



# Front Desk Manuel

Eastern Idaho Technical College

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## Tasks

### *Temporary Parking Permits*

Make 15 for each day of the month we are in school. They are in the top drawer of the filing cabinet.

### *Catalogs*

On page 6 put new label over fees. The boxes are in the mail room next to the copiers (if labels aren't with them ask Chris).

### *Request Jobs*

Go to the Student Service Office, Cashiers Office, and the Administration Office, and ask them if they have anything that you could do for them. (note: If they do not have anything for you to do, and they have enough parking permits and catalogs done, then you may be allowed to work on homework.)

## Dress Code:

Students should be dressed neat and modest with name tags on. Jeans, while not prohibited, are discouraged. Jeans with holes (designer or not) are not allowed at any time. Tattoos should be covered, and students should remove jewelry worn in body piercings other than ear piercing.

## FAQ's

**Question:** Where is the bookstore?

**Answer:** The Bookstore is located in Building 3 Rm 352. Make sure to tell them you have to go outside or through the cafeteria to get there.

**Question:** Where is the library?

**Answer:** The library is located in building 5 Rm. 551

**Question:** Where do I go to turn in scholarship papers?

**Answer:** You can turn your scholarship paper in the Administration office in room 330.

**Question:** Where is the testing center?

**Answer:** The testing center is in room 350

**Question:** Where in the class for Absolute Beginners(Computer Course)?

**Answer:** The class for the Absolute Beginners is held in room 518. (make sure that you check that with student services.)

**Question:** Where do I go to see my scores for the TABE test?

**Answer:** You need to go to the Adult Learning Center in room 340

**Question:** Where do I go for GED helps, Classes, and information? (TABE Testing Too)

**Answer:** You would go to the Adult Learning Center, Room 340

**Question:** Where do you go to sign up for WFT Classes?

**Answer:** You can sign up for those classes by going to Raelynn, Pam, or Soncia in Student Services.

**Question:** Where do I go with volunteer opportunities?

**Answer:** You go to Michelle Ziel in the Administration Office.

**Question:** Where do I sign up for Summer Classes?

**Answer:** You need to talk to Pam in Student Services.

**Question:** Where are the Voc Rehab offices?

**Answer:** They are in Building 3 rooms 375 and 376.

**Question:** Where do I take receipts to get reimburse?

**Answer:** You go the Cashers Office.

**Question:** Where are the restrooms?

**Answer:** Turn right, go through a set of doors, and go to the left. The restrooms will be the first door on your left.

**Question:** Where is the foundation office?

**Answer:** In the administration offices

**Question:** Where do I go to make a copy?

**Answer:** In the Library in building 5

**Question:** Where do I sign up for Work Force Training Classes?

**Answer:** sign up in Student Services, and then pay for the classes in the Cashiers office

**Question:** Where is the Math Tutoring Center?

**Answer:** Building 1 Room 135

**Question:** Where is Voc. Rehab?

**Answer:** Building 3 Room 375 & 376 Talk to Tony Ziegler

**Question:** Where do I go to take the CPR course?

**Answer:** The CPR course is held in Building 2 Rm. 225B, on \_\_ days from \_\_ to \_\_ (The room , date, and time are subject to change so make sure to double check)

**Question:** Where do I pay for GED Testing?

**Answer:** You can pay for your GED Testing in the business office in room 320.

**Question:** Where do I get a Zumbapunchcard?

**Answer:** In student service room 300.

(also you can tell them that they can find more info in the Community Education Program Brochure)

**Question:** Are there jobs available on campus for students trying to get their GED?

**Answer:** No, if they are not receiving financial aid they are not able to get work study. (Send them to center for new directions and they can help them.)

