Resources

Building Abbreviations

AAB	Athletic Administration Building
ACAC	Allen Chapman Activity Center
AHC	Alexander Health Center
HELM	Helmerich Hall
BSU	Baptist Collegiate Ministries
CAC	Case Athletic Center
CFC	Collins Fitness Center
COH	Collins Hall
CH	Chapman Hall
CGE	Center for Global Education
DB	Drilling Building (North Campus)
DWRC	Donald W. Reynolds Center
GYM	Mabee Gymnasium
HAB	Hurricane Athletic Building
HAC	H.A. Chapman Stadium
HSC	Holmes Student Center
HF	Harwell Field
HH	Harwell Hall
HO	Honors House
HTO	Hurricane Ticket Office
JM	John Mabee Hall
JRH	John Rogers Hall
KEP	Keplinger Hall
KH	Kendall Hall
LF	LaFortune Hall
LH	Lorton Hall
LJ	Lottie Jane Mabee Hall
MA	Music Annex
MCC	McClure Hall
MKCC	Mary K. Chapman Center for Communication Disorders
MLIB	McFarlin Library
MLIC	Mabee Legal Information Center
NC	North Campus
OH	Oliphant Hall
PH	Phillips Hall
PP	Physical Plant

SC	Sharp Chapel
SF	Skelly Field at H.A. Chapman Stadium
TEN	Case Tennis Center
TH	Tyrrell Hall
TT	Twin Towers
TE	Twin Towers East
TS	Twin Towers South
TW	Twin Towers West
WB	Westby Hall
USA	University Square Apartments
ZH	Zink Hall

Where is it?

What	Reference	Where
Academic Advising		
Faculty Advisor and Academic Deans	Arts and Sciences	CH 119
	Business Administration	HELM 218
	Engineering and Natural Sciences	KEP M205
Academic Assistance	Center for Student Academic Support	LH 210
Academic Needs		
Freshman testing, study skills, and learning styles	Center for Student Academic Support	LH 210
Academic Policies	Undergraduate Bulletin	WH
	Student Handbook	HSC 59
Accessibility Accommodations	Center for Student Academic Support	LH 210
Accidents		
On Campus auto	Safety and Security	3115 E. 8th
Personal injury	Alexander Health Center	AHC
Off Campus	Tulsa Police	
Activities		
Information for all Student Association activities	Coordinator of Student Activities	HSC 49

Admission		
Undergraduate	Admission Office	Collins Hall
Graduate	Graduate School	LH 201
Law	Dean's Office	JRH
Adult Students	Center for Student Academic Support	LH 210
Affirmative Action	Director of Personnel and Campus Services	TE
Alcohol/Drug Abuse	Counseling and Psychological Services Center	AHC
Allergy shots	Alexander Health Center	AHC
Ambulance	Emergency Medical Service Authority (EMSA)	
Athletics		
Intercollegiate	Athletic Office	CAC
Athletic Tickets	Hurricane Ticket Office	DWRC
Automated Teller Machine (ATM)		ACAC, 1st Floor DWRC Twin Towers
Cable TV Services	Residence Director or Apartment Coordinator Sorority Housing Coordinator	Twin Towers University Square Apt. Housing--Twin
Calendar		
Campus Events	Collegian	OH 110
Student Activities	University Relations	WB
	Coordinator of Student Activities	HSC 49
Career Services	Career Services Office	HSC 17
Career Testing	Counseling Services Career Services Office	AHC HSC 17
Chaplain	Information about Campus Ministries	SC
Check Cashing (ID required)	Business Office	MCC 106
Communication Disorders	Speech and Hearing Clinic	MKCC
Community Service	University and Community Services	HSC 59
Computer Labs		MLIB PL HELM 123, 124 KEP L1 ACAC lower level (temporary location)

