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Salisbury University Offices & Departments & Faculty Staff Directory A to Z 11

For the most up-to-date directory information, pages 11 and after can be printed “on-demand” by visiting the online directory on SU’s website – go to:

http://www.salisbury.edu/directories/

and click the “Printable Directory” link.
Emergency Response Guide Police/Fire/Ambulance

University Police 36222
Fire 9-911 or 911

Call for help immediately.
Pull the fire alarm.
WALK to the nearest exit.
Warn others as you leave the building

Ambulance/Medical Emergency 9-911 or 911
(i.e. serious bleeding, not breathing, unresponsive)

Remain calm.
Initiate lifesaving measures, if required (CPR)
Call the University Police after contacting 911 for assistance

Medical Non-Emergency 36222
Student Health Services 36262 (Mon. - Fri, 8 a.m. - 5 p.m.)
Student Counseling Services 36070 (Mon. - Fri, 8 a.m. - 5 p.m.)
Escort Service 36222 (During hours of darkness)
Safe Ride 75000 (Thurs – Sat, 9 p.m. - 2:30 p.m.)
Life Crisis 9-410-749-4357

Power Failure Phones

SU has a campus telephone system that will connect central office trunk lines to specific phones on campus if the systems should shut down or the campus experiences a power failure. You will be able to place outgoing calls, receive inbound calls or place calls between other power failure phones by dialing the 10-digit number. **DO NOT DIAL 9**

Student Access

Choptank Hall Staff Office 410-219-7260/62483
Dogwood Village Staff Office 410-219-7295/18990
Nanticoke Hall Staff Office 410-219-7261/36525
St. Martin Hall Staff Office 410-219-7262/36199
Severn Hall Staff Office 410-219-7291/85099

Administrative Access

Admissions House/Conference Room 410-219-7263/84068
Commons Building/University Dining 410-219-7292/36164
Conway Hall/IT Conference Room 410-219-7266/82180
Guerrieri Student Union/Manokin Room 410-219-7293/82791
Henson Science Hall/Henson School 410-219-7265/38318
Holloway Hall/Cashier's Office

Courtesy Phone 410-219-7267/82780
Holloway Hall/Telephone Switchroom 410-219-7268/83375
Physical Plant/Maintenance Building 410-219-7269/85992
East Campus Complex/Dispatch Office 410-749-0916

FAX Numbers

Note: Any fax number listed as a 10-digit number is considered an off-campus number and must be dialed as such

- Academic Affairs 82587
- Accounts Payables 66200
- Administration & Finance 66008
- Admissions 66016
- Advancement 66007
- Alumni Relations/Annual Fund 75399
- AmeriCorps 84507
- Art/Music 75398
- Athletics 62639
- BEACON 66002
- Bellavance Honors Center 75019
- Biological Sciences 36433
- Bookstore 36184
- Campus Recreation 36395
- Career Services 66910
- Cashier's Office 410-548-2851
- Chemistry 75043
- Clinical Laboratory Sciences/Med Tech 89185
- Communication/Theatre Arts 83002
- Conference Planning 84418
- Conflict Resolution 410-219-2879
- Dining Services 36164
- Education Specialties 70249
- English 82142
- Financial Aid 36138
- Foundation 75039
- Fulton School 83002
- Galleries 83139
- Geography 84506
- Grants/Sponsored Research 36451
- Guerrieri Student Union 36002
- Henson School 83318
- History 75038
- Housing/Residence Life 36487
- Human Resources 75026
- Indoor Tennis Center 36317
- Information Technology 84586
- Instructional Design and Delivery 36203
- Library 36203
- Lower Shore Child Care Resource Center 36655
- Maryland TES 84375
- Math/Computer Science 85559
- Media Services 70293
- Modern Languages 36237
- Multiethnic Student Services 75340
- Nabb Research Center 75067
- Nursing 83313
- PAC 14 73314
- PACE 75012
- Perdue School 66208
- Philosophy 75075
- Physical Education 36434
- Physical Plant 36188
- Physics 75043
- Police 36221
- Political Science/Sociology 74805
- President's Office 82587
- Provost 82587
- Psychology 82056
- Public Relations 75025
- Publications 36068
- Purchasing 75029
- Registrar 85979
- Respiratory Therapy 89185
- Scarborough Student Leadership Center 75354
- Seidel School 82593
- ShoreCAN Volunteer Center 66010
- Small Business Development Center 410-548-5389
- Social Work 75305
- Sports Information 70208
- Student Achievement Center 70232
- Student Activities/Organizations 75359
- Student Counseling Services 84052
- Student Health Services 84101
- Support Services 89186
- Teacher Education 70249
- Telecommunications 73655
- Theatre and Dance 75398
- University Analysis, Reporting, & Assessment 75489
- University Fitness Club 76717
- Vice President of Student Affairs 36069
- Ward Museum 410-742-3107
- Web Development 36068
- WSCL 83000
Faculty/Staff Telephone User Guide (Digital and Analog/Single Line Phones)

