



# PHC STUDENT GO-TO-GUIDE

*The Starting Point for Finding What You Need* (Edition 9.2.2)

## Where to go for . . .

## Contact . . .

### Academics

Academic counseling.....	Your academic advisor
Academic major declarations .....	<a href="#">Academic Declaration and Update Form</a>
Academic major updates.....	<a href="#">Academic Declaration and Update Form</a>
Adding/dropping classes.....	<a href="#">Registration and Schedule Update Form</a>
Graduation application.....	<a href="#">Application for Graduation Form</a>
Hosting a campus academic event.....	<a href="#">Office of the Provost</a>
Internship questions .....	<a href="#">Dean Jeff Thornhill</a>
Internships .....	<a href="#">Internship Opportunities List</a>
	<a href="#">Internship Email List Serve</a>
Language immersion programs.....	<a href="#">IIE Passport; Boren Awards</a>
Library questions.....	<a href="#">Library</a>
Peer mentoring.....	<a href="#">Office of Student Life</a>
Research assistance .....	<a href="#">PHC Librarians</a>
Textbooks .....	<a href="#">Bookstore</a>
Transcripts .....	<a href="#">Transcript Request Form</a>
Withdrawal from PHC.....	<a href="#">Office of the Registrar</a>
For: Accreditation	
Policy Publications	
Course Evaluations	
Feedback on surveyed topics .....	<a href="#">Office of Institutional Effectiveness</a>

### Administration/Facilities

Athletic facilities.....	<a href="#">Office of Campus Administration</a>
Car Tags.....	<a href="#">Office of Campus Administration</a>
Dorm access after curfew .....	540-441-8888
ID cards.....	<a href="#">Office of Campus Administration</a>
Internship meal plan opt-out form.....	<a href="#">Office of Campus Administration</a>
Mail center.....	<a href="#">Mail Center</a>
Maintenance request.....	<a href="#">Maintenance Request Page</a>
Parking.....	<a href="#">Office of Campus Administration</a>
Reserving college facilities .....	<a href="#">Campus Calendar</a>
Room keys.....	<a href="#">Office of Campus Administration</a>
Vending machine problems.....	<a href="#">Maintenance Request Page</a>

### Finances

Financial aid .....	<a href="#">Office of Financial Aid</a>
Health insurance.....	<a href="#">Office of Student Billing</a>
Meal plans .....	<a href="#">Office of Student Life</a>

Payment plans.....	<a href="#">Office of Student Billing</a>
Printer payments .....	<a href="#">Student Portal</a>
Tuition payments .....	<a href="#">Office of Student Billing</a>

**Information Technology**

Computer assistance.....	<a href="#">Helpdesk</a>
Dorm printer repair .....	<a href="#">Helpdesk</a>
Printer paper .....	Your RA

**Student Life**

Campus employment.....	<a href="#">Student Employment</a>
Chapel announcements .....	<a href="#">Chapel Announcements</a>
Chapel exemptions .....	<a href="#">Chapel Exemption Form</a>
Chapel Music Guild.....	<a href="#">Steven McCollum, DMA</a>
Chapel/Christian Study Group questions	<a href="#">Office of the Provost</a>
Community service opportunities .....	<a href="#">Community Involvement Commission</a>
Complaint forms .....	<a href="#">Student Complaint Form</a>
Dorm room changes.....	<a href="#">Office of Student Life</a>
Intramural sports.....	<a href="#">Office of Student Life</a>
Judicial Process Complaint.....	<a href="#">Judicial Process Complaint Form</a>
Lost and found.....	Dorm and Hodel Office Lounge Lost and Found
Medical Emergencies .....	540-441-8888 (Security)
Medical non-emergencies .....	Your RA
Non-academic grievances .....	<a href="#">Non-Academic Grievance Form</a>
Overnight guests .....	<a href="#">Office of Student Life</a>
Personal information changes.....	<a href="#">Personal Information Update Form</a>
Personal problems/counseling .....	Your RA (also Student Life’s list of counselors)
Reserving dorm lounges.....	Your RA
Student clubs .....	<a href="#">Office of Student Life</a>
Student Life Manual .....	<a href="#">Linked on PHC's Intranet</a>
Student Life Handbook .....	<a href="#">Linked on Student Life page</a>
Theft on-campus .....	540-441-8888 (Security)

**Other**

Publicity.....	<a href="#">Office of Communications</a>
Student Ambassadors.....	<a href="#">Office of Admissions</a>
Student government .....	<a href="#">PHC Senate Secretary</a>