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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
Courteous Phone 410-219-7267/82780
Holloway Hall/Telephone switchboard 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 83339
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 36117
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 75629
Registrar 85979
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.
Your organization’s new UNIVERGE® UM8700 unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone. When you call in, the Octel Aria emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

Getting Started...

If you want to... Then enter...

Listen to new messages 1
Record and send a message 2
Locate messages 3
User options 4

Changing Your Mailbox Options

If you want to... Then enter...

Change name 4 1 5
Change password 4 1 4
Change standard greeting 4 4 or 4 1 3
Change out-of-office greeting* 4 6 or 4 1 3
Change busy greeting* 4 5 or 4 1 3
Create or update a personal distribution list 4 2 3
Set automatic message forwarding* 4 2 4
Set Immediate Message Notification* 4 1 1

After Recording & Addressing Message

If you want to... Then enter...

Restrict message forward 1
Mark the message urgent 2
Request a return receipt 3
Request future delivery 4
Leave a number where you can be reached 8

After Listening to Message

If you want to... Then enter...

Forward message to another subscriber 6
Delete the message 7
Reply 8
Transfer to a sender’s extension 8 8
Transfer to a sender’s outside number 8 4
Save the message 9
Send the message to default fax number* 2 1
Send message to spec. fax number* 2 2

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ABLE 66427
Academic Affairs 36330
Accounting/Legal Studies 36336
Accounts Payable 36065
Administration & Finance 36050
Admissions 36161
Advancement (University) 36324
Alumni Relations/Annual Giving 36042
AmeriCorps 85119
Anthropology 36245
Appropriations Board 36182
Art 36270
Athletics 83503
Football Office 75054
Training Room 73091

BEACON (Business Economics and Community Outreach Network) 66001
Bellavance Honors Program 76556
Biological Sciences 36490
Book Store (University) 36085

Campus Recreation 36350
Career Services 36075
Cashier's Office 36060
Catering Services 36173
Center for Conflict Resolution 410-219-2873
Center for Family & Community Life 75459
Center for Student Achievement 74865
Chemistry 36480
Clinical Laboratory Sciences/Medical Technology 36365
Commons Pizza 75385
Communication Arts 36229
Comptroller's Office 36045
Conference Planning 36172
Conflict Analysis & Dispute Resolution (CADR) 76740
Cool Beans Cyber Café 75076
Copy Center 36180
Counseling Center (Student) 36070
Convocation 36232

Dance Studio 36353
Dining Services (University) 36105
Disabled Student Services 36070

Eastern Shore Regional GIS Cooperative 75390
Eastern Shore Writing Program 85594
Economics/Finance 74808
Education Specialties 36280
English 36445
ACE Program 36224
Event Services 84597

F
Facilities Reservations 83344
Facility Repair 73097
Financial Aid 36165
Financial Services 36065
Foundation (University) 36175
Fulton School 36450

Galleries (University) 82547
Atrium Gallery 83972
Geography 36460
Grants/Sponsored Research 85395
Guerrieri Student Union 36100
Information Desk 36006
Gull Card Office 36053

Herb's Place/Game Room 36332
Gull Line 66426
Health, Physical Education & Human Performance 84183
Health Services (Student) 36262
Healthy U 29202
Henson School 36425
History 36245
Horticulture/Grounds 36323
Housekeeping 36118
Human Resources 36035

I.D. (Gull Card) Office 36053
Information Technology 36111
Classroom Technology Services 36230
Devilbiss Lab (DH-205) 73093
Fulton Lab (FH-149) 36122
Guerrieri Lab (GC-133F) 36511
Henson Lab (HS-150) 36546
HelpDesk 75454
Institutional Diversity 36426
Instructional Design and Delivery 36510
Verizon Studio 62467
International Student Services 410-334-3495
Intramurals 83266
Inventory 36055

Library 36130
Government Documents 89184
Interlibrary Loan Office 36077
Reference Desk 85988
Serials 36174
Technical Services 36135
Literature/Film Quarterly 75357
LOCATE 83279
Lower Shore Child Care Resource Center 36650
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<td>Math/Computer Science</td>
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<td>PAC 14</td>
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<td>PACE (Institute for Public Affairs &amp; Civic Engagement)</td>
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<td>Parking Services</td>
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<td>Perkins Loan</td>
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<td>Philosophy</td>
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<td>SOAP (Student Organization for Activity Planning)</td>
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<td>Safe Ride</td>
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<td>Switchboard</td>
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<td>Teaching All Learners</td>
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<td>Teacher Education</td>
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<td>Telecommunications</td>
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<td>Telephone/Data/CATV Repair Services</td>
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<td>Television Services</td>
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<td>Tennis Center (Indoor)</td>
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<td>Tennis Courts (Outdoor)</td>
<td>36361</td>
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<td></td>
<td>Theater and Dance</td>
<td>36278</td>
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<tr>
<td></td>
<td>Theatre Box Office</td>
<td>36228</td>
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<tr>
<td>U</td>
<td>University Park</td>
<td>410-677-0774</td>
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<td>University Analysis, Reporting, &amp; Assessment</td>
<td>82864</td>
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<td>University Fitness Club</td>
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<td>University Writing Center</td>
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<td>Veterans Affairs</td>
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<td>Vice President of Student Affairs</td>
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<td>Work Experience</td>
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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