



THE UNIVERSITY OF SCRANTON

Information Resources

2002 - 2003

Guide Book

IR Help Desk

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IR Help Desk

MISSION STATEMENT

The purpose of the Information Resources Help Desk is to facilitate the use of the University of Scranton's computing systems, software, networks, and facilities through timely, accurate, courteous response to customer support requests.

SERVICES AVAILABLE

- Reset passwords
- Reset UIS Personal Identification Numbers (PINs)
- Manage disk quota on the University computing systems
- Assist customers in using University software, systems, networks, PCs, scanners, and printers
- Floppy disk repair
- Virus scan floppy disks
- Distribute system printouts
- Update, maintain, and distribute documentation
- Maintain supplies in various computing labs (paper, ribbons, toner cartridges)
- Maintain printers in various computing labs
- Staff and monitor the AMH and SOM computing labs to provide security for the equipment/lab furnishings and assistance to the users
- Post open lab hours for the AMH and SOM computing labs
- Update and maintain information on the Telephone Message Board
- Update and maintain the Help Desk web pages
- Log and manage problems logged in the problem tracking system
- Manage distribution of mass e-mail messages / RoyalNews

HELP DESK HOME PAGE

<http://www.scranton.edu/helpdesk>

VISIT THE HELP DESK WEB PAGES:

- View Answers to Frequently Asked Questions (FAQ)
- Check Lab Hours
- View Software Guides
- View IR Training Seminar Schedule

HOURS

Semester Hours

Monday - Thursday 8:30 a.m. - 11:30 p.m.

Friday 8:30 a.m. - 10 p.m.

Saturday 9 a.m. to 9 p.m.

Sunday Noon to 11:30 p.m.

Inter-Semester Hours

Monday - Friday 8:30 a.m. to 4:30 p.m.

LOCATION

Alumni Memorial Hall, Room 104

PHONE NUMBER

941-HELP (4357)

E-MAIL

helpdesk@scranton.edu

Systems and Software Resources

General Information

The Systems and Software Resources (SSR) team provides a myriad of functions for the information needs of the entire University community-- staff, faculty and students. The (SSR) team can be reached via phone at 941-7460 or at 941-HELP via the Information Resources (IR) Help Desk. If you prefer the online method, either send e-mail to the (SSR) home page (<http://www.scranton.edu/ssr>) or submit a formal request via the Project Tracking System on BANNER.

SERVICES OFFERED BY (SSR):

- Repository for corporate and academic data emphasizing integrity and standardization
- System Design, Analysis, and Maintenance of software applications including:
 - 1) Packaged - office automation, BANNER, query and other database related tools
- installation of new product releases, application of upgrades and bug fixes
- communication with vendors regarding software defects and enhancements
- support involving proper acquisition and licensing
- design/implementation/support of web-centric software systems
- evaluation and testing of software
- "Home-Grown" software development
- Mixture of proprietary and "home-grown" interface
- Interfaces and Auxiliary Systems to fulfill the needs of the University
- End-User Support including consultation, documentation, and training for all software applications
- Acceptable performance for delivery of University information resources
- Systems Engineering
 - Disaster recovery planning and implementation
 - Hardware Acquisition, installation, and support including peripheral support
 - Applying upgrades and new releases of both software and hardware
 - Compliance with licensing agreements

- Production job control, scanning of input forms, and data entry
- Support for laser and line printers in addition to modems to allow off-campus access to Internet and University networks
- Computer account creation and maintenance
- Tape creation to be used for system backup and data restore operations
- Cooperative/Team development within Information Resources (IR) division and across University community
- Customer service provided in conjunction with (IR) Help Desk
- Design and development of desktop software systems
- Design and development of applications
- Support of administrative webserver in conjunction with Webmaster
- Support of Netscape Suitespot (UNOS) servers.
- Support of campus pipeline servers
- Support of university website.
- Support of Campus Pipeline.
- Support of Banner Web for students and Banner Web for Faculty and Advisors.

TELEPHONE NUMBERS

941-7460

941-HELP

WEB ADDRESS

<http://www.scranton.edu/ssr>

Weinberg Memorial Library

General Information

Opened in 1922, this 80,000 square foot, five-story building is named for Harry and Jeanette Weinberg. Library holdings include 425,000 volumes in print and microformat, 1,900 print periodical subscriptions, 11,000 online periodical subscriptions. The facility includes group study rooms; quiet study areas; a 24-hour study room with a computer lab; an electronic index lab with 29 workstations; two user instruction rooms; and, the Scranton Heritage Room. This large reading room on the 5th floor overlooks the campus and the community. Artwork in the room incorporates motifs reflecting art, religion, and science in the world and in the Scranton region. The Media Resources Collection, located on the 1st floor, holds 13,000 non-print items including videocassettes and compact discs as well as other media. The online public catalog displays library holdings and the availability of materials.

To access the Library catalog and the electronic databases, link to www.scranton.edu/library. A direct link to the catalog is via <http://libcat.scranton.edu>. Full-text electronic course reserves may be accessed via password obtained from the instructor.

