

## *Everything You Need to Know*

No question is too dumb!

### **Resources**

The **photocopier** is located in the lounge area.

If you need help in learning to use the copier or if it breaks down, see brenda.

The access code for the photocopier is your six digit id number + a four digit code assigned by Information Systems (from the EMU home page choose “my EMU” at the top right, log in then choose “my accounts” under your personal information), and a billing code acquired from the administrative assistant (charged to the department). Students may use the photocopier to make copies of materials needed for class. For example, if you are asked to do a powerpoint presentation, and you would like your peers to have a presentation handout to take notes, you may charge the copying to the program. However, if you have additional materials, especially materials available on a web site, we ask that you provide links to that material rather than photocopy it. All other copying must be charged to your personal account. Use the code assigned to you by IS and your six digit id number for personal copies.

White paper and a variety of colors are stored in the cabinets above the work counter. On the counter and in the cabinet by the copier:

- stapler
- staple remover
- hole punch
- tape
- pencil sharpener
- white out
- paper clips
- paper cutter

There are two computers at the north end of the hallway for your use.

**Your key** gains access to rooms 003, 010, 015, 025, 54a and the kitchen. If the hall and stairwell doors are locked after hours, come down the elevator.

**Stamps** - individual stamps and books can be purchased from Beverly (receptionist) at the mailboxes on first floor or at the post office in the campus center. Anything you can do at the Harrisonburg Post Office (except send an insured package) can be done at the campus post office. They also have UPS service.

**First Aid** kit is located in the kitchen in the drawer to the right of the stove.

### **Class schedules and room reservations**

If you need to make any schedule changes - dropping or adding courses--see brenda.

If you need to reserve a classroom on the lower level, see brenda.

There is a schedule for the counseling rooms in the 3-ring binder in the waiting area of the counseling labs.

### **What number do I call?**

When you need to report that you will be absent, counseling students should call 432-4243 or the professor depending on professor's preference. Please do not use the 800 number--it is for admissions only and should not be used once you are admitted.

### **Study Room**

There are study carrels in the study room on first floor available to seminary & MA in Counseling students. Beverly makes those reservations. There are also lockers in the study room for your use. Purchase a lock if you wish to.

### **Coffee room (2<sup>nd</sup> floor)**

Coffee, tea, hot chocolate, etc., is available in this area on second floor. This is covered by your activities fee. *Please bring a mug from home to use.* Mugs are not to be left sitting around the lounge or classroom. Take them to the kitchen on the second floor, wash them, and put them on one of the mug racks or in your mailbox.

Available in the kitchen: extra mugs, microwavable dishes, silverware, three microwaves, stove, refrigerators.

Please wash all dishes/silverware you use. DO NOT put dirty dishes in the sink or leave in the drainer - dry and put away. We do not have a maid to clean up after us.

If you take the last cup of coffee, please make another pot or turn the burner off.

### **Bulletin/Chalk Boards**

Give items for the bulletin boards to brenda. Get in the habit of reading the bulletin boards for daily messages, prayer requests, announcements, birthdays, etc.

Do not use tape on the chalkboards.

### **Faculty mailboxes**

The faculty have a mailbox on the bookshelf in brenda's office for papers, notes, etc.

### **Mailboxes**

Your mailbox is located in the alcove off the lounge. Campus mail runs once in the morning and once in the afternoon. There is an outgoing mail bin on brenda's desk and a mail drop beside Beverly's desk.

**Phones**

Phones are located outside the Canteen and in the Front Lobby (near Room 123) Dial 9 for an outside line

The phone in the counseling lab reception area is for emergency use only.

**Care for our Space**

Please do your part to keep our space looking neat, warm and inviting.

**Climate Control:** Wear layers!!

**Computer policies will be posted by the computers**

**EMU Counseling Center**

Is located in the Health & Wellness Suite in the University Commons.

**Campus Pastor**

Kevin Clark is the seminary/MA in Counseling community campus pastor. He is available to you for support and you can feel free to contact him directly at 432-4217 for your needs.

**You need your vehicle registration information and your student id to go through the registration line.**

**Allergies, Animals on Campus Policy**

Please refrain from wearing any perfume, cologne, scented lotions or deodorant while attending classes. We want to provide an environment that is welcoming and does not trigger allergic reactions such as migraines.

Animals are not allowed in the building unless they are documented service animals. p. 12 of the EMU student handbook states "Except for service animals, no animals are permitted in university buildings or facilities."