# Table of Contents

Welcome to Student Affairs..........................................................1  
Aggie Life..................................................................................2  

**Student Affairs Training**  
About You................................................................................4  
Training Checklist.........................................................................5  

**Student Affairs Departments**  
Department Directory .................................................................6  
Student Affairs Departments.......................................................7  
Vice President’s Office...............................................................13  
USU Colleges...............................................................................14  

**Maps**  
Taggart Student Center Map.....................................................15  
Utah State University Campus Map.........................................16
Welcome to Student Affairs

Mission Statement
The vision of the Division of Student Affairs is “to promote academic success, health and wellness, service to others, civic engagement, appreciation of diversity, personal responsibility, and leadership.” We strive to attain this vision by improving and promoting “positive relationships and satisfaction throughout the division, within and between various levels and offices and between students and the division, including relationships with students.”

As I consider the preceding statements, four key words stand out to me: 1) success 2) service 3) relationships and 4) satisfaction. All four of these terms are inextricably connected. In other words, success (ours and our students’) depends entirely upon how effectively we render service and build strong, positive relationships with each other and our students. Moreover, satisfaction (ours and our students’) is built upon a solid foundation of the other three concepts combined.

As important as these four concepts are, however, there is one other unspoken element that trumps them all. This has to do with the unique attributes (our personal touch, if you will) that each of us brings to bear in our work. Nothing is more important than your smile, the way you connect with people, and the way that you handle difficult situations and find effective solutions to problems. The programs and policies we have created to help us fulfill our mission, realize our vision and attain our goals are empty and lifeless without the personal energy with which you infuse them.

James Morales
Vice President of Student Services
AGGIE LIFE

UTAH STATE FIGHT SONG
Hail the Utah Aggies,
We’ll play the game with all our might.
See the colors flying,
The Aggie Blue and Fighting White.
How they stir us onward!
We’ll gain the victory, All Right!
Hail the Utah Aggies,
We’re out to win so Fight! Fight! Fight!

(CHANT)
Utah State Hey! Aggies all the way!
Go Aggies! Go Aggies! Hey! Hey! Hey!

(Repeat First Verse)

Composed by a student in 1918

THE SCOTSMAN
Show me the Scotsman who doesn’t love the thistle.
Show me the Englishman who doesn’t love the rose.
Show me the true blooded Aggie from Utah
Who doesn’t love the spot where the sagebrush grows!

(Repeat- Louder & Faster)

Pucker Up: How to Become a True Aggie
“Today one can become a “True Aggie” by receiving a kiss on the “A” under a full moon at midnight by somebody who already is a “True Aggie,” or on Homecoming or A-Day by somebody who is not. The True Aggie tradition is run by the Student Alumni Association.”

source: usu.edu/traditions/trueaggie/index.cfm

“Old Main is the landmark of Utah State University and remains the oldest academic building still in use in the state of Utah.”

source: http://www.usu.edu/facilities/docs/planning/Historical_significance_document.pdf
Built 1889.
You Scream, I Scream, We All Scream For Aggie Ice Cream: A Rite of Passage on Campus

“Why is it so good? Well, Aggie Ice Cream has a 12% butterfat content. It’s aged slightly longer and contains less air than most commercial brands. So how is it known around the world? A Korean USU student named Duk-Man Lee loved the ice-cream so much, he devised a plan to take it home with him. He gathered a group of Korean business men, who proposed the idea to USU, and in June 2000, the first international Aggie Ice Cream was opened in Seoul, South Korea. Not only that, but Aggie Ice Cream was also the first ice cream to make it to outer space, thanks to USU’s aerospace technologies division.”

source: usu.edu/traditions/icecream/index.cfm

Big Blue

“Are you Big Blue? Probably not; however, you may not have known that Utah State’s mascot has some deep history. Originally Big Blue was a real white bull painted blue before each home football game. Because of the damage done to the football field Big Blue was discontinued.

