

# WHERE DO I...?

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Where do I change my major?

Administrative Secretary for the New Major

**ROOM 135/ 519-5437**

MGMT, MKTG, HRM, ACCT, CIS, AVIATION,  
BUSINESS, APPLIED SCIENCE, BAAS,  
INTERDISCIPLINARY BUSINESS, MS  
INFORMATION SYSTEMS, MBA, MS HRM

**ROOM 133/ 519-5464**

PSY, CNSL, CPSY, EDAD

**ROOM 115D (SOUTHWEST BLDG)/ 519-5441**

ENGL, HIST, MATH, NURS, POLS, SOC SWK

**ROOM 122/ 519-5485**

INTERDISCIPLINARY STUDIES (PRE-K THRU  
8<sup>TH</sup> GRADE CERTIFICATIONS AND ALL-LEVEL  
SPECIAL EDUCATION)

## WHERE DO I...?

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Where do I drop a class?

Record Office/Room 105/ 519-5454

Where do I do a grade appeal?

Contact your instructor.

Where do I file a complaint?

Student Services/Room 114/519-5713

Where do I go for initial undergraduate advising?

Academic Advising/Room 114/519-5492

Where do I complete VA paperwork?

VA Office/Room 145/519-5423

Where do I apply for admissions?

Undergraduate Admissions/Rm. 105/519-5438  
Graduate Admissions/Room 146/519-5445

Where do I withdraw from the university?

Records Office/Room 105/519-5454

Where do I change my name?

Records Office/Room 105/519-5452

Where do I get deferment paperwork?

Records Office/Room 105/519-5453

## WHERE DO I...?

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Where do I get a catalog?	Admissions Office/Room 105/519-5438
Where do I get a parking sticker?	Security Office/Room 106A/519-5719
Where do I pay my bill?	Business Office/Room 106/519-5408
Where do I submit financial aid paperwork?	Financial Aid Office/Room 113/519-5442
Where do I obtain scholarship information?	Scholarship Office/Room 113/519-5442
Where do I pick up my refund check?	Business Office/Room 106/519-5408
Where do I go for career services help?	Student Services/Room 113/519-5467
Where do I go to have a test proctored?	Student Services/Room 113/519-5467
Where do I go to find out about tutoring services?	Student Services/Room 113/519-5467
Where do I go to disability paperwork?	Student Services/Room 113/519-5467
Where do I go to find out about student groups?	Student Services/Room 113/519-5467

## WHERE DO I...?

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Where do I go if I receive a suspension letter?	Academic Dean/Room 140/519-5447
Where do I go if I need help registering?	Records Office/Room 105/519-5452
Where do I go to request a transcript?	Records Office/Room 105/519-5736
Where do I go to request a substitution?	Advising Office/Room 114/519-5492
Where do I find out about a graduate assistantship?	Academic Dean/Room 140/519-5447
Where do I apply to be a student worker?	Human Resources/Room 104C/519-5457
Where do I file for graduation?	Records Office/Room 144/519-5461 Graduate Studies/Room 146/519-5445
Where do I pick up my diploma?	Records Office/Room 144/519-5461 Graduate Studies/Room 146/519-5445
Where do I get a letter of completion?	Records Office/Room 144/519-5461 Graduate Studies/Room 146/519-5445
Where do I request student travel funds?	Student Services/Room 113/519-5467

## WHERE DO I...?

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Where do I get a short-term loan application?	Financial Aid/Room 113/519-5442
Where do I go for VA/Voc Rehab Information?	VA Office/Room 145/519-5423
Where do I get Hazlewood Act Information?	Financial Aid/Room 113/519-5442
Where do I get a Parent Letter for VA?	VA Office/Room 145/519-5423
Where do I get a concurrent enrollment form?	Records Office/Room 105/519-5453
Where do I get a Consortium Agreement?	Financial Aid/Room 113/519-5442
Where do I get my Consortium Agreement signed?	Faculty Advisor (offices vary)
Where do I get my Consortium Agreement certified?	Records Office/Room 105/519-5454
Where do I change my address?	Online
Where do I go to get an override?	Course Instructor
Where do I get an overload form?	Records Office/Room 105/519-5453

## WHERE DO I...?

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Where do I go to buy my books?	CTC Campus Bookstore/526-1219
Where do I appeal my residency status?	Admissions Office/Room 105/519-5438
Where do I appeal my tuition bill?	Business Office/Room 106/519-5408
Where do I appeal a parking ticket?	Security Office/Room 106A/519-5719
Where can I buy additional parking permits?	Business Office/Room 106/519-5408
Where do I pay a parking fine?	Business Office/Room 106/519-5408
Where do I get my student ID?	Business Office/Room 106/519-5408
Where do I get a student email account?	Computer Lab/Room 118/519-5466
Where do I get my email password reset?	Computer Lab/Room 118/519-5466
Where do I get my DuckTrax password reset?	Records/Room 105/519-5452
Where do I set up (H-Drive)?	Computer Lab/Room 118/519-5466