



# Muskingum College

Classes Begin  
Aug. 27

Exams  
Dec. 10-14

## 2007 Temporary Directory

163 Stormont Street  
New Concord, Ohio 43762  
(740) 826-8211

[www.muskingum.edu](http://www.muskingum.edu)

## RESIDENCE LIFE STAFF

### Townhouses

1B3 Becky Schroeder ..... 8172

### Finney Hall

100 Amy Rutledge (Sr. RA) ..... 8666

106 Melissa Forsythe ..... 8535

118 Caitlin Schultz ..... 8602

206 David Losh ..... 8562

218 Kevin Burdick ..... 8703

306 Kevin Peyton ..... 8753

### Kelley Hall

02 Sherisa Regan (Sr. RA) ..... 8957

B30 Zachary Hertel ..... 6348

008 Ryan Olterman ..... 8250

021 Zac Conley ..... 8815

115 Khrista Martin ..... 8567

130 Katie Easley ..... 8623

215 Lindsey Cox ..... 8735

230 Rachel Thompson ..... 8704

315 Greg Miller ..... 8761

330 Andre Nash ..... 8742

### Memorial Hall

24 Karli Reed ..... 8482

120 Hillary Marks ..... 8588

206 Mickey Yackey ..... 8862

217 Samantha White ..... 8713

306 Katlyn McFadden ..... 8719

317 Amber Radabaugh ..... 8693

## PROGRAM HOUSES

3 College Place 117 Lakeside Drive

**Sigma Alpha Iota** **Spanish House**

105 Lakeside Drive 11 West Main

**R.E.A.L. House** **International House**

107 Lakeside Drive 127 Lakeside Drive

**The Men of** **Bacchus House**

**Muskingum House** 133 Lakeside Drive

109 Lakeside Drive **Light House**

**P.M.A. House** 141 Lakeside Drive

111 Lakeside Drive **French House**

**Multicultural House** 151 Lakeside Drive

115 Lakeside Drive **German House**

**Pride House**

### Moore Hall

104 Adam Mitchell (Sr. RA) ..... 8609

110 Arjun Singh ..... 8809

203 Joe Embacher ..... 8731

218 Amay Malik ..... 8851

303 Chris Limle ..... 8690

318 Eric Brumbaugh ..... 8503

### Patton Hall

202C Ryan Worbs ..... 8416

203B Jesse Marshall ..... 8406

302C Ashley Hamilton ..... 8402

303B J.D. Walters ..... 8418

407 Holly Soper ..... 8408

### Thomas Hall

118 Ashley Campbell (Sr. RA) ..... 8728

018 LaKeshia Jones ..... 8662

121 Laura Soper ..... 8839

129 Carrie Ketelsen ..... 8770

214 Joey Oliver ..... 8847

218 Sam Das ..... 8714

314 Steven Tuma ..... 8669

318 Collin Foust ..... 8638

## LOBBY PHONES

Finney Hall ..... 8600

Kelley Hall ..... 8700

Memorial-Moore Hall ..... 8777

Thomas Hall ..... 8500

## AREA COORDINATORS

Jackie Haramis ..... 8098

Bill Howard ..... 8081

Lindsey Hurst ..... 8099

## CLUB HOUSES

Alpha Sigma Alpha ..... 137 Lakeside

Chi Alpha Nu ..... 163 Montgomery Blvd

Delta Gamma Theta ..... 125 Lakeside

FAD ..... 142 Lakeside

Theta Phi Alpha ..... 142 Lakeside

Mace ..... 250 Stadium Drive

Phi Kappa Tau ..... 230 Stadium Drive

Sinfonia ..... 1 College Place

Stag ..... 26 Stadium Drive

Ulster ..... 28 Stadium Drive

Lambda Chi ..... 135 Lakeside

## SELECTED OFFICES

### Academic Dean's Office

100 Montgomery Hall ..... 8122

### Admission Office

103-111 Montgomery Hall ..... 8137

### Alumni Office

126 Montgomery Hall ..... 8131

### Athletic Department

Intramurals ..... 8324

Secretary ..... 8320

Training Room ..... 8327

VIP Lounge ..... 4328

### Black & Magenta

Cambridge Hall ..... 8176

### Bookstore

Student Center ..... 8170

### Business Office

125 Montgomery Hall ..... 8111

Student Accounts ..... 8118

### Campus Police

104 Montgomery Blvd. .... 8155

### Campus Services

24 Stadium Drive ..... 8147

BOC Snack Bar ..... 8148

Classic Fare ..... 8282

Scheduling Office ..... 8383

### Career Services

Student Center ..... 8084

### Center Board

Student Center ..... 8098

### Center for Advancement of Learning/PLUS

211 Montgomery Hall ..... 8280

### Center for Child Development

117 Cambridge Hall ..... 8351

### Computer and Network Services Center

331 Boyd Science Center ..... 8050

Office of Instructional Resources ..... 8261

### Counseling Services

Student Center ..... 8091

### Division & Building Secretaries

Art ..... 8310

Boyd Science Center ..... 8220

Brown Chapel ..... 8125

Caldwell Hall ..... 6120

Cambridge Hall ..... 8270

Education ..... 8246

Music ..... 8095

Rec Center ..... 8320

### Graduate and Continuing Studies & ECSTI Office

117 Montgomery Hall ..... 8038

### Human Resources Office

16 Montgomery Hall ..... 8114

### Institutional Advancement Office

126 Montgomery Hall ..... 8130

### International Student Services

211 Top of the Center ..... 8094

### Library

Circulation ..... 8152

### Mail & Copy Center

Student Center ..... 8124

### Major Gifts Office

126 Montgomery Hall ..... 6104

### MCTV-8

Caldwell Hall ..... 8888

### Muscoljuan

Cambridge Hall ..... 8296

### Physical Plant

Physical Plant Building ..... 8160

### President's Office

110 Montgomery Hall ..... 8115

### Public Relations

2 Montgomery Hall ..... 8024

### Registrar's Office

119 Montgomery Hall ..... 8164

### Student Employment

109 Montgomery Hall ..... 8139

### Student Financial Services

109 Montgomery Hall ..... 8139

### Student Life Office

Student Center ..... 8080

### Study Abroad/International Exchange

119 Montgomery Hall ..... 8164