In 1986, Big Blue got a second life when Student Athletics Vice President, John Mortensen, decided that Utah State should get a new mascot and spent $750 on a costume for Big Blue. The costume was somewhat of a disappointment because it was royal blue, not navy, had real animal horns, and was not easy to move around in. Big Blue took another backseat for two seasons until 1989 when a student pestered the cheerleading advisor, Linda Zimmerman, to let him be the mascot. Big Blue has been an iconic symbol for USU ever since. Many former Big Blues have gone on to become professional mascots and their identities remain anonymous.”

source: John Mortenson, Summer 2016

Finals Week Howl

“Need a great way to unwind? Then try howling. No we are not talking about the massive Halloween party. We are talking about the up and coming tradition of Finals Week Howl. Started in spring of 2006, the founders of the howling started howling at ten o’clock on the Wednesday of finals week in the library to relieve stress and celebrate their love of wolves. To the dismay of the librarian, the howling grew louder for the next ten minutes. The police were called. However, by the time the police arrived everything had quieted to a conducive study environment, with a little less tension. Since then Howling has only grown in popularity. In order to avoid further confrontations with the law, the founders of Howling are seeking University support. The dream of the founders is for those coming through Sardine Canyon to hear the howling of students letting loose test anxiety at 10 pm on the Wednesday of finals week. So no matter where you are on the Wednesday of finals week remember: howl from 10:00 pm to 10:10 pm!”

source: usu.edu/traditions/finalsweekhowl/index.cfm

A-Day

“The Utah State Student Alumni Association hosts A-Day each year. It started as a day set aside each spring for all students and faculty members to give the campus a “thorough grooming.” During A-Day, students would participate in activities, such as projects, free lunch, assemblies, a football game on the QUAD, and a special student body dance. Today A-Day has turned into a week of activities and service projects. Some of the most popular include True Aggie Night, Day on the Quad, a 5K race, and Senior Celebration.”

source: usu.edu/traditions/Aday/index.cfm
ABOUT YOU

Name:
Department:
Position:
Office Location:
Office Phone
Number:
A#:
Immediate Supervisor:
Mentor:
New Employee Benefits Orientation (Date):

QUICK CONTACTS

Human Resources
435.797.0216
696 N 1200 E
usu.edu/hr

IT Help Desk
435-797-HELP (4357)
JQL North Door
it.usu.edu

USU Card Office
435.797.3852
TSC 212
usucard.usu.edu

University Parking
435.797.3471
840 N 1250 E
parking.usu.edu
Training Checklist

Date

- Meet with Business Services representative to complete an I-9. Make an appointment with Stephanie Maughan (435-797-9880) or Melanie Maughan (435-797-9829)
- Learn about New Employee Benefit Information with USU HR. Call 435.797.0122 or go to hr.usu.edu
- Obtain USU ID Card (TSC 212)
- Purchase Parking Permit (parking.usu.edu)
- Pick Up Office Key from Facilities (1295 E 700 N, Mon – Fri, 8:00 a.m. – 4:30 p.m.)
- Review HR Policies and Procedures, pay particular attention to Section 300: Personnel Policies, all four tabs; Section 500: Operating Policies, 514 Vehicle Use Policy; 515 Travel; 516 Meals and Entertainment. hr.usu.edu/policies
- Set up USU Email Account & Voice Mail (435-797-HELP)
- Configure Outlook Email Client & Calendar (Brent Colledge - 435-797-1333)
- Complete Required Division Training - Provided each semester by S. A. Development & Assmt. Committee
- If a P-card is needed, please contact your Finance Specialist in Business Services.

Online Training

- FERPA (usu.edu/registrar/faculty-staff/ferpa)
- Sexual Harassment Prevention (training.usu.edu/htm/required-training)
- Drivers Test (every 3 years if you drive for university business (usu.edu/riskmgmt/vehicle/)
- Internet Security (it.usu.edu/computer-security)
- All non-exempt employees complete FLSA and MyTime training (http://ils.usu.edu)

Past Live Training Topics

- Students of Concern
- Sexual Assault and Anti-Violence Information (SAAVI)
- Violence in the Workplace
- Media Relations/Social Media
- Americans with Disabilities
- QPR Training - Helping Students Find Hope (Suicide Awareness)

- Schedule a Meeting with Mentor (your mentor will reach out to meet you)
- Tour Student Affairs Departments
- Tour Campus
STUDENT AFFAIRS DIRECTORY

