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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/](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 410-219-7265/83318
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 83559
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 83579
Respiratory Therapy 89185
Scarborough Student Leadership Center 75354
Seidel School 82593
ShoreCAN Volunteer Center 66910
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 73656
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>
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<th>Department/Program</th>
<th>Phone Number</th>
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<td>ABLE</td>
<td>66427</td>
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<tr>
<td>Academic Affairs</td>
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<td>Admissions</td>
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<td>Advancement (University)</td>
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<td>Alumni Relations/Annual Giving</td>
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<td>AmeriCorps</td>
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<td>Anthropology</td>
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<td>Appropriations Board</td>
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<td>Art</td>
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<td>Athletics</td>
<td>83503</td>
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<td>Football Office</td>
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<td>Training Room</td>
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<tr>
<td><strong>BEACON (Business Economics and Community Outreach Network)</strong></td>
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<td>Bellavance Honors Program</td>
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<td>Cashier's Office</td>
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<td>Catering Services</td>
<td>36173</td>
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<tr>
<td>Center for Conflict Resolution</td>
<td>410-219-2873</td>
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<td>Center for Family &amp; Community Life</td>
<td>75459</td>
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<tr>
<td>Center for Student Achievement</td>
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<td>Chemistry</td>
<td>36480</td>
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<td>Clinical Laboratory Sciences/Medical Technology</td>
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<td>Commons Pizza</td>
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<td>Communication Arts</td>
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<td>Comptroller’s Office</td>
<td>36045</td>
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<td>Conference Planning</td>
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<td>Conflict Analysis &amp; Dispute Resolution (CADR)</td>
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<td>Cool Beans Cyber Café</td>
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<td>Copy Center</td>
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<td>Counseling Center (Student)</td>
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<td>Convocation</td>
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<td><strong>Dance Studio</strong></td>
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<td>Disability Resource Center</td>
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<td><strong>Eastern Shore Regional GIS Cooperative</strong></td>
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<td>Eastern Shore Writing Program</td>
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<td>Economics/Finance</td>
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<td>ACE Program</td>
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<td>Information Desk</td>
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<td>Gull Card Office</td>
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<td>Herb’s Place/Game Room</td>
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<td>Gull Line</td>
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<td>Human Resources</td>
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<td>Classroom Technology Services</td>
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<td>Instructional Design and Delivery</td>
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<td>International Student Services</td>
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<td>Lower Shore Child Care Resource Center</td>
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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

Nabb Research Center 36312
New Student Experience 36102
Nursing 36401

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

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 36125
Student Government Association 84757
Student Publications (Flyer/Evergreen) 36191
Support Services/Receiving 36210
Switchboard 36000

Teaching All Learners 75008
Teacher Education 36280
Telecommunications 36501
Telephone/Data/CATV Repair Services 36000
Television Services 36301
Tennis Center (Indoor) 36248
Tennis Courts (Outdoor) 36361
Theater and Dance 36278
Theatre Box Office 36228

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

Veterans Affairs 36189
Vice President of Student Affairs 36080

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

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