

FRISCO CAMPUS  
SPRING 2019



WELCOME SQUAD

# VOLUNTEER PACKET

If you don't know an answer or cannot find one in this packet, please contact one of the secretaries (LH158, F243, L225, J240) or the Information Desk (Lawler Hall).



**Thank you for volunteering!**

# Frequently Asked Questions

<p><b>Where is my classroom?</b></p>	<p>Make sure the student is at the right campus first for that particular class! Double check the Section Number, the letter of which indicates the campus. Send them to Advising (F109) if they need to resolve campus schedule issues.</p>
<p><b>Do I need a parking sticker?</b></p>	<p>Yes. Students can get their free parking stickers at the Student Engagement Office in Alumni Hall (A185).</p>
<p><b>Do I have to have a student ID card?</b></p>	<p>Yes. You cannot use the Lab, Testing Center, Fitness Center, etc. without it. It also doubles as your library card.</p>
<p><b>Where do I get my student ID?</b></p>	<p>IDs are made in the Student Engagement Office (A185).</p>
<p><b>I want to <u>add</u> and <u>drop</u> a class. What do I need to do?</b></p>	<p>Students can add classes online up to the 4<sup>th</sup> day of the semester. They should see Advising (F109) if they have questions. Drops and withdrawals – including total withdrawal - are done online through student’s CougarWeb account.</p>
<p><b>What is the difference between “L” and “LH”?</b></p>	<p>All classes with LH are in Lawler Hall. All classes with L are in the library. Any classes in library on the first floor can be accessed by a separate entrance on the east side of the library. You cannot get there by going into the library itself.</p>
<p><b>Where is there a computer I can use?</b></p>	<p>The student can go to the Computer Lab (H120) or Library (1<sup>st</sup> floor) to use a computer. There are also a few computers in F109 for add/drop schedule look-up.</p>
<p><b>I want to add a class, but it is full. What do I need to do?</b></p>	<p>Look for options at different times and locations. Overloads are an exception. For <u>consideration</u> of such an exception, have them contact the appropriate division office (Academic Associate Dean).</p> <p>*Math &amp; Natural Sciences DOES NOT allow overloads.*</p>
<p><b>There is nothing on my schedule now! What happened? What can I do?</b></p>	<p>Chances are they forgot to pay and were dropped from all their classes. Tell student to go online and re-register. If student paid &amp; thinks that there is a mistake, then send them to the Cashier’s office (F110).</p>
<p><b>My class was canceled and I need another class. What do I do?</b></p>	<p>First make certain the cancellation on the door is the correct class. Students can add classes on-line through the 4th class day. Course Cancellations=100% refund</p>
<p><b>I went to my class but it was the wrong class or no one was there.</b></p>	<p>Check to make sure the student isn’t in an evening class instead of a morning class or vice versa. Also check to make sure he/she is on the correct campus.</p>

# FRISCO CAMPUS

## FREQUENTLY VISITED AREAS

Academic Advising Office: \_\_\_\_\_ **F109**

Admissions and Records Office: \_\_\_\_\_ **F109**

Bookstore: \_\_\_\_\_ **F159**

Bursar's/Cashier's Office: \_\_\_\_\_ **F110**

Career Center: \_\_\_\_\_ **F172**

Computer Lab: \_\_\_\_\_ **H120**

Counseling Services/Mental Health Services: \_\_\_\_\_ **F 144**

### Division Offices

#### Academic Affairs – Transfer

	<u>Room</u>	<u>Phone</u>
Science, Math & Physical Education _____	J140	X1705
Business, Social & Behavioral Sciences, Criminal Justice _____	J140	X1006
Communications, Humanities and Fine Arts _____	J140	X1006

#### Academic Affairs – Workforce

Computer Science & Information Technology _____	H245	X1903
Computer Networking & Engineering _____	H245	X1903
Engineering Technology _____	H245	X1903
DE, Culinary Arts, Hospitality, Marketing, Paralegal _____	H245	X1903

