

Services fight bureaucratic stereotype

Stories by TOM WOLFE
Of the Emerald

Most students see Oregon Hall as the bureaucratic threshold of the University. They look up its massive brick walls and see a giant red tape dispenser.

The Office of Student Services, located on the first floor of the building, fights against that image.

"We work sort of in the ombudsman role for students who can't get accomplished what they want to get accomplished," says Shirley Wilson, director.

Staff members work as student advocates and advise students with administrative or academic conflicts.

They also provide general information about the University and offer some personal counseling. In addition, they provide general information about the University and direct students to other campus resources.

Questions about grading and academic regulations, petitions, grievance procedures or about how to correct records should all be directed to this office at 686-3211.

During personal crises, such as severe illness or a death in the family, office staff will notify instructors so arrangements can be made for the completion of the coursework or return to the University at a later date.

Special assistance is available to persons who have been away from high school or college classes for several years and want to resume their studies at the University. This help includes pre-enrollment, advising, orientation to the University and academic counseling.

Physically limited students will also find help at this office. Examples include help with registration, orientation, housing, attendants, and access to classrooms.

Several more campus offices offer tailored services:

INTERNATIONAL STUDENT SERVICES — Designed primarily to aid new foreign students, this office, located

in 172 Oregon Hall, 686-3206, offers advice on visas, government regulation, scholarships and employment.

American students planning to study

upper and lower division classes, earning straight credit or letter grades.

Both national standardized tests and University departmental tests are used.

All tests may be arranged at least one month in advance and may be attempted only once. A failing grade is not recorded.

Only enrolled students are eligible and a \$15 fee is charged for each course challenged. For more information contact the Academic Advising Office at 187 Friendly Hall, 686-3045.

EQUIVALENCY TESTS—The Counseling Center also offers alternatives for filling requirements without taking courses. The center offers College Level Examination Program (CLEP) tests in social science, science and arts and letters. Each of the general exams is worth nine credits.

A single test costs \$20, two cost \$30 and three or more cost \$40. Exams are graded pass/no-pass and can be given to non-students as well as those currently enrolled at the University. They will not be given to students who have accumulated more than 90 hours of college credit.

CLEP tests for specific courses are also available. The Counseling Center's testing office, located in 354 Susan Campbell Hall, 686-3227, can provide additional information and study packets.

CAREER PLANNING AND PLACEMENT SERVICE—Located in 246 Campbell Hall, 686-3235, the service offers assistance in career planning and placement for graduating students and alumni. Alumni using the placement service will be charged a fee.

UNIVERSITY COUNSELING CENTER—Professional counselors at the center will help students with personal or academic decisions and problems with interpersonal relationships, including marital and pre-marital counseling. The Center is located in 150 Campbell Hall, 686-3227.

CRISIS CENTER—Operated by the Counseling Center staff, the Crisis Center serves as a telephone contact service after hours and on week-ends at 686-4488.

Negotiating Oregon Hall

PAYROLL—The business office takes care of student payroll transactions in Room 122, 686-3151.

ACCOUNTING—Centralized billing for student charges are handled in this part of the office. Deferred tuition schedules, billing and collection of loans, service charges, fines, general deposits, housing deposits and student insurances are located in Room 113, 686-3169.

CASHIERS—All money transactions are processed at the cashier windows. They receive payments for deferred tuition, dorm rooms and married student housing, as well as regular fees and tuition. They also handle veterans' checks and certificates of registration. The cashiers are located on the first floor, 686-3154.

REGISTRARS—The registrar's office prepares schedules of classes and packets for each student during registration, and supplies information on non-matriculant programs. Transcripts of student academic records and degree analyses can also be obtained here, as can veterans' information. The registrars are located on the second floor, 686-3247.

ADMISSIONS—Information on

admission requirements for both undergraduates and graduates, course placement recommendations and residency classification are acquired here. Students must also file a change in the admissions office, Room 270, 686-3201.

STUDENT FINANCIAL AID—The office offers counseling and information on all types of financial aid, including loans, work-study programs, grants and scholarships. The student employment office is also located in Room 270 of the Financial Aid Office, 686-3221.

IDENTIFICATION CARD SERVICE—Identification cards for students, faculty, staff and University town patrons can be snapped in Room 364, 686-3113.

STUDENT CONDUCT OFFICE—Situating on the fourth floor, 686-3210, this office forms and evaluates student conduct policies and procedures. It supplies information on minor student court problems, administers the University Appeals Board and handles code violations.

An information booth in the first floor lobby has more information about the University, 686-3014.

abroad can also get help with their plans through this office.

CREDIT BY EXAM—Through this program students can challenge both

Study packets for many of the exams are available from the office. Non-standardized tests are arranged through the individual departments.

Community education courses open

A series of 14 short courses for leaders in developing community education opportunities is included in the course offerings during Summer Session.

The courses, which range from a three-day retreat for community school coordinators to a four week course in "Basic Concepts of Community Education," will be taught by instructors and resource persons from Alaska, Montana, Washington and Alberta, Canada, as well as from the local area.

The series is coordinated by the Northwest Community Education Development Center at 1724 Moss St., 686-3996.



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