Computer Logon IDs		
Faculty Advisor	Arts and Sciences	CH 119
	Business Administration	HELM 218
	Engineering and Natural Sciences	KEP M205
	Information Services	MLIB 400
Counseling		
Academic	Center for Student Academic Support	LH 210
Alcohol/Drug Abuse	Counseling and Psychological Services	AHC
Personal	Counseling and Psychological Services	AHC
Religious	Chaplain's Office and Campus Ministries	SC
Convenience Store	C-Store	ACAC
Convocation Ctr./Arena	Donald W. Reynolds Center	3208 E. 8th St.
Discipline Complaints	Office of Student Affairs	HSC 59
Housing Related	Residence Director's Office	Your Hall
Discrimination Complaints	Office of Student Affairs	HSC 59
Drug Abuse	Counseling and Psychological Services Center	AHC
Emergency	Ambulance, Fire, Police	
Employment		
On Campus	Housing and Dining Services	TT
Off Campus	Career Services	HSC 17
Work Study	Student Financial Services	Collins Hall
Student Employment--On Campus	http://www.utulsa.edu/financial/aid%20QHomepage/Employment/institutional/institutional.html	
Student Employment--Off Campus	http://www.utulsa.edu/careerplanning/ http://www.utulsa.edu/personnel/jobs	
Non-Student Employment--On Campus		
Enrollment and Student Services	Enrollment and Student Services	HSC 29
Financial Aid	Student Financial Services	Collins Hall
Fire		
Fitness	Campus Recreation	Collins Fitness Center

Food Service		
Meal Plans	Housing Services	TT, 1st Floor
Catering	Dining Services	ACAC, 2nd Floor
Fraternities	Office of Student Affairs	HSC 59
Grades		
To question or change	Instructor, Department Chairperson, or Dean of College	
Graduate School	Graduate School	LH 201
Health Problems	Alexander Health Center	AHC
Honors Program	Arts & Sciences	CH 111
Housing		
Residence Halls, Sorority Houses, University Apartments	Housing Services	TT
Hurricane Gold Accounts	ID Center	TT
	Housing Services	TT
	Dining Services	ACAC, 2nd Floor
	Business Office	Business Office
Identification Cards	ID/Parking Center	TT
Insurance, Health	Alexander Health Center	AHC
International Students	International Student Services	Westby Hall upper level
Lost and Found	Safety and Security	3115 E. 8th
Mail	Mail Center @ TU	ACAC, 1st Floor
Maintenance		
Housing Related Residence Halls, Campus Apartments, and Sorority Houses	Housing	TT Suite 111
Majors		
Academic Advisors	Arts and Sciences	CH 119
Advice about or to declare a major	Business Administration	HELM 218
	Engineering and Natural Sciences	KEP M205
Math Resource Center	Keplinger Hall	Room U10

Meals on Campus		
Cafeterias	Twin Towers Dining	TT
	ACAC Food Court	ACAC
Fast Food	Bonicci Brothers	ACAC
	Hurricane Hut	ACAC
Convenience Store	C Store	ACAC/Food Court
Menu Hot Line	Twin Towers Dining	TT
Multicultural Student Programs	Office of Student Affairs	HSC 51
Ombudsperson	Office of Student Affairs	HSC 59
Organizations		
Student regulations, procedures for forming new organizations	Coordinator of Student Activities	HSC 49
Orientation		
New Student Services and Programming, Hurricane AdvenTUre, First Year Experience, Parents' Organization, Parent's Weekend, and Phi Sigma Eta (Freshmen Honor Society)	New Student Programs and Services	HSC 51
Parking		
Appeal of tickets	Safety and Security	3115 E. 8th St.
Parking permits	ID/Parking Center	TT
Parking applications, apartments	Housing Services then ID/Parking Center	TT
Payment of tickets	Business Office	MCC 106
Regulations	Safety and Security and	3115 E. 8th St.
	ID/Parking Center	TT
Payroll		
Student Payroll	Personnel Services	Twin East
Publications		
University	University Relations	WB
Student Telephone Directory	Office of Student Affairs	HSC 59
Student Handbook	Office of Student Affairs	HSC 59
Student Newspaper (Collegian)	Collegian Office	OH 110
The Guide to Campus Living	Housing Services	TT
Recreational Sports		
Intramurals, informal recreation, fitness programs, club sports	Campus Recreation	Collins Fitness Center

