

FOR INFORMATION OR CONCERNS, CONTACT:

Absence from School Instructor/
Student Advisor/Student Success Coordinator

Academic Dismissal Office of Teaching and Learning/Student
Advisor/Student Success Coordinator

Academic Policies Office
of Teaching and Learning Copy
Machine

Academic Support-
Tutoring Academic
Skills Center

Accidents Instructor/
Office (Business Office-after hours**)

Accident Insurance Fiscal Office
(Business Office - after hours**)

Accommodations (requests for the classroom)
Student Advisor/Student Success Coordinator

Accommodations (requests for the residence
hall) Student Advisor

Adding Courses Web for Students/Registrar's Office/
Student Advisor/Student Success Coordinator

Administrative Names and
Titles NEIT Catalog

Alcohol Concerns Student
Advisor/Student Success Coordinator/Counselor

Apparel
(NEIT).....

Books

Calendar, Student Student Website/
Student Advisor/Student Success Coordinator

Catalog
(NEIT).....

Challenge Exams:

Liberal Arts Department of
Chair - Humanities and Social Sciences, Math

Technology Department of
Chair of Program

Change of Address, Phone,
Name Web for Students/
Registrar's Office

Change of Program
Student Advisor/Student Success Coordinator

Complaint Procedures
Student Advisor/Student Success Coordinator

Commencement Student Advisor/
Student Success Coordinator/Career Services

Computers/Software for Student
Use Library/Open
Computer Labs

Office
Copy
Machine

* In those cases where more than one office is involved, the first one to
contact is listed first. For information regarding location and duties of the
offices listed, please refer to the section pertaining to these offices in this
Handbook.

** "After hours" refers to any time after which the other offices are closed,
yet the university remains open. For Information or Concerns, Contact:*

Course Descriptions NE
Catalog/Web for Students

Course
Overload
Department Chair

Credits Toward Graduation
Student Advisor/Student Success Coordinator

Credits,
Transfer
Admissions Office

Criminal Actions
(Reporting)
Department of Public Safety

Curriculum Changes Bookstore
Student Advisor/Student Success Coordinator

Curriculum Information Bookstore
NEIT Catalog/Web for Students/
Student Advisor/Student Success Coordinator

Degree Audit
Student Advisor/Student Success Coordinator

..... www.neit.edu

Degree Eligibility
Student Advisor/Student Success Coordinator

Degree Requirements Web for Students/NEIT Catalog/
Student Advisor/Student Success Coordinator

Disability Services
Student Advisor/Student Success Coordinator

Dropping Courses
Student Advisor/Student Success Coordinator

Drug Concerns Student Advisor/Student Success
Coordinator/ Department of Public Safety/Counselor

Emergencies	Department of Public Safety	Grants 911/	Financial Aid Office
Employment, University Work Study	Financial Aid Office	Health Insurance (Resident Students, International Students)	Student Accounts Department
Employment, Full- and Part - Time	Career Services Office	Honors	Registrar's Office
English Tutoring	Skills Center	Honor Societies	Office of Teaching and Learning
English-as-a-Second Language	Skills Center	Housing Assistance (Off- campus)	Office of Residence Life
Enrollment Verification	Office/Web for Students	Academic Assistance (On- campus)	Office of Residence Life
Emergency Evacuation Information	Classrooms and Labs	Registrar's Cards	Department of Public Safety
Esports	of Student Activities	Immunization Information	Admissions Office
Evening Information	Office/Admissions Office	Intramurals	of Student Activities
Faculty (to contact)	of Teaching and Learning	Internship Requirements	Student Advisor/Student Success Coordinator
Faculty Names and Titles	NEIT Catalog/Office of Teaching and Learning	Loans, Student	Financial Aid Office
Failure of Courses	Student Advisor/Student Success Coordinator	Lost and Found	Department of Public Safety
Fees	Student Accounts Department	Magazines, Periodicals	
Financial Aid	Financial Aid Office	Math	Tutoring
First Aid	Department of Public Safety	Newspapers,	Daily
Fitness Center Information	Fitness Center/Student Website	Parking Director's	Department of Public Safety
Grades, Questions Regarding	Instructor/Registrar's Office	Password for NEIT electronic resources	Desk
Graduation	Student Advisor/ Student Success Coordinator/Career Services	Payment, Tuition	Business Office (Admissions Office-after hours)
		Payment Problems	Student Accounts Department

Personal Problems	Transfer to Another Academic Program
Student Advisor/Student Success Coordinator	Student Advisor/Student Success Coordinator
Reading	Transportation
Skills	Department of Public Safety
Skills Center Refunds,	Department of Public Safety
Tuition	Tuition Payment Questions/
Student Accounts Department	Problems Student
Registration for Courses	Accounts Department
Student Success Coordinator/Registrar's Office	Tutoring
Repeating Courses	Instructor/Academic Skills Center
Student Advisor/Student Success Coordinator	Vending
Rights to Privacy Registrar's Office/	Machines
Student Advisor/Student Success Coordinator	Page 100
Security	Veterans
Issues	Affairs
Department of Public Safety	Financial Aid Office
Schedule,	WiFi
Class	Issues
for Students/Registrar's Office	Desk
School	Web
Supplies	Withdrawal from a Course
Sexual Harassment, Sexual	Student Advisor/Student Success Coordinator
Assault	Work Study Bookstore
IX Coordinator	Positions
Student Advisory	Financial Aid Office
Council	Title
of Student Activities	Writing Skills,
Student	Tutoring
Activities	Skills Center
of Student Activities	Office
Student	* In those cases where more than one office is involved, the first one to
Records	contact is listed first. For information regarding location and duties of the
Registrar's Office	offices listed, please refer to the section pertaining to these offices in this
	Handbook.
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Study	
Skills	Academic
Skills Center	
Suggestions	Student
Suggestion Box on Student Website	
Textbooks	
Bookstore/Library	
Time Management	
Skills	Academic
Skills Center	
Transcripts	
Registrar's Office	
Transfer of Credit-Earned at Other	
Institutions	
Admissions	