Physical Plant Work Order"	448-8787 448-8444
Majors	Undergraduate Bulletin http://www.stedwards.edu/dasx/undergradebull.htm	
Marketing	Marketing Office	448-8775
Mass Hours	Campus Ministry	448-8499
McNair Scholars Program	Assistant Director Senior Secretary	428-1267 428-1268
Meal Plans	Auxiliary Services	448-8601
Media Collection	Library	448-8469
Media Equipment	Instructional Technology	448-8663
Media Information/Relations	Communications Director	448-8404
Mediation	Organizational Development Coordinator	428-1025
Music Information	Michael McKelvey	428-1297
New College and PACE	General Information	448-8717
New College Dean and Faculty Office	Administrative Secretary	448-8648
Newspaper (<i>Hilltop Views</i>)	Student Publications	448-8426
Orientation	Faculty: Academic Affairs Staff: Office of Human Resources Student: Dean of Students	448-8412 448-8694 448-8408
Parking Permits	University Police	448-8444
Payroll	Business Office	448-8781
PEP Forms	www.stedwards.edu/hr/empinfo/forms.htm	

For Information About

Perkins Loan	Student Financial Services	416-5807
Phone Directory - Employee	Hard copies: Copy Center Updates: https://admin.stedwards.edu/cgi-bin/staff/frame.cgi <ul style="list-style-type: none"> • Individual – Click Employee Contact Info Update • Group – Click En Masse Directory Update 	416-5885
Phone Repairs	Telecommunications	448-8799
Photo Communications Lab	Lab Manager	448-8683
Placement Tests - University	Academic Planning and Support Services	448-8660
Pool Hours	Athletic Department	448-8519
Portfolio Advising (New College Only)	See Center for Prior Learning Assessment	416-5897
Position Information Questionnaire	www.stedwards.edu/hr/empinfo/forms.htm	
Postings/Publicity Policy	Student Life	448-8422
Pre-Law Advising	Dr. David Horton Dr. Neal Wise (Political Science)	448-8640 448-8455
Professional Education Center	Professional Education Center <ul style="list-style-type: none"> • Toll-free number 	346-8110 1-888/738-7321
Publications	University/Alumni: Marketing Student: Student Publications	448-8775 448-8426
Publications and Design	Director of Design and Publications, Marketing	428-1003
Public Relations	Director of Communications, Marketing	448-8404
RAVE!	Online Employee Recognition www.stedwards.edu/hr/rave.htm	448-8587
RCC Hours	Athletic Department	448-8480
Recycling	Physical Plant	Ext. 3855
Religious Activities	Campus Ministry	448-8499
Repairs	See Maintenance	
Residence Halls	Doyle East Teresa SEU Apartments Basil Moreau Hall Jacques Dujarie Hall http://www.stedwards.edu/reslife/index.htm	326-7158 326-7040 326-7045 462-7701 326-7121 326-7252
Retirement Information Salary Reduction Agreement Form Link	Office of Human Resources www.stedwards.edu/hr/empinfo/forms.htm	448-8587
Room Reservations	<ul style="list-style-type: none"> • All Classrooms – Office of the Registrar www.stedwards.edu/regist/roomreq.htm • Maloney Room, Ragsdale Plaza, Ragsdale Campus Center, Special Events and External Requests • Mary Moody Northen Theatre • Moody Hall Atrium and second floor hallway tables • Our Lady Queen of Peace Chapel; Mang House • Professional Education Center • Ragsdale Center Rooms • Recreation Convocation Center • Scarborough-Phillips Library (study rooms) • Trustee Hall Conference Room, Rm 210 	448-8762 448-8796 448-8487 448-8660 448-8499 346-8110 448-8796 448-8480 448-8469 448-8748
St. Joseph Hall	Office Fax	448-8628 448-8638
Schedule Adjustments	www.stedwards.edu/regist/stuinfo.htm Office of the Registrar Dean of Academic Services	448-8747 448-8581
Scholarships	Student Financial Services	448-8521
Scholarships & Fellowships Administrator		448-8611
School and Office Supplies	Bookstore	448-8575

For Information About

SEF Information	Office of Human Resources: Corrina Salinas (Dept. Codes A-F) Geri Edens (Dept. Codes G-W)	428-1392 or 428-1258
SEF Reimbursement Forms Flores & Associates	www.stedwards.edu/hr/empinfo/forms.htm www.flores247.com	1-800/ 532-3327
SEU Clothing and Gifts	Bookstore	448-8575
Sick Leave Balances	See Leave Balances	
Social Work Program	Admissions Application Coordinator: Dr. Jean Frank	448-8648
Software Purchases	Help Desk, Instructional Technology	448-8443
Special Event and Meeting Support	<ul style="list-style-type: none"> • Room Reservations (see Room Reservations) • Media Services (classroom assistance) • Moving and Set-up: Chairs, tables, platforms, podiums (Physical Plant) • PA System (Ragsdale) • PA System (RCC) • Parking and other visitor accommodations (Univ. Police) • Publications, announcements, SEU calendar (Marketing) 	448-8663 448-8787 448-8796 448-8480 448-8444 448-8740
Student Affairs	Vice President of Student Affairs Dean of Students Director of Athletics Director of Counseling and Health Services Center Director of Orientation Director of Residence Life Director of Student Life	448-8777 448-8408 448-8480 448-8538 448-8408 448-8419 448-8410
Student Directory	See Directories	
Student Events	Student Life	448-8422
Student Organizations	Residence Hall Association Student Government Association Student Leadership Team Student Life Student Organizations Peer Advisors Student Publications University Programming Board	448-8419 448-8424 448-8420 448-8422 448-8421 448-8426 448-8432
Student Support	Academic Planning & Support Services Campus Ministry Career Planning Counseling and Consultation Center Grants Administration	448-8660 448-8499 448-8530 448-8538 448-8567
Study Abroad	Office of International Education	428-1051
Substance Abuse and Education	Counseling Center <ul style="list-style-type: none"> • Alcoholics Anonymous for Students • BACCHUS – Peer Education Program 	448-8538
Swimming	R.C.C. Pool, Athletics	448-8519
Teacher Certification	School of Education	448-8651
Texas Campus Compact		428-1027
Texts and General Books	Bookstore	448-8575
Theatre Tickets	Theatre Box Office	448-8484
Time Management Skills	Academic Planning and Support Services	448-8660
Training (Computer Skills)	www.frc.stedwards.edu/workshop	448-8443
Training (Employee)	Organizational Development Coordinator	428-1025
Transcripts	www.stedwards.edu/regist/transcript.htm Office of the Registrar	448-8747
Transfer of Credit	www.stedwards.edu/regist/transfer.htm Office of the Registrar	428-1358
Tuition Remission	Student Financial Services	448-8521

For Information About

Tutorial Services	Academic Planning & Support Services	448-8660
	Math Lab	448-8612
	Supplemental Instruction	448-8585
Tutorial Services (continued)	Tutoring Services	448-8627
	Writing Referral Center	448-8585
University Events	Special Events Associate, Marketing	448-8740
University Programs	Capstone; Cultural Foundations; Freshman Studies; Honors Program	448-8720
Vacation/Annual Leave Balances	See Leave Balances	
Veteran's Benefits	Student Financial Services	448-8527
Vehicle Reservations	Physical Plant	448-8787
Vocational Rehabilitation	Student Financial Services	448-8527
Wellness Information	Health Center	448-8686
Writing Center		448-8659