Library hours are posted on campus, on the Library's web pages, and from a recording (941-7525). It is open 99.5 hours per week with extended hours during exam periods. The University of Scranton belongs to several consortia. Books may be borrowed directly from most area colleges and universities and public libraries as well as 39 private and state institutions throughout the commonwealth of Pennsylvania. A list of other libraries' periodical holdings is available at the Reference Desk.

Interlibrary loan and direct borrowing requests are available for materials not owned by the Library. A fee of \$1.50 is charged for articles; there is no charge for books borrowed through Interlibrary Loan. Several current contents/document delivery services are available via Internet. Articles, which vary in price according to copyright fees, may be ordered for delivery via fax.

Group and individual user instruction in the use of Library resources and materials is available. For information, inquire at the Reference Desk.

Library patrons may view their own "has now" lists, fine information, renew materials they have currently checked out and place requests for titles owned by the Library by using the My Account feature in the Library's web-based catalog. Access to the information requires entering his or her borrower id (ssn) and a four

digit personal identification number (PIN) number. Library PINs may be reset by circulation (941-7524) or Library Systems (941-6135).

TELEPHONE NUMBERS

Acquisitions	941-4005
Cataloging	941-4004
Circulation.....	941-7524
Interlibrary loan.....	941-4003
Library Administration	941-4008
Library Hours Recording.....	941-7525
Library Systems.....	941-6135
Media Resources Collection.....	941-6330
Reference	941-4000
Reserves	941-7526
Serials	941-7807
University Archives and Special Collections	941-6341

MEDIA RESOURCES COLLECTION

Telephone: 941-6330

The MRC, located on the 1st floor of the Weinberg Memorial Library, offers non-print materials for use in the Library and in the classroom. The staff of the MRC works with faculty to coordinate media use in the educational setting.

Media Resources hours are posted with the Library's hours.

Viewing and playback equipment, including facilities for small group viewing, are available in the MRC. Faculty and staff may borrow materials for seven days provided those materials are not needed for classroom use. Students may borrow music compact discs for three days. Students who require materials for classroom presentations should confer with the Media Resources Coordinator to make arrangements. Faculty may arrange for previews, purchases and rental of materials through the Coordinator the MRC. Materials may be placed on reserve for classroom instructional support.

Equipment for classroom use, if necessary, is scheduled through the Office of Instructional Technology (OIT) at 941-7469.

The MRC abides by copyright law.

Weinberg Memorial Library (cont.)

LIBRARY MATERIALS ACCESS

The Library Catalog Using The Web

<http://libcat.scranton.edu>
or from www.scranton.edu/library.

Electronic Indexes Access

Electronic indexes and full-text databases are listed on the Library's Electronic Indexes page. Almost all are available from any location on campus. Those available to the University community off-campus, at home, or in distance-education situations, are listed under the Remote Access option. Remote users of the proxy server will be required to enter a user id and password for access.

For assistance with PINs and User ID numbers, call circulation (941-7524) or Library Systems (941-6135).

Desktop and Instructional Resources

GENERAL INFORMATION

Desktop and Instructional Resources provides assistance to the user community in two main areas. Desktop services include the setup and ongoing support of Microcomputers, Labs, Hardware and Software acquisition and support. Instructional Technology services include the delivery and support of technology into the curriculum.

DIR centrally coordinates the acquisition, installation and support of all desktop equipment on campus. Hardware configuration, software installation, as well as, data migration of information from old to new systems, are part of the services offered. Consultation of hardware and software requirements, end user support of desktop software is also provided. DIR provides implementation and support of Local Area Networks as well as desktop system connection to the campus network and Internet. Hardware maintenance and repair of University owned equipment is provided by the Computer Maintenance Center, a subdivision of DIR.

DIR provides support to the classroom through a subdivision called the Office of Instructional Technology. OIT provides assistance with audiovisual equipment in the classroom as well as special events. In addition, OIT is responsible for providing support for the Distance Learning centers on campus. Through the Academic Technology Center, OIT also assists faculty with the integration of technology into the classroom.

TELEPHONE NUMBERS

Desktop & Instructional Resources.....Ext 6545
Instructional TechnologiesExt 7469

DIR HOME PAGE

<http://www.scranton.edu/dir>

SERVICES OFFERED BY DIR:

- Installation and setup of desktop computers.
- Movement of desktop computers.
- Installation of software applications.
- Upgrade of software applications.
- Microcomputer hardware acquisition.
- Movement of data from one system to another.
- User assistance with microcomputer software applications, hardware peripherals.
- Microcomputer hardware maintenance.
- Establishment and maintenance of general access computer labs.
- Establishment and user assistance with Local Area Networks.
- Assist with student connectivity to ResNet.
- Assist with Campus Network and Internet connectivity.

SERVICES OFFERED BY OIT:

- Delivery of equipment to the classroom.
- Videotape student presentations in the classroom.
- Videotape lectures and special events, with the permission of the presenter.
- Downlink teleconferences via satellite. Proper license must be secured by the requester.
- Off-air program copies. Special guidelines apply.
- Duplicating video tapes. Copyright rules apply.
- Video conferencing/distance learning.
- Technical support during regular business hours.
- Transparency and laminating services available for a small fee.
- Through the Academic Technology Center (ATC), OIT provides resources to faculty and staff in support of integrating technology into instruction as well as professional development.

