Referring Students to Other Departments

**If a student has a complaint about their instructor or course:**
First, suggest that they speak with the appropriate division chair. If they have already done so, they should then contact the Vice President of Academic Affairs in L243 (x27014). This information can be found in the college catalog as well.

**If a student wants to rent a calculator:**
First, provide them a flyer from the front desk. Then direct them to the Admissions and Records office in the A building to sign up for the required course, and show them where the Math department is (E119W).

**If a student tells you that they have to take a test:**
Sometimes faculty and students get confused about where students take tests. Refer them to the Testing Center (A150R).

**If a student is feeling sick:**
Provided that the student is not in an emergency situation, call College Safety (x27280) or direct the student to the safety office (Ms105).

**If a student needs to use a computer, but ours are in use by other students:**
Direct the student to either the Writing Center (L227), the Library, or the Computer Lab (B123).

**If a student is emotionally distraught:**
Direct the student to the counseling department (E106) or the Student Development Center (SC164).

**Useful Phone Numbers:**
- Admissions and Records (A134R) – 480.732.7320
- Advisement (A140R) – 480.732.7317
- Business and CIS Division (E217W) – 480.732.7043
- College Safety (Ms105) – 480.732.7280
- Communications and Fine Arts Division (E117E) – 480.732.7232
- Computer Lab (B123) – 480.732.7221
- Counseling Department (E106) – 480.732.7158
- Disability Resources (SC164) – 480.857.5188
- Language and Humanities Division (E217E) – 480.732.7126
- Math Division (E119W) – 480.732.7170
- Office of the Vice President of Academic Affairs (L243) – 480.732.7014
- Re-entry Services (SC159) – 480.857.5188
- Science Division (E117W) – 480.857.5559
- Student Support Services (SC150) – 480.857.5188
- Testing Center (A150R) – 480.732.7159