

Where can I find?

WRS=Stewart Building

LLH= Louie Livingston Hall

DPC= DuBose Porter Center

Topic	Department	Building	Phone number
Adult Education Classes	Adult Education Dept.	WRS 315	(478)274-7848
Administrator-in-Charge (Evening)	Stewart Building	WRS	Internal ext. 2421
Administrator-in-Charge (Evening)	Livingston Hall	LLH	Internal ext. 2422
Administrator-in-Charge (Evening)	Porter Building	DPC	Internal ext. 2424
Alumni Association	Administrative Offices	LLH B12	(478)274-7627
Email Passwords w/ no password change	Instructors	See Program Advisor	
W/ password change (forgot security question)	Information Technology	WRS110	(478)274-7721 (478)275-6506
Cap and gown orders	Bookstore	DPC 603	(478)274-7866
Community Training Center (CTC)	Economic Development	DPC 605A	(478)275-5148
Continuing Education	Economic Development	DPC	(478)275-6592
Driver's Education	Economic Development	DPC	(478)275-6592
GED Testing	GED Office	WRS 315	(478)274-7787
ID Badges Early Registration Final Registration First Day of Class ID Badges All other dates	Bookstore/Support Service Center	DPC 606	(478)274-7646
Library	Library	LLH 110	478-275-6593
Locker Rentals	T&I Support Staff	Stewart Bldg. Room 205	(478)274-7763
Lost and Found	Support Service Center	DPC 606	(478)274-7646
Parking Permit Early Registration Final Registration First Day of Class Parking Permit All other dates	Bookstore/Support Service Center	DPC 606	(478)274-7646
Porter Center Events	Porter Center Office	Room 601C	(478)296-6183
Security Concerns	Security Office	WRS 103	(478)275-6589
Student Appeals	Instructional Services	LLH 224C	(478)274-7838
Student Deliveries (florist)	Support Service Center	DPC 606	(478)274-7646
Student Payments Accepted	Bookstore/Support Service Center	DPC DPC	(478)274-7866 (478)274-7646
Student Transcript	Registrar's Office	WRS 105/107	(478)274-7868
Term Sticker Early Registration Final Registration First Day of Class All other dates	Bookstore/Support Service Center	DPC 606	(478)274-7866
Testing (COMPASS, Asset, PSB, etc.)	Testing Center	Room 302	(478)275-5193
Vending Machine Refund/Change	Support Service Center	DPC 606	(478)274-7646

Hours of Operation:

Administrative Offices	Monday – Thursday	7:30 am – 6:30pm
Admissions Office	Monday – Thursday	7:30 am – 6:00 pm
Adult Education Office	Monday – Thursday	7:30 am – 7:00 pm
Bookstore (Regular & RUSH)	Monday – Thursday	7:30 am 6:30 pm
Business Office	Monday – Thursday	7:30 am –6:30 pm
Career Center (TRACS)	Monday – Thursday	8:00 am – 6:30 pm
Dublin Campus	Monday – Thursday	7:30 am – 10:00 pm
Economic Development	Monday – Friday	8:00 am – 4:30 pm
Financial Aid Office	Monday – Thursday	7:30 am – 6:00 pm
GED Testing	Office hours vary – request testing schedule	
Information Tech Services	Monday – Thursday	7:00 am – 7:00 pm
Library	Monday – Thursday	8:30 am – 8:00 pm
LOIC	Monday-Thursday	8:00am-6:30pm
Porter Conference Center	Monday – Friday	8:00 am – 4:30 pm (or according to events)
Registrar Office	Monday – Thursday	8:00 am – 6:30 pm
Support Services Center	Monday – Thursday	7:30 am – 6:30 pm
Testing Center	Monday-Thursday	8:00am-6:30pm