Academic Success Center
TSC 305 | 435-797-1128
// asc@usu.edu

Access and Diversity Center
TSC 318 | 435-797-1728
// access@usu.edu

Admissions
TSC 102 | 435-797-1079
// admit@usu.edu

Business Services
TSC Juniper Lounge | 435-797-1766

Campus Recreation
ARC | 435-797-5716
// campusrec@usu.edu

Career Services
University Inn 102 | 435-797-7777
// career.services@usu.edu

Center for Civic Engagement & Service-Learning
TSC 318 | 435-797-0453

Counseling and Psychological Services
TSC 306 | 435-797-1012

Disability Resource Center
University Inn 101 | 435-797-2444

Exploratory Advising
TSC 304 | 435-797-3373
// exploratoryadvising@usu.edu

Financial Aid
TSC 106 | 435-797-0173
finaid@usu.edu

Office of the Vice President
TSC 220 | 435-797-1712
studentservices@usu.edu

Registrar’s Office
TSC 246 | 435-797-1116
registrar@usu.edu

Scholarships
TSC 106 | 435-797-7171
scholarships@usu.edu

Student Affairs Information Technology
TSC 105 | 435-797-1333
brent.colledge@usu.edu

Student Health & Wellness Services
850 E 1200 N | 435-797-1660

Student Orientation and Transition Services
TSC 105 | 435-797-0283
soar@usu.edu

Student Support Services
University Inn 103 | 435-797-3372
elizabeth.griffiths@usu.edu

USUSA - Student Involvement & Leadership
TSC 326 | 435-797-2912

Veteran’s Resource Office
TSC 134 | 435-797-7886
veteransresources@usu.edu
STUDENT AFFAIRS DEPARTMENTS

Student Success

Academic Success Center | usu.edu/asc

The Academic Success Center (ASC) is staffed by learning specialists who have developed programs and services to help USU students achieve academic success. The office offers workshops that cover time management, test anxiety, procrastination, and critical thinking. The ASC manages a drop-in math and statistics tutoring center and provides Tutor Advertiser where students can find a private tutor in any subject.

Dennis Kohler, Director
TSC 305 // 435-797-1128

Student Support Services | usu.edu/sss/

Students who are first generation college students, come from a low income background, or have a documented disability can apply for Student Support Services, which provides extra moral and academic support for their tenure at USU. Student Support Services teaches special sections of some math and psychology classes and can offer early registration and grant opportunities for students.

Anthonie Nichols, Grant Project Director
University Inn 103 // 435-797-3372

Career Services | career-services.usu.edu

Career Services supports the career exploration and employment goals of students and alumni over a lifetime. The dedicated staff supports students/alumni as they: explore academic majors and careers, obtain student employment, work study and internships, prepare for graduate school and testing, and succeed in their first career position.

Donna Crow, Executive Director
University Inn 102 // 435-797-7777

Exploratory Advising | exploratory.usu.edu

The Exploratory Advising is especially for students who haven’t declared a major yet. Academic advisors will help students choose classes each semester, decide how many credits they should take, and find the major that best suits their goals for the future.

Stephanie Hamblin, Director
TSC 304 // 435-797-3373

Veteran’s Resource Office | usu.edu/registrar/htm/veterans

The Veterans Resource Office (VRO) was created to assist USU student veterans in their transition between the military and civilian environment. The VRO serves as the central switch board for the veterans who need information or assistance, whether it is regarding their VA benefits, USU related topics, or civilian matters. The VRO is also a place where the veterans can network with each other.

Tony Flores, Program Coordinator
TSC 314 // 435-797-7886
Enrollment Services

Admissions | usu.edu/admissions/

The Undergraduate Admissions Office is responsible for all recruitment efforts, including tours, and communication with prospective students and their families, and processing new student admission applications. New student scholarships like the Western Undergraduate Exchange and the Alumni Nonresident Legacy Waiver are also processed through Admissions.

Katie Nielsen, Director
TSC 102 // 435-797-1079

Financial Aid | usu.edu/finaid

The Financial Aid Office coordinates all scholarships, loans and Pell Grants. Staff includes financial aid specialists and counselors, available by appointment.

Art Young, Director
TSC 106 // 435-797-0173

Scholarships | scholarships.usu.edu

The Utah State University Scholarship Office is dedicated to assisting students throughout their college careers by identifying resources to assist with educational expenses, coordination of funding from various resources and providing the highest quality of service.

Taya Flores, Director
TSC Juniper Lounge // 435-797-1766

Registrar’s Office | usu.edu/registrar/

The Registrar’s Office builds course schedules each semester and assists faculty with entering and changing grades. The Office also processes graduation applications, transcript requests, and student payments.

