

# Qwik Check List of the Four W's

1. Academic hassle?	1) Professor of your course		
	2) Academic adviser		
	3) Division Head		
	4) Dean of Faculty Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Dean T.G. Fox
2. Can't make up your mind about a career?	Division of Undergraduate Studies, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. T. Burke
3. Got a general gripe?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Dean D. Harshbarger
4. Got a parking or traffic ticket?	Security Office, South Cottage	24 hours	Mr. G. Johnson
5. Hassle with housing or food, need a new room key, or a refrigerator?	Food and Housing Office, Dobbins Hall	8 a.m.-5 p.m. Mon.-Fri.	Mrs. M. Taylor
6. Have to cash a check, buy a magazine, get insurance, or a bus schedule?	Reed Main Desk, Reed Union Bldg.	8:30 a.m.-4:30 p.m. Mon.-Fri.	Mr. J. DiFrank
7. Have a friend who wants to enroll or wants to move off campus?	Admissions Office, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. B.A. Lane
8. Have a veteran's problem?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m.	Tom Miller
9. Hurt yourself or sick?	Dispensary, Admin. Bldg.	8 a.m.-10 p.m. Mon.-Fri. 8 a.m.-12 noon Sat.	Mrs. M. Hamilton, RN, Mrs. D. Adameck, RN Dr. R. Sweeting
10. Interested in sports?	Erie Hall	8 a.m.-5 p.m. Mon.-Fri.	Dr. R. Sweeting
11. Lose your ID card?	Instructional Services, 126 Behrend Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. P. Bailey
12. Lost and found?	Security Office, South Cottage	24 hours	Mr. G. Johnson
13. Need a job or work study?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mary Pat Carney Victoria Shepards
14. Need money, financial aid or emergency loan?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mary Pat Carney
15. Need a sticker so your car won't be ticketed?	Security Office, South Cottage	24 hours	Mr. G. Johnson
16. Need a transcript?	Records Office, Reed Union Bldg.	8 a.m.-12 noon 1 p.m.-5 p.m.	Mr. R. Schenker
17. Planning to transfer, withdraw, drop-add, leave of absence, change of assignment, change of major, or housing contract for University Park?	Records Office, Reed Union Bldg.	8 a.m.-12 noon, 1 p.m.-5 p.m. Mon.-Fri.	Mr. R. Schenker
18. Ripped Off?	Security Office, South Cottage	24 hours	Mr. G. Johnson
19. Want to form or join a club?	Main Desk, Reed Union Bldg.	8:30 a.m.-4:30 p.m. Mon.-Fri.	Mr. J. DiFrank
20. Want to improve your study skills or need a tutor?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Sandy Edwards
21. Want to pay your fees?	Financial Office, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. R. Sosnowski
22. Want to join Army ROTC?	ROTC Office, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Capt. J. Witherel
23. Want to write home and need stamps?	Main Desk, Reed Union Bldg.	8:30 a.m.-4:30 p.m. Mon.-Fri.	Mr. J. DiFrank
24. What's happening? Need activity card?	Main Desk, Reed Union Bldg.	8:30 a.m.-4:30 p.m. Mon.-Fri.	Mr. J. DiFrank

## Behrend Office Locations

Director's Office	First Floor, Administration Building	Office of Student Affairs (including Financial Aid, Placement, Conduct Standards)	Second Floor, Reed Union Building
Dean of Faculty	Second Floor, Administration Building	Business Office	First Floor, Administration Building
Admissions	Second Floor, Reed Union Building	Financial Office	First Floor, Administration Building
Records Office	First Floor, Reed Union Building	Health Services	South End, Administration Building
Division of Arts and Humanities	Turnbull Building	Student Union	Reed Union Building
Division of Natural Sciences and Engineering	Behrend Building	Housing and Food Service	Dobbins Hall
Division of Nursing Studies	Lawrence Hall	Continuing Education	Second Floor, Administration Building
Division of Social and Behavioral Sciences	Faculty Office Building	Safety and Security	South Cottage
Division of Undergraduate Studies	First Floor, Administration Building	Army ROTC	Basement, Administration Building