

Graduate Counseling Department: The Basics

Printer/Photocopier – Located in the main lobby area. The device name is GRADCOUN-01. The two main printing options are (1) email to print or (2) install Royal Printer on your computer. You can find instructions for both of these options on the EMU Helpzone [Print on Campus](#) page. This page also provides printing rates, video tutorials, and a link for checking/adding funds to your Personal Printing Balance. Brief printing instructions are posted on the inside of the cabinet doors above the work counter.

Work Counter – White copy paper is located in the cabinets above the work counter. You should be able to find the following items on the work counter at all times:

- Stapler
- Stapler Remover
- 2 and 3 Hole Punch
- Tape
- Pencil Sharpener
- White Out
- Paper Clips
- Paper Cutter

Computers – There are 2 computers at the north end of the hallway for student use. These computers print using the small printer on the same table.

First Aid – The first aid kit is located in the kitchen in the drawer to the right of the stove in the upstairs kitchen. Sarah also has a small first aid kit in her office.

Class Schedules and Room Reservations – If you need to make any schedule changes (dropping or adding courses) **please see Sarah**. If you need to reserve a classroom on the lower level please see Sarah. There is a google calendar that is used to schedule the counseling rooms. You will be further introduced to this by your faculty.

What Number Do I Call – When you need to report you will be absent, you need to call or email the professor (depending on the professor's preference).

In the event of an EMERGENCY call 911 first (from personal phone) or 9911 from a campus phone. Then contact campus emergency services at 540-432-4911.

DVD/VHS/Book Library – Our small library of video resources is located in the office on the book shelf outside Dr Horst's office. We work on the honor system. Please pull the card from the item you would like to borrow. Write your name on it and then file it (by your last name) in the small file box provided. Our textbook lending library is on the bookshelves in room 025. Please be mindful that others need to use these resources as well, so don't keep them for more than a day or two.

MAC coffee/Coffee Room – There is a coffee maker located down the hall near the elevator. Our department will supply coffee/sugar/creamer along with an assortment of tea. Please bring a mug from home to use and

put your name on the bottom. Mugs are not to be left sitting around the lounge, classroom, or sink. Take them to the sink and wash them after each use. You may store them in your mailboxes. Mugs stored in the cabinet above the sink are communal. If you take the last of the coffee, please make another pot or turn the burner off.

Kitchenette – There is a fridge, freezer, and microwave in the kitchenette that you can use. If you make a mess, please clean it up. Be sure that the fridge and freezer doors close completely. Please don't leave perishables in the fridge over the weekend.

Bulletin Board/Chalk Boards – Give items for the bulletin boards to Sarah for approval. You can find birthday information, a calendar of important dates, and general announcements on the bulletin board. Do not use tape on the chalk boards.

Faculty Mailboxes – Each faculty member has a mailbox on the bookshelf in Sarah's office.

Student Mailboxes – Your mailboxes are located behind door 54a by the lounge. Campus mail runs a few days per week. There is an outgoing mail basket at the end of Sarah's desk.

Care For Our Space – Please do your part to keep our space looking neat, warm, and inviting.

Climate Control – Wear layers! The HVAC system is set for the entire building, so we aren't able to make adjustments.

Academic Advising – Each student is assigned a faculty academic advisor. The primary goal of academic advising is to help you with course planning, growth edges, goals, and other academic matters. You are required to meet with your advisor at the midpoint of each semester. You are encouraged to schedule additional meetings if you have questions or need more assistance. Remember: it is better to ask for help early, and your academic advisor wants to make sure you succeed!

Office Hours/Student Hours – You are encouraged to meet with your professors if you have questions or concerns about a particular course. Each course syllabus has the professor's contact information at the top, and it may include a list of specific Office Hours or Student Hours when they are available. In general, if a faculty member's door is open, you are welcome to stop by to say hi and chat for a few minutes. If you have a question about the course or want to meet for 10-30 minutes, please schedule a meeting with the professor ahead of time.

EMU Counseling Services – EMU Counseling Services is located in the Wellness suite on the 2nd floor of University Commons. To ask questions or schedule an in-person appointment, contact their office at 540-432-4317, or email them at counselingservices@emu.edu. They also have a [list of local counselors](#) on their website.

Graduate and Professional Studies Writing Center – Mary Ann Zehr (maryann.zehr@emu.edu) is the Graduate Writing Coach. She meets with students on Zoom or in the Writing Center. Email her to set up an appointment. Additional writing resources can be found on the [Academic Success Resources](#) page.

Office of Academic Access (Disability Services) – If you have a physical, psychological, medical or learning disability that may impact your work, it is your responsibility to contact the [Office of Academic Access](#). They will work with you to establish eligibility and to coordinate reasonable accommodations. All information and documentation is treated confidentially.

Parking Permits/Bike Registration – If you plan to drive to school and park on campus you will need to fill out a Vehicle Registration Form on myEMU to receive a parking permit. **If you have a bike**, it is important to register it with the City of Harrisonburg so that there may be some chance of recovering it should it be stolen.

Animals On Campus – Animals are not allowed in the building unless they are documented service animals. Page 12 of the EMU student handbook states “Except for service animals, no animals are permitted in university buildings or facilities.”

Email Addresses – Your EMU email address will be our official way of communicating with you. Make sure to **check it daily** or have emails [automatically forwarded](#) to your personal address.