Fran Hopkin, Registrar

Student Orientation and Transition Services | usu.edu/sots

Student Orientation and Transition Services assists students and their parents in the transition to college through Student Orientation, Advising and Registration (SOAR), University Connections, Aggie Passport, A-Team Peer Mentors, and Parent and Family Programs. It also assists students who defer their admission or take a leave of absence from the university by providing information and keeping in close contact with students and their parents while they are away.

Lisa Simmons, Director
TSC 105 // 435-797-0283
Health, Wellness & Recreation

**Student Health & Wellness Services | usu.edu/health**

The Student Health and Wellness Center offers basic health services and physical therapy by appointment, wellness education and workshops, nutrition programs, and confidential advocacy and counseling for sexual assault through SAAVI.

Brian Merrill, Interim Director  
850 E 1200 N // 435-797-1660

**Counseling and Psychological Services | usu.edu/counseling**

Counseling and Psychological Services (CAPS) provides confidential mental health services to students enrolled in 6 or more credits on the Logan campus. Services include consultation, workshops, groups, individual and couples counseling, as well as crisis/emergency interventions.

LuAnn Helms, Interim Director  
TSC 306 // 435-797-1012

**Campus Recreation | usu.edu/campusrec**

The Campus Recreation department maintains gyms, workout facilities, playing fields, and pools in addition to organizing club sports, intramural sports, races and exercise classes for students. The Outdoor Recreation Program rents gear to students and organizes field trips and other activities to get students outside.

Chase Ellis, Director  
ARC 218N // 435-797-5716

**Disability Resource Center | usu.edu/drc**

The mission of the Disability Resource Center (DRC) is to provide persons with disabilities equal access to University programs, services, and activities. This is accomplished by fostering an environment which supports the understanding and acceptance of persons with disabilities throughout the University community, and the provision of reasonable and appropriate accommodations. The DRC affirms the right of persons with disabilities to obtain access in a manner promoting dignity and independence.

David Pruden, Director  
University Inn 101 // 435-797-2444
Student Involvement & Leadership

Access and Diversity Center
http://www.usu.edu/accesscenter/

The Access and Diversity Center promotes a vibrant student community at USU through programs, clubs, and events specially designed for LGBTQA, multicultural, and non-traditional students. The Access and Diversity Center makes sure that equality is a priority for all students at USU.

Michelle Bogdan-Holt, Director
TSC 318 // 435-797-0694

Center for Civic Engagement and Service-Learning
usu.edu/ucc/

The Civic Engagement and Service-Learning Office helps turn students into conservation leaders through its unique involvement programs: Aggie Blue Bikes, Education Outreach, Service-Learning, Student Sustainability Office, Utah Conservation Corps and Val R. Christensen Service Center.

Sean Damitz, Director
TSC 318 // 435-797-0694

USUSA - Student Involvement and Leadership Center
ususa.usu.edu

A visit to the Student Involvement and Leadership Office will show students how to get involved and make the most of their time at USU through student government (USU Student Association), Greek life, school spirit, service opportunities, student media, and clubs & organizations.

Linda Zimmerman, Director
TSC 326 // 435-797-2912
The team at IT works with each department within Student Affairs to support both software and hardware needs. As new computer equipment is purchased, Brent and his team will install necessary software to get your equipment up and running at Utah State. They can also help you have access to your campus computer from home.

**Brent Colledge**, Systems Administrator/ Web master
435-797-1333 // brent.colledge@usu.edu

**Business Services** | studentaffairs.usu.edu/business-services/about

The Business Services Office is a service unit that provides traditional business functions of budgeting, reconciling, data management and fiscal information support to all departments within Student Affairs.

**Taya Flores**, Financial Officer
TSC Juniper Lounge // 435-797-1766
Caine College of the Arts
Utah State University’s Caine College of the Arts represents the broadest interpretation of the “arts:” art as personal expression, art for art’s sake, art as communication, art as an important social and political force, art for personal enjoyment, and art as a contribution to what it means to be both an individual and a part of the larger cultures that connect us.

College of Agriculture and Applied Sciences
Agriculture today is a dynamic, rapidly changing industry. It includes more than farming or producing food and fiber. It embodies all the occupations connected with the production, processing, marketing, and distribution of farm products.

College of Engineering
The overall mission of the College of Engineering is to prepare engineers and technologists to work in a complex technological world and create a better future by solving today’s problems; engage in research and development that will improve engineering design and practice; and extend knowledge and research to industry and government.