RESNET COMPUTER DORM CONNECTIONS

All residences at the University of Scranton have full Ethernet connections to the Internet.

Connecting from the residences will allow students who own their own computer to access campus and world-wide electronic resources directly from their dorm rooms over the campus data network. These resources include Telnet, FTP, information resources such as the Library's on-line catalog and periodical indexes, electronic mail, and Internet services, such as the World Wide Web.

The University provides assistance to students in the ResNet program. Residence Consultants (ResCons) are students who have been selected to assist other students who are having problems getting their computer connected to the network. They educate residents on the aspects of computing and troubleshoot network connectivity problems.

More information on network connections to residence halls is available on the University of Scranton's web server at <http://www.scranton.edu/resnet>.

EQUIPMENT AVAILABLE THROUGH OIT:

Video and overhead projectors, TV/VCRs, Overhead Projectors, Document Camera (Elmo), Slide Projectors, 16MM Projectors, Screens, Laser Disc Players, Audio Cassette Recorders, Betamax VCR, U-Matic VCRs, Video Camcorder, Laptop Computers.

ACADEMIC TECHNOLOGY CENTER (ATC):

The Academic Technology Center (ATC) provides resources primarily to faculty in support of integrating technology into instruction. The goal is to support faculty with the use of technology to enhance their teaching. The Center is staffed by ATC members and students. Services include the development of web

Desktop and Instructional Resources (cont.)

sites and PowerPoint presentations, and the use of multimedia equipment such as computer, color printer, scanners, digital cameras etc.

The ATC is located within the OIT facility on the 4th floor of St. Thomas Hall, Communications Wing. For an appointment call extension 7469.

DESKTOP AND INSTRUCTIONAL RESOURCES MICROCOMPUTER LAB FACILITIES

All computing lab facilities at the University are open only to current students and faculty during posted hours. When logging in to PC networks, users must identify themselves by entering their Social Security Number. If your Social Security Number does not let you access the network, go to the Help Desk. Lab schedules are posted outside of all labs. During vacation and exam periods alternate schedules will be posted. DIR assists with all lab planning, implementation, upgrades and maintenance.

GENERAL LABS

All General Labs contain the following software: Windows, Telnet, FTP, MS Office Suite (Word, Excel, Powerpoint & Access), Internet Explorer and Netscape. Laser printers are available in all general labs.

Alumni Memorial Hall PC and Macintosh Lab, AMH105

Weinberg Memorial Library PC Lab, Pro Deo Room

(24-hour access)

KSOM PC Lab, Brennan Hall

RESIDENCE HALL LABS

All Residence Hall labs contain the following software: Windows, Telnet, FTP, MS Office Suite (Word, Excel, Powerpoint and Access), Internet Explorer and Netscape.

Gavigan College Computer Lab

Redington Hall Computer Lab

DEPARTMENTAL LABS

- Information on access and contents of Departmental Labs may be obtained from the appropriate departments.
- Communication Department PC Lab, St. Thomas Hall, Room 464
- Computing Sciences Literacy Lab, St. Thomas Hall, Room 475
- Computing Sciences Literacy Lab, St. Thomas Hall, Room 375
- Computing Sciences Sun Workstation Lab, St. Thomas Hall
- Education Department Apple/Macintosh Lab, MGH 120
- Foreign Language Department PC Lab, O'Hara Hall, 3rd Floor
- Health Administration and Human Resources Lab, MGH 406
- Learning Resources Center Microcomputer Lab, O'Hara Hall, 2nd Floor
- Math Department PC Lab, St. Thomas Hall, Room 161
- Nursing Department Helene Fuld Lab, MGH 336
- Physical Therapy PC Lab, Leahy Hall
- Physics/EE CAD/CAM Lab, St. Thomas Hall, Room 170
- Psychology Department PC Lab, Alumni Memorial Hall, Room 240
- Writing Center PC Lab, Center for Literary and Performing Arts, Room 224

Network Resources

CABLE TELEVISION

The University's cable television network is part of the Campus-Wide Integrated Network that serves the classrooms, offices and residences. The cable network carries regular television programming as well as channels for instructional uses. The channels carried on the network include the local network affiliates plus CTV, Comedy Central, CNN, TBS, ESPN, Family, Nick, MTV, A&E, Lifetime, USA, CNBC, TNT, VH-1, Discovery, Sports, AMC and more. In addition, there is the Royal Movie Channel with movies selected by students. For help with problems call the Help Desk at 941-HELP.

DATA NETWORKING

The Data Networking section of Network Resources provides full support for all network computing services as well as Royal Card network support. Network connectivity is provided to both the University campus network (IGNET) as well as the residence hall network (ResNet). Network Resources deals with all network-related issues: new connections, connectivity problems including the Internet, personnel moves and remote dial-in (modem) connectivity. Network Resources is also responsible for operation and maintenance of the campus Royal Card network and card readers. Both maintenance of defective equipment and expansion of the Royal Card network are functions of the Network Resources Data Networking Department. All problems relating to IGNET or ResNet should be reported to the IR Customer Service Center at 941-HELP. Royal Card network problems should be reported to 941-6181 during normal business hours and to Public Safety at 941-7888 after hours.

