

A Quick Reference Guide to NHU Departments & Services

(Dial 273 and then the extension if dialing from outside the campus.)

For information on	Office	Location	Extension
Academic Departments	Academic Affairs	2 nd Floor – South Wing	2691
Business Administration	Academic Affairs	2 nd Floor – South Wing	2765
Computer Science	Academic Affairs	2 nd Floor – South Wing	2690
General Education	Academic Affairs	2 nd Floor – South Wing	2693
Liberal Studies	Academic Affairs	2 nd Floor – South Wing	2692
Math & Science	Academic Affairs	2 nd Floor – South Wing	2759
Teacher Education	Academic Affairs	2 nd Floor – South Wing	2738
Translation/Interpretation Certification	Academic Affairs	2 nd Floor – South Wing	2207
Academic Calendar	Academic Affairs	2 nd Floor – South Wing	2691
Adding/Dropping Classes	Office of the Registrar	1 st Floor – South Wing	2770
Address Change	Office of the Registrar	1 st Floor – South Wing	2770
Admissions	Outreach/Admissions	1 st Floor – South Wing	2715 or 2770
Advising (Major)	Center for College Success (CCS)	2 nd Floor – South Wing (See specific Academic Department)	2709 or 2729 or 2724 or 2736
Advising (Peer)	Center for College Success (CCS)	2 nd Floor – South Wing (See specific Academic Department)	2709 or 2729 or 2762 or 2724 or 729-2205
Books	Academic Affairs	2 nd Floor – South Wing	2691
Bookstore	Bookstore	2 nd Floor – North Wing	2691
Career Information	Center for College Success (CCS)	2 nd Floor – South Wing	2709 or 2729 or 2762 or 2724 or 729-2205 or 2736
Change of Grade	Instructor/Office of the Registrar	1 st Floor – South Wing/2 nd Floor – South Wing	2691/2696
Change of Address	Office of the Registrar	1 st Floor – South Wing	2770 or 2696
Change of Major	Academic Departments/ Office of the Registrar	(See specific Academic Department) 1 st Floor – South Wing	2770 or 2696
Change of Name	Office of the Registrar	1 st Floor – South Wing	2770
Class Schedules	Bursar's Office	1 st Floor – South Wing	2726
Commencement Information	Office of the Registrar	1 st Floor – South Wing	2696
Copy Machines	Library	1 st Floor – North Wing	2773
Counseling (Career & Personal)	Center for College Success (CCS)	2 nd Floor – South Wing	2709 or 2729 or 2762 or 2724 or 729-2205 or 2736
Courses Taken at Other Schools	Office of the Registrar/ Academic Departments	1 st Floor – South Wing (See specific Academic Department)	2770 or 2696
Diploma Distribution	Office of the Registrar	1 st Floor – South Wing	2770
Employment Opportunities	Human Resources	3 rd Floor – South Wing	2684
Financial Aid	Office of Financial Aid & Scholarship	1 st Floor – South Wing	2741 or 2688

For information on	Office	Location	Extension
Freshman Resources	Center for College Success (CCS)	2 nd Floor – South Wing	2709 or 2729 or 2762 or 2724 or 729-2205 or 2736
Grade Appeal	Instructor/ Academic Departments	2 nd Floor – South Wing	2691 (See specific Academic Department)
Grade Reports/ Information	Office of the Registrar	1 st Floor – South Wing	2770 or 2696
Graduation Date/ Deadline	Office of the Registrar	1 st Floor – South Wing	2770 or 2696
Graduation Requirements	Academic Departments	2 nd Floor – South Wing	See specific Academic Department
Grievance Procedures	Provost	3 rd Floor – South Wing	2683
Health Insurance	Bursar's Office	1 st Floor – South Wing	2726 or 2772
Incomplete Grade	Instructor	2 nd Floor – South Wing	2691 (See specific Academic Department)
Independent Directed Study	Office of the Registrar/ Academic Departments	1 st Floor – South Wing (See specific Academic Department)	2696
International Students	Outreach/Admissions	1 st Floor – South Wing	2715 or 2772
Leave of Absence	Office of the Registrar	1 st Floor – South Wing	2770 or 2696
Letter Request/Verification	Office of the Registrar	1 st Floor – South Wing	2770
Library Hours	Library	1 st Floor – North Wing	2773
Loans/Verification	Office of Financial Aid & Scholarship	1 st Floor – South Wing	2741 or 2688
Maintenance	Facilities	1 st Floor – South Wing	2704
Matriculation Requirements	Academic Departments	2 nd Floor – South Wing	See specific Academic Department
Probation (Academic)	Office of the Registrar/ Academic Departments	1 st Floor – South Wing (See specific Academic Department)	2696
Registration	Office of the Registrar/ Academic Departments	1 st Floor – South Wing (See specific Academic Department)	2770
Resumption of Study	Admissions	1 st Floor – South Wing	2770
Room/Facilities Rental	Bursar's Office	1 st Floor – South Wing	2772
Schedule Changes	Office of the Registrar/ Academic Departments	1 st Floor – South Wing (See specific Academic Department)	2770 or 2691
Scholarships	Office of Financial Aid & Scholarship	1 st Floor – South Wing	2741
Sexual Harassment	Human Resources	3 rd Floor – South Wing	2684
Student Concerns	Academic Departments/ Office of the Registrar	1 st Floor – South Wing/ 2 nd Floor – South Wing	See Specific Academic Department/2696
Student Employment	Human Resources	3 rd Floor – South Wing	2684
Student Success Program (SSP)	Student Support Services (SSP)	2 nd Floor – South Wing	2709 or 2729
Transcript Request	Office of the Registrar	1 st Floor – South Wing	2770 or 2696
Transfer Credit Information	Admissions/Office of the Registrar	1 st Floor – South Wing	2770 or 2696
Tuition Payment Information	Bursar's Office	1 st Floor – South Wing	2726 or 2772

For information on	Office	Location	Extension
Tuition Reimbursement	Business Office	1 st Floor – South Wing	2726 or 2772
Tutoring Services	Center for College Success (CCS)	2 nd Floor – South Wing	2709 or 2729 or 2762 or 2724 or 729-2205 or 2736
Unfair Treatment in Courses	Provost	3 rd Floor – South Wing	2683
Verification of Enrollment & Attendance	Office of the Registrar	1 st Floor – South Wing	2770 or 2696
Withdrawal from the University	Academic Affairs/ Office of the Registrar	2 nd Floor – South Wing/ 1 st Floor – South Wing	See specific Academic Department/2696
Work Study	Office of Financial Aid & Scholarship	1 st Floor – South Wing	2741 or 2688