College of Humanities and Social Sciences
Within the College of Humanities and Social Sciences are found those departments which provide career preparation in some of the most interesting and vital academic fields. The study of society, the governing of society and its history, communication in a number of languages, the various aspects of culture

College of Science
For the students and professors in Utah State’s College of Science, it’s the spirited challenge to discover that enlivens classrooms and labs with intellectual curiosity and inspires our students and faculty to create new knowledge for the betterment of humankind.

Emma Eccles Jones College of Education and Human Services
The Emma Eccles Jones College of Education and Human Services provides preparation programs for prospective teachers, for counselors and other professional personnel in education, and for professionals in the human services and in corporate settings.

Jon M. Huntsman School of Business
The Jon M. Huntsman School of Business has created a dynamic culture that encourages students to take charge of their own education.

S.J. & Jessie E. Quinney College of Natural Resources
The earth we live on. The air we breathe. The water that sustains us. These are the essential elements of life, and students in Utah State’s College of Natural Resources are the people who will manage them for future generations.
# Building Index

<table>
<thead>
<tr>
<th>Building</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGRS</td>
<td>L-3</td>
<td>Agricultural Sciences</td>
</tr>
<tr>
<td>ASTRI</td>
<td>A-3</td>
<td>Agricultural Systems, Technology &amp; Education</td>
</tr>
<tr>
<td>K-5</td>
<td>K-5</td>
<td>Agriculture</td>
</tr>
<tr>
<td>AUAP</td>
<td>K-2</td>
<td>Aggie Village Apartments</td>
</tr>
<tr>
<td>AUNY</td>
<td>K-8</td>
<td>Aggie Village North Homecoming</td>
</tr>
<tr>
<td>AC</td>
<td>K-6</td>
<td>Alumni Center (Carl B. Haight)</td>
</tr>
<tr>
<td>AELF</td>
<td>K-4</td>
<td>Aggie Legacy Fields</td>
</tr>
<tr>
<td>AMPH</td>
<td>K-4</td>
<td>Amphitheater</td>
</tr>
<tr>
<td>ANSC</td>
<td>K-4</td>
<td>Animal Science</td>
</tr>
<tr>
<td>AMC</td>
<td>K-2</td>
<td>All Majors (Nova Eccles Harrison)</td>
</tr>
<tr>
<td>ARC</td>
<td>I-4</td>
<td>Aggie Recreation Center</td>
</tr>
<tr>
<td>AS</td>
<td>I-5</td>
<td>Art Sculpture Laboratory</td>
</tr>
<tr>
<td>ARTC</td>
<td>I-5</td>
<td>Athletic Complex (Jim &amp; Carol Lied)</td>
</tr>
<tr>
<td>B-3</td>
<td>B-3</td>
<td>BWL - Biological &amp; Agricultural Life Sciences</td>
</tr>
<tr>
<td>BRID</td>
<td>J-4</td>
<td>BRID - Biological &amp; Agricultural Life Sciences</td>
</tr>
<tr>
<td>BIF</td>
<td>J-4</td>
<td>Big Blue Parking Terrace</td>
</tr>
<tr>
<td>BNR</td>
<td>J-3</td>
<td>Biology &amp; Natural Resources (S.J. &amp; Jesse E. Quinney)</td>
</tr>
<tr>
<td>BTEC</td>
<td>K-3</td>
<td>Biotechnology Center</td>
</tr>
<tr>
<td>BULL</td>
<td>J-2</td>
<td>Bullen Hall (Reesor U)</td>
</tr>
<tr>
<td>BUS</td>
<td>J-0</td>
<td>Business (George S. Eccles)</td>
</tr>
<tr>
<td>DANE</td>
<td>J-0</td>
<td>Caine Home</td>
</tr>
<tr>
<td>DCA</td>
<td>J-2</td>
<td>Caine College of the Arts</td>
