

CAMPUS RESOURCE OFFICE GUIDE

Resource/service provided	Who do I contact?	Where do I find this office?	What are the office hours?
<ul style="list-style-type: none"> - Academic advising - Change of major advising - Study skills - Tutoring information 	<p style="text-align: center;">Kathy Leonard mkleonard@gcc.edu (724) 458-3306</p>	<p style="text-align: center;">Crawford Hall Ground floor (adjacent to Campus Safety)</p>	<p style="text-align: center;">Mon through Fri 8:00 am - noon 1:00pm – 5:00pm</p>
<ul style="list-style-type: none"> - ADA accommodations (academic, dietary, housing) - Disability services - Study skills - Testing center 	<p style="text-align: center;">Zachery Brown Lisa Leonhard DisabilityServices@gcc.edu (724) 458-2586</p>	<p style="text-align: center;">Disability Services Office Crawford Hall Ground floor (across from Campus Safety)</p>	<p style="text-align: center;">Mon through Fri 8:00 am - noon 1:00pm – 5:00pm</p>
<ul style="list-style-type: none"> - Student success and retention - Assistance accessing campus resources - Withdrawal from Grove City College - Requests to return to Grove City College 	<p style="text-align: center;">Elaine Kelley kelleyem@gcc.edu 724-458-2069</p>	<p style="text-align: center;">Academic Resource Center Crawford Hall Ground floor</p>	<p style="text-align: center;">Mon through Fri 8:00 am - noon 1:00pm – 5:00pm</p>
<ul style="list-style-type: none"> - Changing your major - Graduation audits - Internship questions - Scheduling questions - Transferring credits 	<p style="text-align: center;">Mandie McCreddie Lisa Staph registrar@gcc.edu (724) 458-2172</p>	<p style="text-align: center;">Academic Resource Center Crawford Hall Ground floor</p>	<p style="text-align: center;">Mon through Fri 8:00 am - noon 1:00pm – 5:00pm</p>
<ul style="list-style-type: none"> - Financial aid questions - Loan assistance - Outside scholarships - Satisfactory academic progress 	<p style="text-align: center;">Gretchen Darcangelo Tammy Beggs financialaid@gcc.edu (724) 458-3300</p>	<p style="text-align: center;">Financial Aid Office Crawford Hall Ground floor</p>	<p style="text-align: center;">Mon through Fri 8:00 am - noon 1:00pm – 5:00pm</p>
<ul style="list-style-type: none"> - Student employment questions - Information about job openings 	<p style="text-align: center;">Financial Aid Office (724) 458-3300</p>	<p style="text-align: center;">Financial Aid Office Crawford Hall Ground floor</p>	<p style="text-align: center;">Mon through Fri 8:00 am - noon 1:00pm – 5:00pm</p>
<ul style="list-style-type: none"> - Student payroll setup and processing - Student timesheet questions 	<p style="text-align: center;">Diane McCormick (724) 458-3350 Kim Hosier (724) 450-4004 payroll@gcc.edu</p>	<p style="text-align: center;">Financial Services Office Crawford Hall 2nd floor</p>	<p style="text-align: center;">Mon through Fri 8:00 am - 5:00pm</p>
<ul style="list-style-type: none"> - Student account billing and payments - Student account refunds - Travel course billing and payments - Crimson Cash deposits and questions - Dining option purchase and questions 	<p style="text-align: center;">Rebekah Nellis Jeanna Savastano studentaccounts@gcc.edu (724) 458-2209</p>	<p style="text-align: center;">Financial Services Office Crawford Hall 2nd floor</p>	<p style="text-align: center;">Mon through Fri 8:00 am - 5:00pm</p>
<ul style="list-style-type: none"> - Ideas for a hall event - Interpersonal conflicts (including roommate concerns) - Mentorship - Residence hall concerns 	<p>Contact your Residence Assistant (RA) and/or Residence Director (RD) with any concerns. *During the summer, contact Zolane Gordon with residence hall questions - (724) 458-2171.</p>		
<ul style="list-style-type: none"> - Shuttle information - Class excuses for family emergencies or medical issues - Parent portal questions 	<p style="text-align: center;">Diana King studentlife@gcc.edu (724) 458-2700</p>	<p style="text-align: center;">Student Life & Learning Breen Student Union 2nd floor</p>	<p style="text-align: center;">Mon through Fri 8:00 am - 5:00pm</p>
<ul style="list-style-type: none"> - Career counseling - Career library / resources - Career options related to your major - Free faxing for career-related needs - Internship / job search assistance - Mock interviews - Provost excuses for job or graduate school interviews - On-campus recruiting / job postings - Resume writing assistance - Self-assessment - Workshops / events 	<p style="text-align: center;">Kristen Hilfiger career@gcc.edu (724) 458-3371</p>	<p style="text-align: center;">Career Services Office Physical Learning Center</p>	<p style="text-align: center;">Mon through Fri 8:00 am - noon 1:00pm – 5:00pm</p>
<ul style="list-style-type: none"> - Allergy shots - Basic healthcare treatment (Over the counter medications, first aid supplies, crutches, ace bandages, and wound care supplies) - Physician hours by appointment 	<p style="text-align: center;">Amy Pagano aepagano@gcc.edu (724) 458-3850</p>	<p style="text-align: center;">Zerbe Health Center</p>	<p style="text-align: center;">Mon - Fri: 8 am - 6 pm Sat: 8 am – 4 pm After hours emergencies contact Campus Safety: 724-458-3000</p>
<ul style="list-style-type: none"> - Confidential counseling for a variety of concerns such as mood changes, excessive worry, anxiety, stress overload, relationship problems, and emotional distress. - Periodic specific topic groups 	<p style="text-align: center;">Michelle Hummel mhummel@gcc.edu (724) 458-3788</p>	<p style="text-align: center;">Counseling Center Zerbe Health Center</p>	<p style="text-align: center;">Mon - Fri: 9 am - noon, 1 pm – 5 pm After hours emergencies contact Campus Safety 724-458-3000</p>