Financial Aid Office: \_\_\_\_\_ **F109**

Instruction Office: \_\_\_\_\_ **F243, L222, J240, LH158**

Library: \_\_\_\_\_ **L Building**

Math Lab: \_\_\_\_\_ **F148**

Student Engagement (Student IDs/Parking Decals): \_\_\_\_\_ **A185**

Testing Center: \_\_\_\_\_ **F209**

Veterans Resource Center: \_\_\_\_\_ **F141**

Writing Center: \_\_\_\_\_ **LH141**

**NOTE:** Students who want to drop off their **meningitis vaccination** records should be sent to Admissions in F109.

# Special Extended Hours @ Frisco Campus

## SPRING 2019

### **STUDENT & ENROLLMENT SERVICES**

Academic Advising, Financial Aid, Admission, Student Engagement (Picture IDs)

<b>Day</b>	<b>Date</b>	<b>Time</b>
Saturday	January 19th	9:00am -12:00pm
Monday	January 21st	CLOSED
Tuesday	January 22nd	7:30am – 8 pm
Wednesday	January 23rd	7:30am – 8 pm
Thursday	January 24th	8:00am – 8 pm
Friday	January 25th	8:00am – 5 pm
Saturday	January 26th	9am – 12:00pm <b>Weekend Welcome</b>