THE ROYAL CARD

The Royal Card is the University of Scranton's identification card. In addition to being used to identify you as a student, faculty or staff member, the Royal Card is used as your library card, meal card, for dormitory access and access to some academic buildings. Another feature of the Royal Card is that it can be used instead of cash for on-campus spending. By simply depositing funds into a Royal Card account, you can use your Royal Card to purchase items on campus, such as books and supplies at the bookstore and sundry shop, student printing services, parking fees and fines, chemistry lab supplies, printing from the Internet, use of the copy and microfiche machines in the Weinberg Memorial Library, or to purchase food at all dining locations including the Archives, the 1888 Club for staff members, or from vending machines and laundry machines.

TO OBTAIN A ROYAL CARD

Students, faculty and staff members who have not had their photos taken should come to the Royal Card Office located on the first floor of St. Thomas Hall, Room 103.

ROYAL CARD OFFICE HOURS

Monday - Friday 8:30 a.m. to 4:00 p.m.
Exceptions will be posted.

ROYAL CARD OFFICE LOCATION

St. Thomas Hall, Room 103

ROYAL CARD TELEPHONE NUMBERS

941-4323

WEB ADDRESS

<http://www.scranton.edu/royalcard>

ROYAL CARD EMAIL

royalcard@scranton.edu

TO USE THE ROYAL CARD INSTEAD OF CASH

You must fill out a contract to open a Royal Card Account and obtain deposit slips to deposit funds into your account. An initial minimum amount of \$25 is required. You can then make additional deposits in person or through the mail to the Bursar's Office. You can also add cash to your account at two Value Transfer Stations located in the Gunster Student Center and Weinberg Memorial Library.

IF YOUR ROYAL CARD IS LOST OR STOLEN

You should report a lost or stolen card immediately to the Royal Card Office, St. Thomas Hall, Room 103, or call 941-6181 or 941-7888 after hours. The card will be deactivated and you will be issued a new card. There will be a \$10 charge for each card replacement.

TELEVISION STUDIO

The television studio, located in the Communications Wing of St. Thomas Hall, provides support to the academic area of television production in the Communication Department. It also supports the entire University community and has been used by the Alumni Office, Continuing Education and the Language Department. For more information contact Beth Holmes at 941-4279.

TELEPHONE SERVICES

All students living in University-owned residences are provided with basic telephone services including on-campus and unlimited local calling, call waiting, automatic callback, conference calling, call transfer and distinctive ringing. These are included in the basic room rate. One telephone line per room is provided and students must provide their own touch-tone telephone instrument.

Network Resources (cont.)

STUDENT LONG DISTANCE SERVICE

University-provided long distance services are available for all resident students. These discounted services include an individual confidential personal billing number per subscribing student, monthly itemized statements that are available on the web or mailed to the student's local address or parent's home address. Students not subscribing to the University-provided long distance services are free to use the calling card of their choice.

STUDENT VOICE MAIL SERVICES

Voice Mail is provided to each resident student as part of the basic room contract. Access to the system is available from any touch-tone telephone on or off campus. Students assign their own passcodes and save messages. Because of the availability of Voice Mail students do not need individual answering machines.

OFF-CAMPUS TELEPHONE SERVICE

Students living in private housing surrounding the campus can have access to the University's telephone, long distance and voice mail services.

STUDENT TELEPHONE SERVICE HOURS

Monday - Friday 8:30 a.m. to 4:00 p.m.

TELEPHONE SERVICE OFFICE LOCATION

St. Thomas Hall, Room 102

TELEPHONE SERVICE PHONE NUMBER:

941-6181 (Network Resources)

TELEPHONE SERVICE E-MAIL

Phonehelp@scranton.edu

WEB ADDRESS

<http://www.scranton.edu/onr>

LONG DISTANCE SERVICE (SIGNUP)

<http://www.scranton.edu/longdistance>

WUSR 99.5 FM RADIO

An alternative to commercial radio, WUSR 99.5 FM plays world music, jazz, blues, cutting-edge alternative, hard rock and urban formats. Students, faculty and staff operate the station on a volunteer basis after undergoing training. Students hold management positions. For information on programming contact the program director. For information on participation contact the general manager.

Business Office 941-7648

Request Line 9-941-WUSR

General Manager 941-4279

WORLD WIDE WEB SERVICES

Network Resources is responsible for the maintenance and development of resources and applications for the University's World Wide Web servers. Some of the services offered include: consultation and assistance to individuals and departments on WWW development; photo and slide scanning; OCR conversion; digital photos; and PERL and CGI scripting assistance. For assistance or questions about the WWW, contact the webmaster at webmaster@scranton.edu, extension 7798, or go to www.scranton.edu/web.

Emergency Numbers and Department Listings

EMERGENCY NUMBERS

ON CAMPUS: For any fire, police or medical emergency call University Public Safety immediately: **941-7777**

(Only the last four digits are necessary on campus)

Or go to one of the yellow emergency telephones on campus. Be prepared to:

- Give your location
- Describe the nature of the emergency
- Respond to questions and instructions from Public Safety
- The appropriate city or other emergency teams will be sent to your location.