Religious Activities	Chaplain's Office and Campus Ministries	SC
Research Activities	Office of Research and Sponsored Programs	MCC 202
Residence Halls	Residence Director Residence Director Residence Director Residence Director Residence Director Residence Director	Twin Towers Twin South John Mabee Lottie J. Mabee LaFortune Hall Honors House
Security	Safety and Security	3115 E. 8th St.
Harassment/Sexual Assault Complaints	Office of Student Affairs	HSC 59
Solicitation for Sales	Office of Student Affairs	HSC 59
Sororities	Office of Student Affairs	HSC 59
Sorority Housing	Housing Services	TT
Speech & Hearing Clinic	Communications Disorders	MKCC
Student Association President Vice President Exec. Officers	Student Association Office	ACAC, 2nd Floor
Study Abroad	Center for Global Education	3126 E. 5th Pl.
Telephone Services		
Residence Hall Equipment	Residence Director's Office	Your Res. Hall
Sorority Equipment	LaFortune RD Office	LAF
Long Distance Service	Telecommunications	ZH
Tickets		
Athletic Events	Hurricane Ticket Office	DWRC
Theatre Events	Theatre Box Office	KH
Transcripts	Office of Registration and Records	MCC 103
Tulsa Police		911
Tutoring	Center for Student Academic Support Math Resource Center	LH 210 KEP U10

Volunteer Service	University and Community Service	HSC, 59
Withdrawal		
Academic	Contact the advising office of your college	
Medical/Psychological	Center for Student Academic Support Office of Student Affairs	LH 210 HSC, 59

Administration

President Dr. Steadman Upham	Collins Hall 2230	631-2305
Provost and Vice President for Academic Affairs Dr. Roger Blais	Collins Hall 2125	631-2554
Executive Vice President for Business and Finance Mr. Kevan C. Buck	Collins Hall	631-2565
Senior Vice President for Planning and Outreach Dr. Jan Zink	Collins Hall	631-2565
Vice President for Enrollment and Student Services Dr. Roger Sorochty	Holmes 29	631-2895
Vice President for Institutional Advancement Ms. Joan Nesbitt	Westby Hall 217	631-3286
Vice President for Research and Sponsored Programs Dr. Al Soltow	McClure 202	631-2766
Vice President for Information Services (IS) Dr. Dale Schoenefeld	MLIB PL	631-2881
Vice President for Museum Affairs Mr. Duane King	Gilcrease Museum	
Associate Vice President for Academic Affairs/Vice Provost Ms. Winona Tanaka	Collins Hall 2125	631-3054
Associate Vice President for Enrollment & Student Services Mr. John C. Corso	Collins Halll	631-2633
Associate Vice President for Enrollment & Student Services/Dean of Students Ms. Yolanda Taylor	Holmes 59	631-2328
Associate Vice President for Facilities and Campus Services Mr. Terry Hossack	Reynolds Center	631-5223
Associate Vice President for Human Resources and Risk Management Mr. Wayne Paulison	Twin Towers East	631-2616
Associate Dean of Students and Coordinator for University and Community Services Mr. Michael Mills	Holmes 59	631-2510
Athletic Director Mr. Lawrence "Bubba" Cunningham	Case Athletic Center	631-2181
Dean of Admissions Mr. Earl Johnson	Collins Hall	631-3142

RM and Ida McFarlin Dean of the Library Mr. Adrian Alexander	McFarlin Library	631-2356
Sharp Chaplain Dr. Jeffrey C. Francis	Sharp Chapel	631-2546

Academic Deans

Arts and Sciences	Dr. Thomas Benedikston	CH 111	631-3795
Business Administration	Dr. A. Gale Sullenberger	HELM 217	631-3184
Engineering and Natural Sciences	Dr. Steven Bellovich	KEP 201	631-2478
Law	Dr. Janet Levit	JRH	631-2436
Research and Graduate Studies	Dr. Janet Haggerty	LH 201	631-2336

Resource Guide

Following is a brief list of the many resources that are available to all TU students. Please see the *Undergraduate Bulletin* or *Graduate Bulletin* and the Services section of this handbook for a more complete listing.

