

## REFERRAL SOURCES FOR ADVISORS

### ACADEMIC SKILLS

|   |     |     |       |
|---|-----|-----|-------|
| Academic Support Services<br>(Study Skills, Reading Skills,<br>Tutors)                | JMS | 116 | x1321 |
| <a href="http://www.snc.edu/academicsupport/">http://www.snc.edu/academicsupport/</a> |     |     |       |

|   |         |     |       |
|---|---------|-----|-------|
| Writing Center (Writing Skills)   | Library | 227 | x3003 |
| <a href="http://www.snc.edu/writingcenter/">http://www.snc.edu/writingcenter/</a> |         |     |       |

### ADD/DROP SLIPS

(first 4 days of class)

[http://www.snc.edu/registrar/forms/Add\\_Drop.pdf](http://www.snc.edu/registrar/forms/Add_Drop.pdf)

|                    |     |     |       |
|--------------------|-----|-----|-------|
| Registrar's Office | JMS | 220 | x3216 |
|--------------------|-----|-----|-------|

### CAMPUS SAFETY

<http://www.snc.edu/security/>

|     |     |       |
|-----|-----|-------|
| PAC | 120 | x3260 |
|-----|-----|-------|

### CAREER COUNSELING

<http://www.snc.edu/career/>

|     |     |       |
|-----|-----|-------|
| JMS | 106 | x3040 |
|-----|-----|-------|

### CAREERS IN EDUCATION

Director of Teacher Education,  
Mary Greenlaw

<http://www.snc.edu/educ/>

|       |     |       |
|-------|-----|-------|
| Boyle | 219 | x3004 |
|-------|-----|-------|

### CHANGES IN ADVISOR

<https://www.snc.edu/advisement/login/changeadvisor.html>

|              |        |     |       |
|--------------|--------|-----|-------|
| Jeff Ritter  | Cofrin | 308 | x3234 |
| Janice Tesch | Cofrin | 301 | x3856 |

### CHANGES IN MAJOR

[http://www.snc.edu/registrar/Declare\\_Major.htm](http://www.snc.edu/registrar/Declare_Major.htm)

|                    |     |     |       |
|--------------------|-----|-----|-------|
| Registrar's Office | JMS | 220 | x3216 |
|--------------------|-----|-----|-------|

**CHOOSING A MAJOR**

<http://www.snc.edu/career/>

Appropriate faculty members

Career Services JMS 106 x3040

**COURSES AND SCHEDULING**

<http://www.snc.edu/registrar/>

Richard Guild, Registrar JMS 220 x3216

**COURSE CREDIT EVALUATION**

<http://www.snc.edu/registrar/>

[http://www.snc.edu/registrar/forms/Transfer\\_Pre-Approval.pdf](http://www.snc.edu/registrar/forms/Transfer_Pre-Approval.pdf)

Richard Guild, Registrar JMS 220 x3216

**COURSE WITHDRAWAL**

(deadlines - 11/3/2008, 4/9/2009)

[http://www.snc.edu/registrar/forms/Course\\_Withdrawal.pdf](http://www.snc.edu/registrar/forms/Course_Withdrawal.pdf)

Richard Guild, Registrar JMS 220 x3216

**DISABILITY SERVICES**

Academic Support Services

JMS 116 x1321

<http://www.snc.edu/academicsupport/>

**FINANCE DEPARTMENT**

<http://www.snc.edu/financedepartment/>

Curt Kowaleski, Director JMS 219 x3002

**FINANCIAL AID**

<http://www.snc.edu/finaid/>

Jeff Zahn, Director JMS 221 x3071

**GRADUATE SCHOOL INFO**

<http://www.snc.edu/career/>

Appropriate Faculty Members

Career Services JMS 106 x3040

**GRADUATE SCHOOL CATALOGS,  
TEST INFORMATION (GRE, GMAT,  
LSAT and MCAT)**

<http://www.snc.edu/career/>

Career Services Library JMS 106 x3040

**HEALTH & WELLNESS SERVICES**<http://www.snc.edu/health/>

Health and Medical Service,  
Counseling, And Testing Services      Main      Lower Level      x3266

**HOUSING (On and Off Campus)**<http://www.snc.edu/housing/>

406 Third St.      x3360

**JOBS (On Campus/Work Study)**<http://www.snc.edu/finaid/>

Financial Aid Office      JMS      221      x3071

**JOBS (Part-time/Off Campus)**<http://www.snc.edu/career/>

Career Services      JMS      106      x3040

**MULTICULTURAL STUDENT SERVICES**<http://www.snc.edu/multicultural/>

Bridgit Martin      VCC      330      x3963

**RELIGIOUS, SPIRITUAL, MORAL  
MATTERS, PERSONAL PROBLEMS**<http://www.snc.edu/ministry/>

Campus Ministry      PAC      103-104      x3014

**STUDENT PARKING PERMITS**<http://www.snc.edu/security/>

Jill Hofer      PAC      120      x3948

**CLEP**<http://www.snc.edu/futurestudents/>

Admissions Office      316 Third      x3005