OTHER EMERGENCY NUMBERS

Ambulance (medical emergency).....	911
Mobile Intensive care (Trauma).....	911
Fire 911	
Scranton Police Department	348-4141
University Counseling Center	941-7620
Student Health Service.....	941-7667
Drug and Alcohol Hotline.....	961-1234
Suicide/Mental Health Hotline.....	348-6100
Rape Crisis Hotline/Domestic Violence.....	346-4671
American Red Cross.....	344-7281
Salvation Army.....	969-6399
Poison Control Centers:	
Community Medical Center (CMC).....	800-521-6110
Geisinger Medical Center.....	275-6116 or 800-521-6110
Moses Taylor Hospital	340-2900
Hospital Emergency Services:	
Community Medical Center	969-8121
Mercy Hospital.....	348-7951
Moses Taylor Hospital.....	340-2900

DEPARTMENT LISTING

A	
Academic Advising Center, CAS St. Thomas 309	941-6323
Academic Advising Center, CPS McGurrian 101	941-6390
Academic Advising Center, DHC O'Hara 1st Fl	941-7580
Academic Advising Center, KSOM Brennan 206.....	941-6100
Academic Affairs, Vice President for Estate 308	941-7520
Accounting Brennan 343	941-4047
Accounts Payable St. Thomas 111	941-6361
Administrative Services, Associate Vice President for Claver 202	941-7451
Admissions Office, Adult, Part-time & Transfer Students St. Thomas 4th Fl	941-5813
Admissions Office, Graduate School Estate 210	941-7600
Admissions Office, Undergraduate St. Thomas 409.....	941-7540
Alcohol & Drug Awareness Peer Team (ADAPT) Center for Health, Education & Wellness	941-4253
Alumni Relations O'Hara Hall 514	941-7660
Annual Giving Programs O'Hara 503	941-7725
Aquinas Gunster 235 Box C	941-7464, 941-7465
Archives Weinberg Library 410.....	941-6341
Art Gallery Hyland	941-4214
Arts and Sciences, College of, Dean's Office St. Thomas 304	941-7560
Assessment And Institutional Research (AIRO) Scranton Hall	941-6344
Associate Dean CAS St. Thomas 308	941-7561

Associate Provost for Information Resources AMH 121	941-6185
Associate Vice President for Administrative Services Claver 202.....	941-7451
Athletics, Intercollegiate Long Center	941-7440

B

Bands/Choirs/Strings/Performing Arts Series/Performance Music	
Houlihan-McLean.....	941-7624
Biology Loyola 115	941-6117
Bookstore Hyland Hall First Fl	941-7454
Budget Manager St. Thomas 111A	941-4072
Bursar's Office St. Thomas 201.....	941-4062
Business Leadership Program Brennan 329.....	941-7703
Business Administration Program Brennan 343	941-7612
Byron Recreation Center.....	941-6203
Byron Recreation Pool	941-6204/941-6205

C

Cafeteria	941-7456
Campus Ministry Office Gunster 2nd Fl	941-7419
Campus School 134 School St.	941-4100
Campus Women's Center, Jane Kopas Fitch Ground Fl	941-6194
Cancer Institute, Northeast Regional 334 Jefferson Ave.	941-7984
Cancer Risk Program 334 Jefferson Ave.	941-7984
Cancer Registry 334 Jefferson Ave.	941-6135
Career Services Elm Park 3rd Fl	941-7640
Catering Estate 2nd Floor	941-6328
Center for Eastern Christian Studies CECS	941-6116
Center for Health Education & Wellness	941-4253
Center for International Business Brennan 342.....	941-5525
Center for Mission Reflection WML 410	941-5935
Center for Public Initiatives St. Thomas 583.....	941-4050
Central Scheduling (Non-Instructional Facilities) O'Hara 608.....	941-7952
Chapel, Madonna della Strada	941-7418
Chemistry Department Loyola 115	941-6286

Choirs/Bands/Strings/Performing Arts Series/Performance Music

Houlihan-McLean.....	941-7624
College of Arts & Sciences, Dean's Office St. Thomas 304	941-7560
College of Professional Studies McGurrian 111	941-6305
Collegiate Volunteers Gunster First Fl	941-7429
Communication Department St. Thomas 460.....	941-6333
Commuter & Off Campus Association Gunster Basement	941-6335
Computer Maintenance Center AMH	941-7404
Computing Sciences Department St. Thomas 483	941-7774
Conference & Retreat Center (CRC) Chapman Lake	
Main Facility.....	254-6489
New Facility	254-6318
Caretaker	510-5614 (Cell Phone), 598-7678 (Pager)
Supervisor	340-1909 (Pager), 876-4877 (Phone)
Reservations	941-7419
Director	941-6154 (Office), 941-7689 (Home)

Continuing Education O'Hara 1st Fl	941-7582
Administrative Offices, O'Hara 1st Fl	
CCE Sylvan Testing Room, O'Hara 2nd Fl	
Training Labs/Faculty, Hyland 4th Fl	
Counseling And Human Services McGurrian 457	941-4236
Counseling Center McGurrian 2nd Fl	941-7620
Credit Union	342-2720
Criminal Justice/Sociology Department O'Hara 406	941-6170

D

Data Entry AMH	941-7522
Deans of Schools And Colleges	
Arts And Sciences	941-7560

Department Listings (cont.)