Business Office, Ext. 2600
Located in McClure Hall, this office is the site for paying accounts, phone charges, gold card deposits, and parking fines; cashing checks; loan and loan refund disbursement; picking up work study checks; collections and payment arrangements; and balance inquiries. The Office of Registration and Records is also located in this building, as well as the President's office.

Campus Ministries, Ext. 2546
The religious life of the University is coordinated through the offices of the Chaplain at Sharp Chapel. A wide variety of religious organizations are available to students, faculty, and staff for worship, study, fellowship, and opportunities of service.

Campus Recreation, Ext. 2679
Located in the Collins Fitness Center, this program offers a full range of activities in intramural, club, and informal sports and fitness programs throughout the year.

Career Services, Ext. 2549
Located in Holmes Student Center 17, Career Services provides services to students and alumni of the University. A major goal is to help all students gain the information and skills needed to select and manage a career and conduct a job search that will lead to desirable employment. The office assists each individual in developing a career plan and specific strategies that will lead to his or her employment goal.

C.G.E. (Center for Global Education)--formerly Study Abroad, Ext. 3229
Located at 3126 E. 5th Pl. in the Old Phi Mu house (between Tri Delta's and KD houses), this office will advise you on international study opportunities and will assist you with the application and enrollment process.

CSAS (Center for Student Academic Support), Ext. 2315
Located in Lorton Hall, 210 the center addresses the academic support needs of students and promotes

effective interaction between students and faculty and other University personnel. The Administrator's at the center assist students in their overall assimilation to campus life and provide tutoring services for most University courses. This office is also responsible for administering the Americans with Disabilities Act.

Counseling and Psychological Services, Ext. 2200
Located in Alexander Health Center, services are provided by professional psychologists and counselors who offer personal counseling, psychological assessment, outreach workshops, and consultation. Services are confidential and free (except for nominal fees on some tests).

Financial Services, Ext. 2526
Located in Collins Hall, the Student Financial Services office provides grants, scholarships, loans, and work-study opportunities to eligible students.

Graduate School Services, Ext. 2336
Located in Lorton Hall 201, this office assists graduate students from the admission process throughout their degree program at TU. The office provides and processes application materials, sends admission letters, sponsors an orientation program for new graduate students, issues Financial Assistance Award notices, enrolls graduate students, maintains and reviews academic records, and recommends students for graduation. The Graduate School also co-sponsors programs for Junior and Senior students, such as the Graduate School Information seminar to aid in their application and preparation for a successful graduate school experience. This office also sponsors the Chapman Graduate Scholar Presentation Awards program for graduate students presenting their research at national or international professional meetings, and the Annual Student research colloquium for all students to gain experience in presenting their scholarly research.

Health Services, Ext. 2241
Alexander Health Center is staffed with nurses who can assist with the treatment of minor illnesses and emergencies. A physician is also available each morning during the week. Please call for an appointment.

Housing Services, Ext. 2516
Located in Twin Towers, this office deals with all aspects of on-campus housing services, including residence halls, sorority housing, university apartments, and Hurricane Gold accounts.

Human Resources and Risk Management , Ext. 2609 or 2479
Located in Twin East, this office processes employment forms, approved payroll authorizations and timesheets for student employment. International students receive assistance with their employment forms.

International Student Services, Ext. 2329
Located in Westby Hall, this office works with undergraduate and English Institute students from the admission process throughout their stay at TU. Graduate students are assisted before admission by the Graduate School and after admission by the International Student Services Office. Pre-arrival assistance, orientation, help with immigration and other government documents, personal counseling, and programming activities are a few of the many services offered.