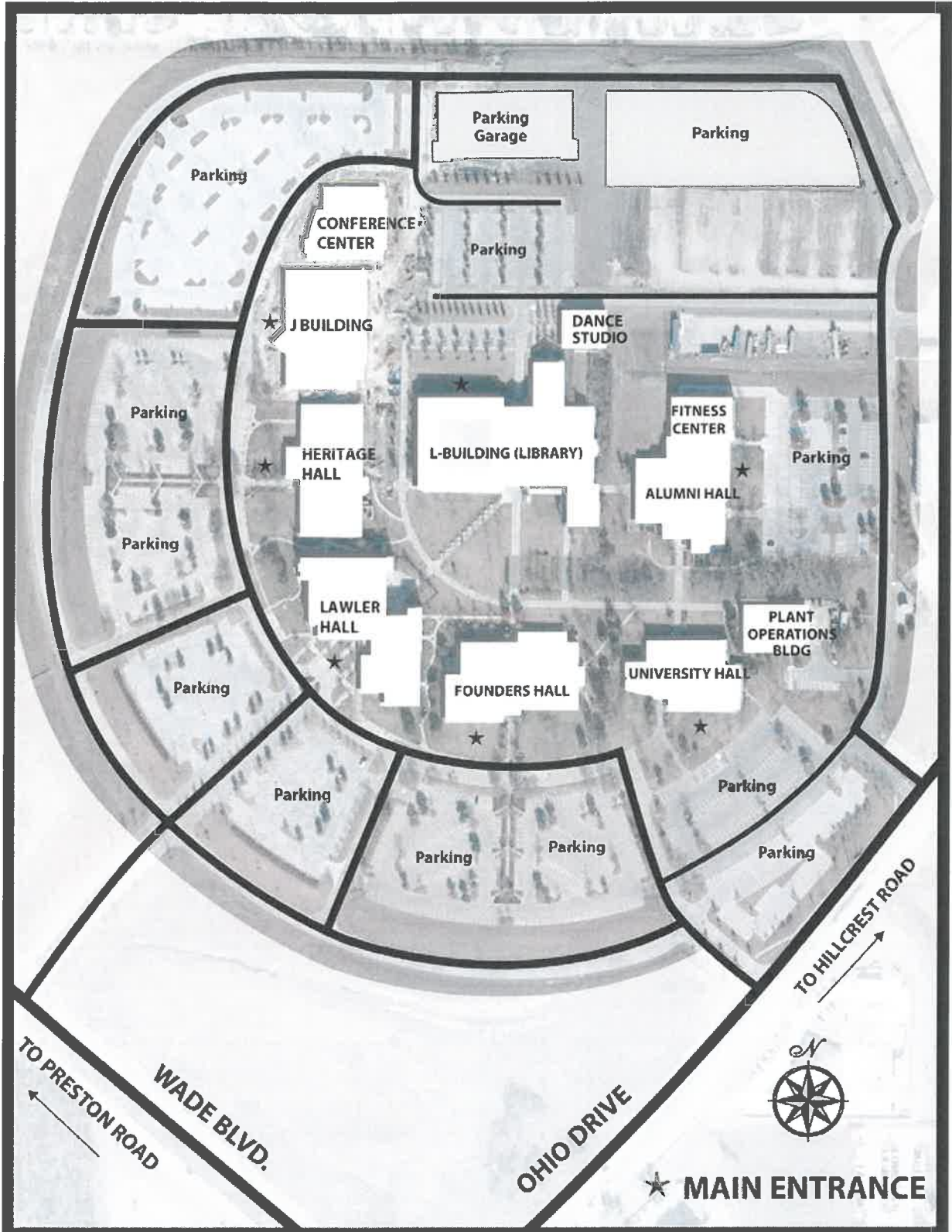
### **BOOKSTORE**

<b>Day</b>	<b>Date</b>	<b>Time</b>
Monday	January 21st	CLOSED
Tuesday	January 22nd	7:45 am – 8:00 pm
Wednesday	January 23rd	7:45 am – 8:00 pm
Thursday	January 24th	7:45 am – 5:00 pm
Friday	January 25th	7:45 am – 5:00 pm
Saturday	January 26th	11:00am– 3:00 pm

# Frisco Campus



Campus Map



TO PRESTON ROAD

WADE BLVD.

OHIO DRIVE

TO HILLCREST ROAD

★ MAIN ENTRANCE

# Frisco Campus



Campus Map

<b>"A" Classrooms/Offices</b>	Alumni Hall
ACCESS Office	Founders Hall, F144
Academic Advising	Founders Hall, F109
Admissions	Founders Hall, F109
Art Labs	Library, L131/L140
Bookstore	Founders Hall, F159
Campus Police	Lawler Hall, LH179
Career Center	Founders Hall, F172
Cashier	Founders Hall, Atrium
Computer Lab (open)	Heritage Hall, H120
Conference Room	Conference Center
Cougar Den & Café	Alumni Hall
Counseling Services	Founders Hall, F144
Culinary Arts	Alumni Hall
Dance Studio	LC 104
Dean of Students Office	Founders, F127
Dean of Student	
Enrollment Services Office	Founders, F136
Dean, Academic Affairs	Lawler Hall, LH 106
Dean, Academic Affairs	
Workforce	University, U 106
<b>"F" Classrooms/Offices</b>	Founders Hall
Financial Aid	Founders Hall, F109
Fitness Center	Alumni Hall, A 138
Gymnasium	Alumni Hall, A118
<b>"H" Classrooms/Offices</b>	Heritage Hall
Information Center	Lawler Hall, Atrium
Institute for Culinary/ Hospitality Education	Alumni Hall

<b>"J" Classrooms/Offices</b>	J Building
<b>"L" Classrooms/Offices</b>	L Building/Library
<b>"LC" Classrooms</b>	Dance Studio
<b>"LH" Classrooms/Offices</b>	Lawler Hall
Library	L Building
Lost & Found	Alumni Hall, A 185
Math Lab	Founders Hall, F 148
Music Wing	L Building
Red Room	Alumni Hall, A 150
Scantron Vending Machine	Founders Hall, Atrium
Science Den	Lawler Hall, LH 202
Student Enrollment Serv.	Founders Hall, F 109
Dean	Founders Hall, F136
Associate Dean	Founders Hall, F128
Student IDs	Alumni Hall, A 185
Student Engagement	Alumni Hall, A 185
Technology Labs	Heritage Hall
Testing Center	Founders Hall, F209
<b>"U" Classrooms/Offices</b>	University Hall
Veterans Resource Center	Founders Hall, F 141
Vice President/Provost Office	J Building, J 230
Writing Center	Lawler Hall, LH141