Associate Dean	941-7561	Physical Therapy	941-7499
Dexter Hanley College	941-7580	Physics, Electrical Engineering	941-7509
Graduate School	941-7600	Political Science	941-6326
Management, Kania School of	941-4208	Pre-Law	941-7625
Associate Dean	941-7548	Pre-Med	941-7901, 941-6663
Professional Studies	941-6305	Psychology	941-7630
Student Development	941-7620	Sociology/Criminal Justice	941-6170
Student Life	941-7680	Theology	941-6309
Delivery Service on Campus for Equipment And Supplies.....	941-6214	FAX Number (University)	941-6369
Desktop And Instructional Resources AMH.....	941-6545	Fellowship Programs, Office of St. Thomas 312.....	941-7901, 941-6663
Development Office O'Hara Hall 6th Fl	941-7661	Finance, Vice President for St. Thomas 201.....	941-7413
Development Services O'Hara Hall 528	941-4211	Accounts Payable T111.....	941-6361/941-6363
Dexter Hanley College, Dean's Office O'Hara 1st Fl.....	941-7580	Accounts Receivable/Bursar's T201	941-4062
Diversity & Equity Office AMH 126	941-6645	Assistant Bursar T201	941-7754
E			
Eastern Christian Studies CECS	941-6116	Assistant to Comptroller T201.....	941-4073
Economics-Finance Brennan Hall	941-4048	Budget Manager T111A.....	941-4072
Education Department McGurrin 129	941-7421	Bursar T201	941-4065
Electrical Engineering St. Thomas 281	941-7509	Comptroller T201	941-7411
English Department CLP 200.....	941-7619	Coord. Of Systems Devel. T109	941-4240
Environmental Health And Safety Parking Pavilion.....	941-7888	Financial Analyst T201.....	941-6549
Environmental Sciences Program Loyola 120, 307	941-7544, 941-7519	Grant Accountant T201.....	941-6362
Equity & Diversity Office AMH 126	941-6645	Internal Auditor T107	941-7484
Exercise Science Long Center 147	941-5874, 941-5875	Payroll T113	941-4066
F			
Faculty Secretaries, Departments:		Perkins Loans T201	941-7754
Accounting.....	941-4047	Receptionist T201	941-7411
Art & Music.....	941-7625	Student Payroll/University Benefits T108	941-4068
Biology.....	941-6117	Treasurer T201.....	941-7413
Biochemistry	941-6286	Financial Aid Office St. Thomas 401.....	941-7700
Biophysics	941-7509	Fitzpatrick Field	941-7776
Chemistry	941-6286	Food Service/Cafeteria Gunster	941-7456
Communication.....	941-6333	Foreign Languages & Literatures O'Hara 301.....	941-4014
Computer Engineering	941-7509	Language Learning Center	941-6163
Computer Information Systems.....	941-7774	Foreign Study Advising St. Thomas 156.....	941-4303
Computing Sciences.....	941-7774	Fulbright Program Advisor Brennan 440.....	941-6122
Counseling And Human Services.....	941-4236	G	
Criminal Justice	941-6170	General Counsel Scranton Hall	941-6213
Economics, Finance	941-4048	Gerontology O'Hara 406.....	941-6170
Education.....	941-7421	Graduate School Admissions Estate 210.....	941-7600
Electrical Engineering	941-7509	Graduate School, Dean's Office Estate 210	941-7600
English.....	941-7619	Greenhouse	941-4304
Environmental Science.....	941-7544, 941-7519	H	
Exercise Science	941-5875	Handicapped Coordination	941-6645
Foreign Languages	941-4014	Health Administration And Human Resources McGurrin 415	941-4350
Gerontology	941-6170	Health Services Wellness	941-7667
Health Administration And Human Resources	941-4350	Help Desk AMH 104	941-4357
History.....	941-7625	History Department St. Thomas 251.....	941-7625
International Business	941-4048	Honors Program CLP 204	941-7426
Long Term Care Administration	941-4350	Houlihan-McLean Center.....	941-7624
Management, Marketing	941-7612	Housing Assignments	941-6226
MBA Program	941-4387	Housing Maintenance.....	941-7650
Mathematics.....	941-4233	Human Resources St. Thomas 104	941-7767
Medical Technology	941-6286	Human Services McGurrin 457	941-4236
Military Science	941-7457	I	
Neuroscience	941-7630	ID Card System (Royal Card) St. Thomas 103	941-6181
Nursing	941-7673	Information Reception Center O'Hara Hall 6th Fl	941-7400
Occupational Therapy	941-4125	Information Resources, Associate Provost AMH 121	941-6185
Operations And Information Management	941-4209	Computer Maintenance Center AMH	941-7404
Philosophy	941-7757	Desktop And Instructional Resources AMH	941-6545
Physical Education.....	941-5875	Help Desk AMH	941-4357
		Instructional Technologies St. Thomas Comm. Wing	941-7469

Department Listings (cont.)

