

THE BLUE AND GOLD PAGES

University Services

Administration	Phone – 4000/Fax – 7830
Admissions	Phone – 4400/Fax – 4904
Alumni & Development Office	Phone – 7787/Fax – 7847
Bookstore	Phone – 208-4700
Campus Event Room Reservations	Phone – 4111
Controller's Office	Phone – see below/Fax – 7849
Food Services	Phone – 3993/Fax – 4992
Human Resources	Phone – 4630/Fax – 7849
Institutional Research	Phone – 4011/Fax – 7879
Mailroom	Phone – 4123/Fax – 7796
Marketing Communications	Phone – 4770/Fax – 7847
Printing Center	Phone – 4248/Fax – 6175
Public Safety	Phone – 4999/Fax – 4985
Recreation	Phone – see below
Registrar	Phone – 4859
Student Affairs	Phone – 4100/Fax – 7811
Student Service Center (formerly OneStop)	Phone – 2000/Fax – 3000
Technology Help Desk—24 hr support	Phone – HELP (4357)
University Service Center	Phone – 2FIX (2349)/Fax – 4985
University Vehicle Reservation	Phone – see below

Administration **Phone – 4000/Fax – 7830**

Location—UCOM Second Floor, Rm. 221

The Executive Officers are assisted by a team of Administrative Support Specialists who are responsible for coordinating administrative logistics for the executive team members, such as calendars and office processes. They are also responsible for facilitating Wilkes Today, Board of Trustee meetings, and university-wide events. Each team member specializes in specific areas, but all are cross-trained to assist in all matters.

- ❖ President ext. 4000
- ❖ Provost and Academic Issues ext. 4200

- ❖ VP Finance and Support Operations ext. 4500
- ❖ VP Enrollment and Marketing ext. 4414
- ❖ VP Human Resources ext. 4634
- ❖ VP Student Affairs ext. 4114
- ❖ VP Development ext. 4300
- ❖ Special Asst. to President for Diversity/Community ext.4001

Admissions

Phone – 4400/Fax – 4904

- Undergraduate, full and part-time— ext. 4400
- Graduate, full and part-time— ext. 4239
- Non-credit, continued learning— ext. 4239

Alumni & Development Office

Phone – 7787/Fax – 7847

Location—UCOM Second Floor, Rm. 208

- Alumni Office – ext, 7787
- Development Office – ext. 4302

Bookstore

Phone – 208-4700

Location—Innovation Center, 7 South Main Street, Wilkes-Barre

- Resource for purchase of textbooks, university merchandise, and academic needs.

Campus Event Room Reservations

- Henry Student Center— ext. 4111
- UCOM, Weckesser Rooms, Marts Center—scheduled through the Outlook Calendar
- Classrooms—Student Service Center, ext. 2000

Controller's office

Phone – see below/Fax – 7849

Location—UCOM First Floor, Main Street Side

- Payroll – ext. 4632
- Procurement, purchasing cards, purchase orders— ext. 4554
- Budgets—ext. 4502
- Travel reimbursement, check requests—ext. 4654

Food Service

Location—Henry Student Center, UCOM First Floor, and Stark Learning Center

- Einstein Brothers Bagels – UCOM First Floor, ext. 6023
- Rifkin Café – Henry Student Center, First Floor, ext. 4993

- Henry's Food Court—Henry Student Center, Third Floor, ext. 3993
- Stark Cart—1st Floor Lobby, ext. 2015
- Catering - Henry Student Center, Third Floor, ext. 3992

Human Resources

Phone – 4630/Fax – 7849

Location—UCOM First Floor, Main Street Side

- Benefits (vacation, sick leave, insurance, employee tuition remission, 403b/TIAA-CREF etc.) – ext. 4644
- New employees and general human resource inquiries—ext. 4630
- Employee relations, compensation, recruitment, position description and performance management— ext. 4631

Institutional Research

Phone – 4011/Fax – 7879

Location—UCOM Second Floor, Rm 201

- Student Surveys, University Factbook, Research

Mailroom

Phone – 4123/Fax – 7796

Location—Henry Student Center, Second Floor

- Mail service for incoming and outgoing packages and letters.

Marketing Communications

Phone – 4770/Fax – 7847

Location—UCOM Second Floor, Rm 208

This office provides a full range of public relations, marketing and web content services. Involve them early in the planning process so that they can help you create an effective plan and quality creative materials to meet your desired outcomes.

- News releases and public announcement – ext. 4779
- Marketing materials – ext. 4764
- Web site updates – ext. 4755
- Graphic design services – ext. 4775
- Marketing Plans – ext. 4774

Printing Center

Phone – 4248/Fax – 6175

Location – UCOM First Floor, South Street Side

- Copies for office and classroom needs
- Scanning
- Color copying
- Letterhead
- Business Cards

Public Safety**Phone – 4999/Fax — 4985****Location—lower level of the Public Safety Center (parking garage)**

- To report suspected crimes and accidents (including employee injuries) on campus
- Campus escorts
- After hours transport to Ralston Field

Recreation

- RAC—in UCOM—track, tennis, volleyball, basketball, rock climbing wall— ext. 4055
- Fitness Center—in Marts lower level—weight training, cardio machines— ext. 4020
- Gymnasium (Marts Center)—ext. 4038 or ext. 4024
- YMCA memberships— ext. 4631

Registrar**Phone - 4859****Location – UCOM First Floor**

This is a reserved number for faculty and advisors only to reach the Registrar directly.

Student Affairs**Phone - 4100/Fax – 7811****Location - Conyngham Hall (moving to Passan Hall, September 2007)**

- General student concerns including international students, judicial affairs, commuter and off campus issues
- Residence life—ext. 4350 (Hollenback, moving to Passan)
- Health/Nurses—ext. 4730 (Evans Hall)
- Academic Advising/Learning Support—ext. 4150—Conyngham (tutoring, supplemental instruction, disability support services, ACT 101)
- Counseling—ext. 4730 (Evans Hall)
- General student concerns

Student Service Center (formerly OneStop)**Phone - 2000/Fax – 3000****Location - Foyer of UCOM**

- Course issues (scheduling, size of room, room equipment)
- Financial aid
- Billing/Student accounts
- Admissions data (e.g. status of applications, referrals)
- Registrar related issues

- Work Study

Technology Help Desk—24 hour support

Phone – HELP (4357)

Location—UCOM First Floor, South Street Side

- Computer hardware and software support
- Technology purchase requests (printers, scanners, software, etc.)
- Office phones (equipment, operation, etc.)
- WIN Retrieval and Pin reset

University Service Center

Phone – 2FIX (2349)/Fax – 4985

Location—lower level of the Public Safety Center (parking garage)

- ID Cards for employees and students
- Parking permits
- Keys and card access requests
- Student health insurance
- Facility maintenance and repairs (light bulbs, trash, furniture, shelving, etc.)
- Room set-up (e.g. tables and chairs for meetings)
- University Van rentals
- University driver registration (required to operate a university owned vehicle)
- Moving
- Capital acquisition that are non-IT (e.g. desks, chairs, shelving)
- Room access
- General contact point for after hours and weekend needs
- Microsoft Office CD (one copy provided to each student at no cost)

University Vehicle Reservation

The university owns some vehicles that may be borrowed for university business only. Use is subject to availability and policy, thus use of a university vehicle is not guaranteed.

- Cars—ext. 4400
- Vans – staff/faculty use —University Service Center, ext. 2349
- Vans – student organizations ext. 4111