General Information
On-Campus Calls ................. Dial 5-digit extension
Local Calls ....................... Dial 9 + 10-digit number
Long Distance Calls .............. Dial 9 + 1 + 10-digit number
International Calls .............. Dial 9 + 011 + number
Emergency Calls ............... Dial x36222 for campus police
Or 9 + 911 for ambulance/fire
Operator ......................... Dial x36000 for campus
Operator/switchboard

Feature Codes
Call Forward .................... *3
Call Park ....................... *9
Call Forward Cancel ............ #3
Call Park (Retrieve) .......... *9
Call Pick (Group) .............. #7
Call Park (Remote) ............. #8
Call Pick (Direct) ............. *8
Hold ................................ *4

NOTE: Digital users have these features as button appearances on the phone.

Transfer Calls
To transfer a call to another extension
1. Lift handset
2. Press the Flash/Tap button or Transfer button
3. Dial the 5-digit extension number

Conference Calls
To initiate a 3-party conference call:
1. Lift handset.
2. Dial the number of the first party (can be an on or off campus number).
3. Once connected, press the Flash/Tap button or TRANSFER button.
4. Dial the second party (can be an on or off campus extension).
5. Once connected, press the Flash/Tap button or CONF button.

NOTE: 8-Party conference calls are available. Contact Telecommunications for more information.

Call Forward
To forward calls to another extension:
1. Lift handset
2. Press the Flash/Tap button or CFW ALL button.
3. Dial * 3.
4. Enter the 5-digit extension number.

To cancel call forwarding
1. Lift handset.
2. Press the Flash/Tap button or CFW ALL button.
3. Dial #3

NOTE: Digital users can skip step three (3).

Call Pick (Group)
To pick up a call from a phone that is within your group:
1. Lift handset

Dial #7 or press the CALL PICK button.

Call Pick (Direct)
To pick up a call from a phone that is not in a group or to answer a specific extension (other than your own):
1. Lift handset
2. Dial *8 + the 5-digit extension of the ringing phone

Call Hold
To place a call on hold:
1. Lift handset
2. Press the Flash/Tap button or HOLD button
3. Dial *4

To retrieve
1. Lift handset
2. Press the Flash/Tap button
3. DIGITAL USERS ONLY: Press the line that you placed on hold.

Call Park
To park a call (extended hold):
1. Lift handset
2. Press the Flash/Tap button or FEATURE button.
3. Dial *9
4. Receive confirmation tone and hang up.

To retrieve the parked call from your phone
1. Lift handset
2. Press the Flash/Tap button or Feature button.
3. Dial *9

To retrieve the parked call from another phone:
1. Lift handset
2. Press the Flash/Tap button or FEATURE button.
3. Dial #8
4. Enter the 5-digit extension number where the call was originally parked.

Voicemail
To access your voicemail account from your phone:
1. Lift handset
2. Dial x89133 or press the VOICEMAIL button.
3. Enter your password

To access your voicemail account from another on-campus phone:
1. Lift handset
2. Dial x89133
3. Press the * key.
4. Enter your ID number (5-digit on-campus extension or 5 digit mailbox number).
5. Press the # key.
6. Enter your password.

To Access your voicemail account from off-campus:
1. Dial the voicemail pilot number (410-548-9133)
2. Press the * key.
3. Enter your ID number (5-digit on-campus extension or 5 digit mailbox number)
4. Press the # key.
5. Enter your password.

NOTE: You will be notified of messages by an interrupted dial tone whenever you lift your handset.
<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>ABLE</td>
<td>66427</td>
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<td>Academic Affairs</td>
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<td>Training Room</td>
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<td>BEACON (Business Economics and Community Outreach Network)</td>
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<td>Catering Services</td>
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<td>Center for Conflict Resolution</td>
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<td>Center for Family &amp; Community Life</td>
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<td>Conflict Analysis &amp; Dispute Resolution (CADR)</td>
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<td>Information Desk</td>
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<td>Horticulture/Grounds</td>
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<td>Human Resources</td>
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<td>Devilbiss Lab (DH-205)</td>
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<td>International Student Services</td>
<td>410-334-3495</td>
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<td>LOCATE</td>
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<td>Lower Shore Child Care Resource Center</td>
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M
Maggs Center Reservations 36345
Management & Marketing 84504
Math/Computer Science 36140
Maryland Summer Center for the Arts 36387
Maryland TES (Technology Extension Services) 84372
May Literacy Program 85797
Modern Languages 36341
Motor Pool 36211
Multiethnic Student Services 84503
Music 36385