Library, Weinberg Memorial	941-7526
Network Resources St. Thomas 103.....	941-6181
Royal Card Office St. Thomas 103	941-6181
Student Telephone Services St. Thomas 103	941-6181
Systems And Software Resources AMH.....	941-7460
Television Production St. Thomas Comm. Wing.....	941-4279
Voice Mail Service St. Thomas 103	941-6181
WUSR-FM.....	9-941-9877
Institute for Molecular Biology IMBM.....	941-6353
Institutional Advancement, Vice President for O'Hara Hall 621.....	941-7724
Alumni Relations	941-7660
Annual Giving Programs	941-7725
Corporation & Foundation Relations	941-5850
Development Office.....	941-7661
Development Services	941-4211
Donor Relations.....	941-7661
Information Center	941-7400
Public Relations	941-7669
Scheduling of Non-Instructional Facilities	941-7952
Special Events.....	941-5873
Institutional Research & Assessment Scranton Hall	941-6344
Instructional Development, Office of O'Hara Hall	941-6129
Instructional Technologies, Office of St. Thomas Comm. Wing 4134	941-7469
Intercollegiate Athletics Long Center 209	941-7440
International Language-Business O'Hara 301	941-4014
International Business Program Brennan 440	941-5525
International Student Affairs Estate 216	941-7575
International Studies St. Thomas 251	941-7625
Intramurals/Recreation Byron Center 201.....	941-6203
Irish American Sports Foundation Hall of Fame	941-7723
Italian Studies Program O'Hara Hall	941-4096
J	
Jesuit Community Campion Hall	
FAX 941-6340	
Main Office.....	941-7534
Fr. Minister	941-7533
Fr. Rector	941-7532
Fr. Treasurer	941-6245
Kitchen	941-7535
Journalism Lab St. Thomas 464.....	941-4130
K	
Kania School of Management, Dean's Office Brennan 400	941-4208
KSOM Advising Center Brennan 206	941-6100
L	
Languages, Foreign O'Hara 3rd Fl.....	941-4014
Learning Resources Center O'Hara 2nd Fl	941-4038
Library, Harry And Jeanette Weinberg Memorial	941-7526
Acquisitions	941-4005
Cataloging	941-4004
Circulation And Reserves	941-7524
Interlibrary Loan	941-4003
Library Administration.....	941-4008
Library Hours Recording	941-7525
Library Systems	941-6135
Media Resources Collection	941-6330
Reference	941-4000, 941-4001
Reserves	941-7524
Serials.....	941-7807
University Archives	941-6341
Long Term Care Administration McGurrin	941-4350

M

Mailing Services St. Thomas 2nd Fl	941-7492
Maintenance & Repair of Facilities John Joyce Maintenance Building	941-7416
Management-Marketing Brennan 343	941-7612
Marywood University Information	348-6211
MBA Program Brennan 417	941-4387
Mathematics St. Thomas 160B	941-4233
Media Resources WML 101	941-6330
Medical Technology Loyola 417	941-7797
Military Science (ROTC) Rock Hall First Fl	941-7457
FAX 941-4340	
Information/Scholarships/Admissions	941-6336
Supply Office	941-5993/7457

N

Network Resources St. Thomas 103.....	941-6181
Neuroscience AMH 2nd Fl	941-7630
Nonprofit Resource Center St. Thomas 5th Fl.....	941-4050
NRCI-Northeast Regional Cancer Institute 334 Jefferson Ave.	941-6135
Nursing McGurrin 315	941-7673

O

Occupational Therapy Leahy 3002	941-4125
Office of Fellowship Programs St. Thomas 312	941-7901, 941-6663
Office of Instructional Technologies St. Thomas Comm. Wing.....	941-7469
Operations & Information Management Brennan 438	941-4209

P

Parking Parking Pavilion	941-7888
Philosophy St. Thomas 561	941-7757
Physical Education Long Center 147	941-5874/941-5875
Physical Plant Claver Hall 212	941-6267
John Joyce Maintenance Building	941-7416
Dormitory Maintenance	941-7650
Physical Therapy Leahy 1008 & 008.....	941-7499
Physics And Electrical Engineering St. Thomas 281	941-7509
Planning, Vice President Scranton Hall	941-5878
Political Science O'Hara 406.....	941-6326
Pre-College Program O'Hara Hall 1st Fl	941-7580
Pre-Law Program St. Thomas 252	941-6399
Pre-Med Program St. Thomas 312	941-7901, 941-6663
Prep School 1000 Wyoming Ave	941-7737
President's Dining Room Estate First Fl.....	941-6360
President's Office Scranton Hall.....	941-7500
Center for Mission Reflection	941-5935
Director of Equity & Diversity	941-6645
Assistant to the President	941-7500
General Counsel.....	941-6213
Secretary of the University	941-6213
Secretary to the Board of Regents.....	941-7500
Secretary to the Board of Trustees	941-7500
Urban & Governmental Affairs	941-7423
Printing Services Printing & Mailing Facility	941-4198
Provost/Vice President for Academic Affairs Estate 308	941-7520
Psychology AMH 200	941-7630
Public Administration O'Hara	941-6326
Public Initiatives, Center for St. Thomas 583	941-4050
Public Relations O'Hara 6th Fl	941-7669
Public Safety Parking Pavilion	941-7888
Purchasing Claver 101.....	941-6214

Department Listings (cont.)

