

# Everything You Need to Know

**Printer/Photocopier** – Located in the main lobby area. The device name is GRADCOUN-01. The two main printing options are (1) email to print or (2) install Royal Printer on your computer. You can find instructions for both of these options on the EMU Helpzone [Print on Campus](#) page. This page also provides printing rates, video tutorials, and a link for checking/adding funds to your Personal Printing Balance.

**Work Counter** – White copy paper is located in the cabinets above the work counter.

You should be able to find the following items on the work counter at all times:

- Stapler
- Stapler Remover
- 2 and 3 Hole Punch
- Tape
- Pencil Sharpener
- White Out
- Paper Clips
- Paper Cutter

**Computers** – There are 2 computers at the north end of the hallway for student use. Computer policies will be posted by the computers.

**First Aid** – The first aid kit is located in the kitchen in the drawer to the right of the stove in the upstairs kitchen. Sarah also has a small first aid kit in her office.

**Class Schedules and Room Reservations** – If you need to make any schedule changes (dropping or adding courses) **please see Sarah**. If you need to reserve a classroom on the lower level please see Sarah. There is a schedule for the counseling rooms in the 3-ring binder in the waiting area of the counseling labs. You will be further introduced to this by your faculty.

**What Number Do I Call** – When you need to report you will be absent, you need to call Sarah at 540-432-4243 or the professor (depending on the professor's preference).

**In the event of an EMERGENCY call 911 first (from personal phone) or 9911 from a campus phone. Then contact campus emergency services at 4911 from a campus phone or 540-432-4911 from a cell phone.**

**DVD/VHS/Book Library** – Our small library of resources is located in the office on the book shelf outside Cheree's office. We work on the honor system. Please pull the card from the item you would like to borrow. Write your name on it and then file it (by your last name) in the small file box provided. Please be mindful that others need to use these resources as well, don't keep them for more than a day or two.

**Study Rooms** – There are study carrels in the study room on the first floor available to seminary and MAC students. The seminary administrative assistant ([Debra Pardini](#)) makes those reservations. There are also lockers in the study room for your use.

**MAC coffee/Coffee Room** – There is a coffee maker located down the hall near the elevator. Our department will supply coffee/sugar/creamer along with an assortment of tea. Please bring a mug from home to use and put your name on the bottom. Mugs are not to be left sitting around the lounge, classroom, or sink. Take them to the sink and wash them after each use. You may store them in your mailboxes. Mugs stored in the cabinet above

the sink are communal. If you take the last of the coffee, please make another pot or turn the burner off.

**Bulletin Board/Chalk Boards** – Give items for the bulletin boards to Sarah for approval. You can find birthday information, daily messages, and general announcements on the bulletin board. Do not use tape on the chalk boards.

**Faculty Mailboxes** – Each faculty member has a mailbox on the bookshelf in Sarah’s office.

**Student Mailboxes** – Your mailboxes are located behind door 54a by the lounge. Campus mail runs once in the morning and once in the afternoon. There is an outgoing mail basket at the end of Sarah’s desk.

**Care For Our Space** – Please do your part to keep our space looking neat, warm, and inviting.

**Climate Control** – Wear layers!

**EMU Counseling Services** – EMU Counseling Services is located in the Wellness suite on the 2nd floor of University Commons. To ask questions or schedule an in-person appointment, contact their office at 540-432-4317, or email them at [counselingservices@emu.edu](mailto:counselingservices@emu.edu). They also have a [list of local counselors](#) on their website.

**Graduate and Professional Studies Writing Center** – Mary Ann Zehr ([maryann.zehr@emu.edu](mailto:maryann.zehr@emu.edu)) is the Graduate Writing Coach. She meets with students on Zoom or in the Writing Center. Email her to set up an appointment. Additional writing resources can be found on the [Academic Success Resources](#) page.

**Office of Academic Access (Disability Services)** – If you have a physical, psychological, medical or learning disability that may impact your work, it is your responsibility to contact the [Office of Academic Access](#). They will work with you to establish eligibility and to coordinate reasonable accommodations. All information and documentation is treated confidentially.

**Parking Permits/Bike Registration** – Parking permits are \$60 per year. If you plan to drive to school and park on campus you will need to fill out a Vehicle Registration Form. **If you have a bike**, it is important to register it with the City of Harrisonburg so that there may be some chance of recovering it should it be stolen.

**Animals On Campus** – Animals are not allowed in the building unless they are documented service animals. Page 12 of the EMU student handbook states “Except for service animals, no animals are permitted in university buildings or facilities.”

**Email Addresses** – Your EMU email address will be our **official way of communicating with you**. Make sure to **check it daily** or have emails [automatically forwarded](#) to your personal address.