N
Nabb Research Center 36312
New Student Experience 36102
Nursing 36401

P
PAC 14 75014
PACE (Institute for Public Affairs & Civic Engagement) 75045
Parking Services 36338
Payroll 36046
Perdue School 36316
Perkins Loan 66201
Philosophy 75070
Physical Plant/Maintenance 36200
Physics 82083
Political Science 36430
Police (University) 36222
Pool 36357
Post Office 66903
President's Office 36011
Provost 36020
Psychology 36370
Public Relations 36030
Publications/Graphic Design 82500
Purchasing/Procurement 36052

R
Recycling 36518
Registrar 36150
Residence Life/Residential Services 36040
Residency 36547
Respiratory Therapy 36365

S
SBDC (Small Business Development Center) 84419
SOAP (Student Organization for Activity Planning) 36197
Safe Ride 75000
Salisbury Symphony Orchestra 85587
Scarborough Student Leadership 75303
Sea Gull Century 82772
Seidel School 36335
ShoreCAN Volunteer Center 66015
Social Work 36305
Sociology 36430
Sports Information 36016
Student Activities, Organizations & Leadership 84757
Student Government Association 36125
Student Publications (Flyer/Evergreen) 36191
Support Services/Receiving 36210
Switchboard 36000

T
Teaching All Learners 75008
Teacher Education 36280
Telecommunications 36501
Telephone/Data/CATV Repair Services 36000
Television Services 36301
Tennis Center (Indoor) 36428
Tennis Courts (Outdoor) 36361
Theater and Dance 36278
Theatre Box Office 36228

U
University Park 410-677-0774
University Analysis, Reporting, & Assessment 82864
University Fitness Club 76715
University Writing Center 36332

V
Veterans Affairs 36189
Vice President of Student Affairs 36080

W
Web Development 75487
Work Experience 36216
WSCL FM 89.5 36895
WSCL Recording Studio 66204
WXSU Business Office 36195
WXSU Request Line 84760

X
Xerox Technical Services 82542
Extension/Area Code Information

All extensions beginning with 1 can be dialed directly and are preceded by 410-34. All extensions beginning with 4 can be dialed directly and are preceded by 410-33. All extensions beginning with 3, 6, or 8 can be dialed directly and are preceded by 410-54. All extensions beginning with 7 can be dialed directly and are preceded by 410-67. All extensions beginning with 5 cannot be dialed directly as they are strictly for on-campus use only.

Campus Building Codes

AC Academic Commons
AB Athletic Team Building
AD Admissions House
AH Alumni House
AS Athletic Storage Building
B1 Bateman Street Building 1
BL Blackwell Hall
C1 Camden Building 1
CB Commons Building
CG Carriage House
CH Caruthers Hall
CK Choptank Hall
CN Camden House
CP Chesapeake Hall
CR Chester Hall
D1 Division Street Building 1
DH Devilbiss Science Hall
DV Dogwood Village
EN ENVR House
EC East Campus Complex
FC Foundation Center
FH Fulton Hall
FS Fueling Station
FX Fulton Annex
GB Grounds Building
GC Guerrieri Student Union
GH Greenhouse
GS Grounds Storage Building
HH Holloway Hall
HO Bellavance Honors House
HS Henson Science Hall
HU Healthy U
IC Indoor Tennis Center
IE Center for International Education
MB Maintenance Building
MC Maggs Center
MK Manokin Hall
MX Maggs Annex
NA Nanticoke Hall
P1 Medical Simulation Center
PA PACE (Public Affairs)
PH Perdue Hall
PL Philosophy House
PO Pocomoke Hall
PR President’s Residence
PS Police Substation
RC Center for Conflict Resolution
RR Regent’s Retreat
S1 Storage Facility
SA Student Art Center
SB Support Services Building
SC Scarborough Leadership Center
SG Sea Gull Square
SM St. Martin’s Hall
SP Sea Gull Pavilion
SV Severn Hall
TE Conway Hall
UA University Analysis, Reporting and Assessment
UF University Fitness Club
VS Visitors Station
WI Wicomico Hall
WG Wayne Street Garage
WM Ward Museum