R

Radio Station WUSR-FM St. Thomas Comm. Wing	941-7648, 941-4279
Business Line	941-7648
General Manager	941-4279
Request Line	9-941-9877
Reading Specialist, Learning Resource Center O'Hara 221	941-4218
Reference Desk, Library WML 2nd Fl	941-4000
Registrar's Office St. Thomas 301	941-7721
Research Services Estate 221-223	941-6190
Residence Life 413 Quincy Ave	941-6226
Royal Card Office St. Thomas 103	941-6181
Royal Technology Group St. Thomas Comm Wing	941-4123
ROTC Program Rock Hall	941-7457

S

Scheduling of Non-Instructional Facilities O'Hara 6th Fl	941-7952
School Counseling McGurrin	941-4236
Scranton Journal	941-7669
Small Business Development Center St. Thomas 588	941-7588
Sociology/Criminal Justice O'Hara 406	941-6170
Software Engineering St. Thomas 478	941-7774
Special Events Office O'Hara 524	941-5873
Special Jesuit Liberal Arts Program	941-7432
Sports Information Long Center 208	941-7571
Steamtown Institute St. Thomas 583	941-4050
Strings/Bands/Choirs/Performing Arts Series/Performance Music	
Houlihan-McLean	941-7624
Student Affairs, Office of, Gunster First Fl	941-7680
Athletics	941-7440
Performance Music	941-7624
Byron Center	941-6203
Career Services	941-7640
Collegiate Volunteers	941-7429
Commuter & Off-Campus Assoc.	941-6335
Counseling Center	941-7620
Dean of Student Development	941-7620
Dean of Student Life	941-7680
Health Education & Wellness	941-4253
Health Services	941-7667
Intramurals/Recreation	941-6203
Judicial Affairs	941-7680
Multicultural Affairs	941-7680
Residence Life	941-6226
Student Life	941-6233
Women's Center	941-6194
Student Government Gunster 139	941-7462
Student Health Services Wellness Center	941-7667
Student Life Gunster First Fl	941-6233
Commuter/Off Campus Assoc.	941-6335
Director of Student Activities/Orientation	941-6233
Orientation	941-6334
Performance Music	941-7624
Student Activities	941-7463
Student Government	941-7462
Windhover	941-7483
Wolves' Den	941-4141
Student Organizations	
Aquinas	941-7464, 941-7465
Commuter/Off Campus Assoc.	941-6335
Debate	941-7613

Espirit	941-7754
Orientation	941-6334
Windhover	941-7483
Student Telephone Services St. Thomas 102	941-6181
Study Abroad St. Thomas 156	941-4303
Sundry Shop	941-4146
Swimming Pool, Byron Center	941-6204, 941-6205
Systems And Software Resources AMH Lower Level	941-7460

T

Telephone Service /Repair St. Thomas 102	941-6181
Television Production St. Thomas Comm. Wing 4th Fl	941-4279
Theatre Program CLP 103	941-6237
Theology-Religious Studies St. Thomas 361	941-6309
Travelworld	342-3932
Treasurer's Office St. Thomas 201	941-7413
Accounts Payable T111	941-6361/941-6363
Accounts Receivable/Bursar's T201	941-4062
Assistant Bursar T201	941-7754
Assistant to Comptroller T201	941-4073
Budget Manager T111A	941-4072
Bursar T201	941-4065
Comptroller T201	941-7411
Coord. Of Systems Devel. T109	941-4240
Financial Analyst T201	941-6549
Grant Accountant T201	941-6362
Internal Auditor T107	941-7484
Payroll T113	941-4066
Perkins Loans T201	941-7754
Receptionist T201	941-7411
Student Payroll/University Benefits T108	941-4068
Treasurer T201	941-7413

U

University Archives Weinberg Library	941-6341
University Campus School 134 School St	941-4100
University of Scranton Press St. Thomas 589	941-4228
University Players CLP 113	941-6358
University Strings/Bands/Choir/Performance Music Houlihan-McLean Center	941-7624
Urban And Governmental Affairs Estate 200	941-7423

V

Vending Service	941-7451
Voice Mail Information	941-6181
Voice Mail Access Number	941-5960
Volunteer Activities - Collegiate Volunteers Gunster	941-7429

W

Weather Information Line	941-5999
Webmaster	941-7798
Weinberg Memorial Library	941-7526
Wellness Center for Health Education	941-4253
Wolves' Den Gunster Center	941-4141
Windhover Gunster 235	941-7483
Women's Center Fitch Ground Fl	941-6194
Women's Studies O'Hara 406	941-6326
WUSR-FM	
Business Number	941-7648
General Manager	941-4279
Request Line	9-941-9877



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Information Resources

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