</tr>
<tr>
<td>DSP</td>
<td>D-3</td>
<td>Campus Services &amp; Storage</td>
</tr>
<tr>
<td>DND</td>
<td>D-3</td>
<td>Center for Persons with Disabilities</td>
</tr>
<tr>
<td>DTP</td>
<td>D-3</td>
<td>Central Energy Plant</td>
</tr>
<tr>
<td>DAP</td>
<td>B-3</td>
<td>D. Compton Park</td>
</tr>
<tr>
<td>D95A</td>
<td>B-3</td>
<td>Danner Avenue Building (D95A)</td>
</tr>
<tr>
<td>D95B</td>
<td>B-3</td>
<td>Danner Avenue Building (D95B)</td>
</tr>
<tr>
<td>D95E</td>
<td>B-3</td>
<td>Danner Avenue Building (D95E)</td>
</tr>
<tr>
<td>D91</td>
<td>B-3</td>
<td>David Hall</td>
</tr>
<tr>
<td>DC</td>
<td>I-3</td>
<td>Distance Education</td>
</tr>
<tr>
<td>DIS</td>
<td>I-3</td>
<td>Distance Education</td>
</tr>
<tr>
<td>EDC</td>
<td>J-3</td>
<td>Early Childhood Education &amp; Research Center</td>
</tr>
<tr>
<td>EDGB</td>
<td>J-1</td>
<td>East Campus Office Building</td>
</tr>
<tr>
<td>EOC</td>
<td>K-3</td>
<td>Eccles Conference Center (David &amp; Ellen Eccles)</td>
</tr>
<tr>
<td>ECDG</td>
<td>K-4</td>
<td>Eccles Science Learning Center</td>
</tr>
<tr>
<td>EBSL</td>
<td>L-1</td>
<td>Edith Brown Laboratory School</td>
</tr>
<tr>
<td>EDA</td>
<td>L-3</td>
<td>Education (Emma Eccles Jones)</td>
</tr>
<tr>
<td>K-2</td>
<td>ENGR</td>
<td>Engineering</td>
</tr>
<tr>
<td>K-2</td>
<td>ENGR</td>
<td>Engineering Innovation (Craig &amp; Lyle)</td>
</tr>
<tr>
<td>K-3</td>
<td>ENGR</td>
<td>Engineering Laboratory (Dean F. Peterson)</td>
</tr>
<tr>
<td>K-1</td>
<td>EMTL</td>
<td>EMTL</td>
</tr>
<tr>
<td>M-6</td>
<td>FD-WL</td>
<td>Family, Consumer, &amp; Human Development West</td>
</tr>
<tr>
<td>M-4</td>
<td>FL</td>
<td>Family Life Center</td>
</tr>
<tr>
<td>M-4</td>
<td>PLC</td>
<td>Family Life Center</td>
</tr>
<tr>
<td>M-4</td>
<td>FH</td>
<td>Firehouse (George Nieman Recreation Center)</td>
</tr>
<tr>
<td>K-2</td>
<td>PALC</td>
<td>Fine Arts Center (Gary Chase)</td>
</tr>
<tr>
<td>J-2</td>
<td>FAW</td>
<td>Fine Arts Visual</td>
</tr>
<tr>
<td>J-2</td>
<td>FARR</td>
<td>Foreage &amp; Kongs Research (FSU)</td>
</tr>
<tr>
<td>K-1</td>
<td>PSL</td>
<td>Forestry Science Laboratory</td>
</tr>
<tr>
<td>K-3</td>
<td>GROD</td>
<td>Geology</td>
</tr>
<tr>
<td>L-2</td>
<td>GSBA</td>
<td>Graves Hall (Elsie Q.)</td>
</tr>
<tr>
<td>M-4</td>
<td>GNSII</td>
<td>Gun Shieh</td>
</tr>
<tr>
<td>L-3</td>
<td>HH</td>
<td>Human Resource</td>
</tr>
<tr>
<td>E-2</td>
<td>HSS</td>
<td>Housing Support Services</td>
</tr>
<tr>
<td>I-3</td>
<td>HPRH</td>
<td>Health, Physical Education &amp; Recreation</td>
</tr>
<tr>
<td>J-2</td>
<td>HN</td>
<td>Human Resources</td>
</tr>
<tr>
<td>L-2</td>
<td>HSRC</td>
<td>Human Services Research Center</td>
</tr>
<tr>
<td>L-3</td>
<td>IS</td>
<td>Industrial Science</td>
</tr>
<tr>
<td>D-3</td>
<td>ISP</td>
<td>Isolated Sports &amp; Performance Center</td>
</tr>
<tr>
<td>I-4</td>
<td>ITT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>J-3</td>
<td>JDS</td>
<td>Janet Delaney Larson</td>
</tr>
<tr>
<td>J-3</td>
<td>JONES</td>
<td>Jones Hall (Emma Eccles)</td>
</tr>
<tr>
<td>K-2</td>
<td>JSTN</td>
<td>Juncton</td>
</tr>
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