### Theatre

Box Office ..... 8376

### Volunteer Services

Top of the Center ..... 8094

### Wellness Center

25 South St. .... 8150

### WMCO 90.7 FM

Caldwell Hall ..... 8907

## • STANDARD RESIDENCE LINES

Unlimited calling of non-toll numbers. Non-toll numbers include “800” numbers and numbers within the local service area. When in doubt, try first as a local call. Some local exchanges include 826 (New Concord), 432, 435, and 439 (Cambridge) and 872 (Norwich).

Long distance calls may be placed from any campus telephone with local dialing capability by entering two identification numbers - the five digit authorization code and the last four digits of the owner’s student identification number. Each authorization code is a unique number and authorized for use with one person only. Requiring entry of the last four digits of the student identification number helps eliminate unauthorized use of an authorization code.

Calling of numbers which bill at inflated rates, such as adult conversation lines, is prohibited.

Incoming collect calls are prohibited.

## • REPORTING TELEPHONE PROBLEMS

Any problems or questions associated with telephone service should be directed to the campus switchboard by dialing “0” during normal college business hours. The list of common problems and possible solutions that may save time.

- No dial tone
  - ensure the telephone is plugged into the “voice” jack, not the “data” jack.
- Telephone not ringing
  - ringer switch on telephone - turn to the on position
  - ringer defective - try a known working telephone
- Voice mail does not respond to telephone keys
  - verify the “tone/pulse” switch is set to “tone”
  - retry with verified correct passcode

## • WHEN MAKING A CALL

### Dialing campus numbers from off-campus

All campus extensions beginning with the digit 8 (8XXX) can be dialed directly from an off-campus phone by dialing 826 followed by the extension number. Additionally, campus phone extensions 6000-6399 may also be dialed direct in this manner.

Extensions other than those mentioned above can be reached by dialing 826-8188. The automated attendant will prompt the caller for an extension number. A touch-tone telephone is required to use the automated attendant service.

### Dialing campus numbers on campus

Dial the four digit station extension.

### Dialing off-campus local

Dial 9, followed by the phone number.

### Direct dialing off-campus long distance

Dial 9-1-area code-number. (Requires the use of your authorization code - See below.)

### Dialing off-campus long distance with a calling card

1. Dial 9-1 then the toll free number on your card.

## • USING YOUR AUTHORIZATION CODE

Long distance calls may be placed from any campus telephone with local dialing capability. A rapid interrupted beeping tone prompts for the authorization code. Enter the five digit authorization code followed by the last four digits of your student identification number. The call is placed following successful entry of the authorization code. If the authorization code is not accepted, a fast beeping tone (reorder) will be heard. Hang up and retry the call using the proper authorization code. Please note a slow beeping tone is a busy tone.

## • INSTRUCTIONS FOR STUDENT SHARED-EXTENSION MAILBOX INITIALIZATION

Using a concept known as “shared-extension voice mail”, each roommate has their own voice mailbox (VM box). As such, every student will be responsible for setting up his or her own VM. To set up your VM:

- 1.) Each room has enough mailboxes associated with it to cover the maximum number of roommates. Roommates must decide who will have which mailbox in the system (1, 2, 3, or 4).
- 2.) Once this has been decided, each roommate will, in turn, dial into the PARENT VM box (dial 4444). The greeting will say HELLO, mailbox XXXX, (where XXXX is the phone extension for the room). To retrieve messages for..... The system will prompt to enter 1 for the first mailbox, 2 for the second, etc. Enter the number for the mailbox you have chosen.
- 3.) When prompted for your passcode, enter “1234”. At this point, the tutorial will begin, assisting you in setting your passcode, greeting, and name. PLEASE NOTE that, when prompted to enter your name, you must say both your first and last names. This is what will be used to identify you to outside callers who get your voicemail. Parents, friends, etc. will not know whom the “Green Hornet” is, but they will know “Jodi Smith”. You must complete the entire process for any changes to take effect.

## • TO RETRIEVE YOUR MESSAGES:

- 1.) Dial 4444, enter the number for your mailbox (1, 2, 3, or 4) and, when prompted, enter your passcode.

## EMERGENCY NUMBERS

**Muskingum College Campus Police**  
Dial 8155 (from on campus)  
Dial 826-8155 (from off campus)

**Muskingum County 911 Service**  
Dial 911

**New Concord Fire Department**  
Dial 911

Be prepared to provide detailed information describing the location and nature of your emergency.