Language Lab, Ext. 2808
Language students use the computer network in the lab individually and with their classes. Software supports texts and classroom activities. Students benefit from interactions in a high-tech multimedia environment in which they view video chips, write essays, visit foreign internet sites and complete exercises.

McFarlin Computer Library, Ext. 2808
Located in the McFarlin Library, the lab is equipped with Macintosh and Windows based personal computers and software for word processing and business and engineering applications.

Mail Center @ TU, Ext. 2211
The Mail Center @ TU is located in the east end of ACAC. The center offers a wide range of services from Registered and Insured mail, Priority and Express, to Parcel Post Package Services. FedEx is available at FedEx advertised prices. Post Office rental is also available.

Maintenance, Ext. 2513
The Housing & Dining Services Operations Office addresses the housekeeping and maintenance needs of the residence halls, apartments, and sorority housing.

Math Lab, Ext. 3800
Located in Keplinger Hall, Room U10. The math lab is staffed with students who provide tutoring in PreCalculus, Calculus I, and Calculus II.

New Student Programs and Services, Ext. 2707
Located in Holmes Student Center, Room 51, this office coordinates all aspects of the Hurricane AdvenTUre Orientation Program in August, as well as implementing First Year programs for freshman throughout the academic year and advises Phi Sigma Eta, freshmen honor society. In addition, the staff assists with student recruitment, participates in retention research, and coordinates the TU Parents' Organization and Parent's Weekend.

Office of Student Affairs, Ext. 2327
Located in Holmes Student Center 59, this office assists with co-curricular aspects of student life such as, Student Association, fraternities, sororities, and multicultural student programming. It also coordinates Parent's Weekend as well as December and May commencement ceremonies, and is responsible for student handbook and student telephone directory publications. Additionally, the office handles cases of student misconduct, mediates student conflicts, and administers the University's alcohol policy and sexual assault policies.

Ombudsperson, Ext. 2327
Located in the Office of Student Affairs room 59, the Ombudsperson serves as a student advocate to assist students resolving conflict. The Ombudsperson will often help when students are filing a grade appeal, grievance or complaint. Typically, the Ombudsperson serves as a support person during meetings or hearings. The role of the Ombudsperson is not to determine right or wrong but to assist students with the correct process or procedure.

Registration and Records, Ext. 2253
Located in McClure Hall, the Office of Registration and Records maintains all student records pertaining to enrollment, schedules, grades and graduation, and provides official copies of class schedules, grade reports, transcripts, and other appropriate student documents according to University policy and federal regulations.

Research, Ext. 2714
Located in McClure Hall 2nd floor, the Office of Research and Sponsored Programs administers the Student Research Grant Program. Any student, graduate or undergraduate, is eligible to apply for research support under this program, provided he or she is enrolled in a course for which credit for research is given. This office also co-sponsors the annual spring Student Research Colloquium.

Safety & Security, Ext. 2571
Located at 3115 E. 8th Street (Mabee Gym), this office aids faculty, staff, and students in the area of safety and security. The lost and found department also is in this office.

Speech-Language and Hearing Clinic, Ext. 2504
The clinic offers services to individuals of all ages with all types of communication disorders. Free

speech, language, and hearing screenings are offered on Friday. An appointment is all that is needed. Complete speech, language, and hearing evaluations, as well as individual and group speech-language therapy is available for a modest fee. Some insurance is applicable.

Student Activities, Ext. 2585
The office is located in Holmes Student Center, room 49. This office works closely with the Student Association administration to coordinate campus wide programs such as speakers, entertainers, and activities for all University of Tulsa students.

University and Community Service, Ext. 2549
Located in Holmes Student Center, Room 59, this office coordinates community service projects to the Tulsa community.

Writing Center, Ext. 3131
This center, located in Chapman Hall, provides writing assistance to undergraduate and graduate students. Tutorial conferences, writing resources, and a grammar hotline are available.