**Question:** Can they print from the kiosk?

**Answer:** Yes, they can print from the kiosk, but they have to get a printing from the student services office.

**Question:** If I am taking exams for CSI, that are proctored, will there be a fee?

**Answer:** Gary in the testing center will have the information that you are looking for.

**Question:** I need to get a certificate of completion for a class, where do I go?

**Answer:** Direct them to the student services room 300 to talk with Pam.

**Question:** Parking Permit for workforce training teachers?

**Answer:** Go to Chris O'Dell in student Services.

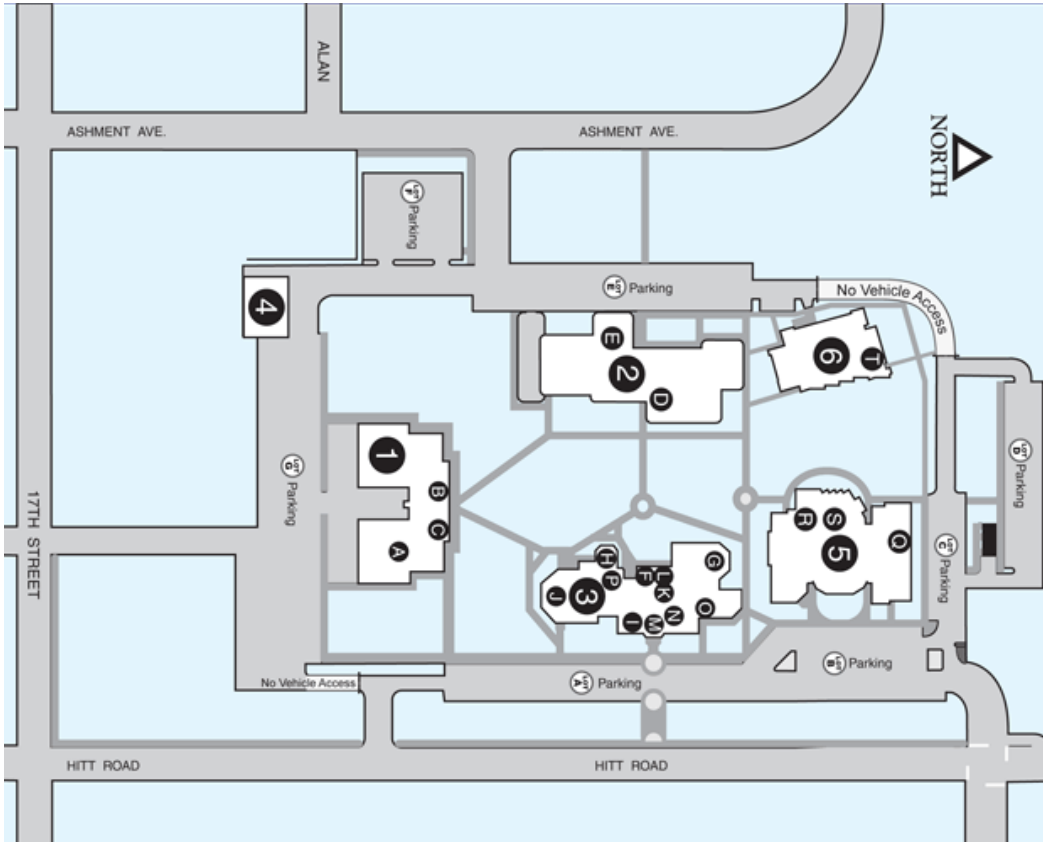
**Question:** Do you offer any Eng. Classes?

**Answer:** Yes, you have to take the Compass test to place you. The Compass test has a \$10 fee. Once done you can sign up for a semester.

**Question:** Who do you talk to in order to get a speaker or other person approved to talk on campus?

**Answer:** Jacque Larsen, Building 3 Administration Office Room 330

## Locations



1. John O. Sessions Mechanical Building, Rooms 001-199

- A. Mechanical Trades
- B. Tutoring Center C - Security
- C. Campus Security

2. Technical Building, Rooms 200-299

- D. Business Office & Technologies
- E. INL Training

3. John E. Christofferson Multi-Purpose Complex, Rooms 300-399

- F. Administration
- G. Adult Learning Center
- H. Book Store
- I. Business Office
- J. Cafeteria
- K. Disability Resources
- L. Foundation Office
- M. Main Entrance
- N. Student Services
- O. Tech-Prep Office
- P. Testing Center

4. Maintenance Building

5. Alexander D. Creek Class Lab Building, Rooms 500-599

- Q. Center For New Directions
- R. Human Resources
- S. Library

6. Health Care Education Building, Rooms 6100-6299

T. Health Professions



# JOHN E. CHRISTOFFERSON MULTI-PURPOSE BUILDING





ALEXANDER D. CREEK  
CLASSROOM LABORATORY BUILDING





## HEALTH CARE EDUCATION BUILDING



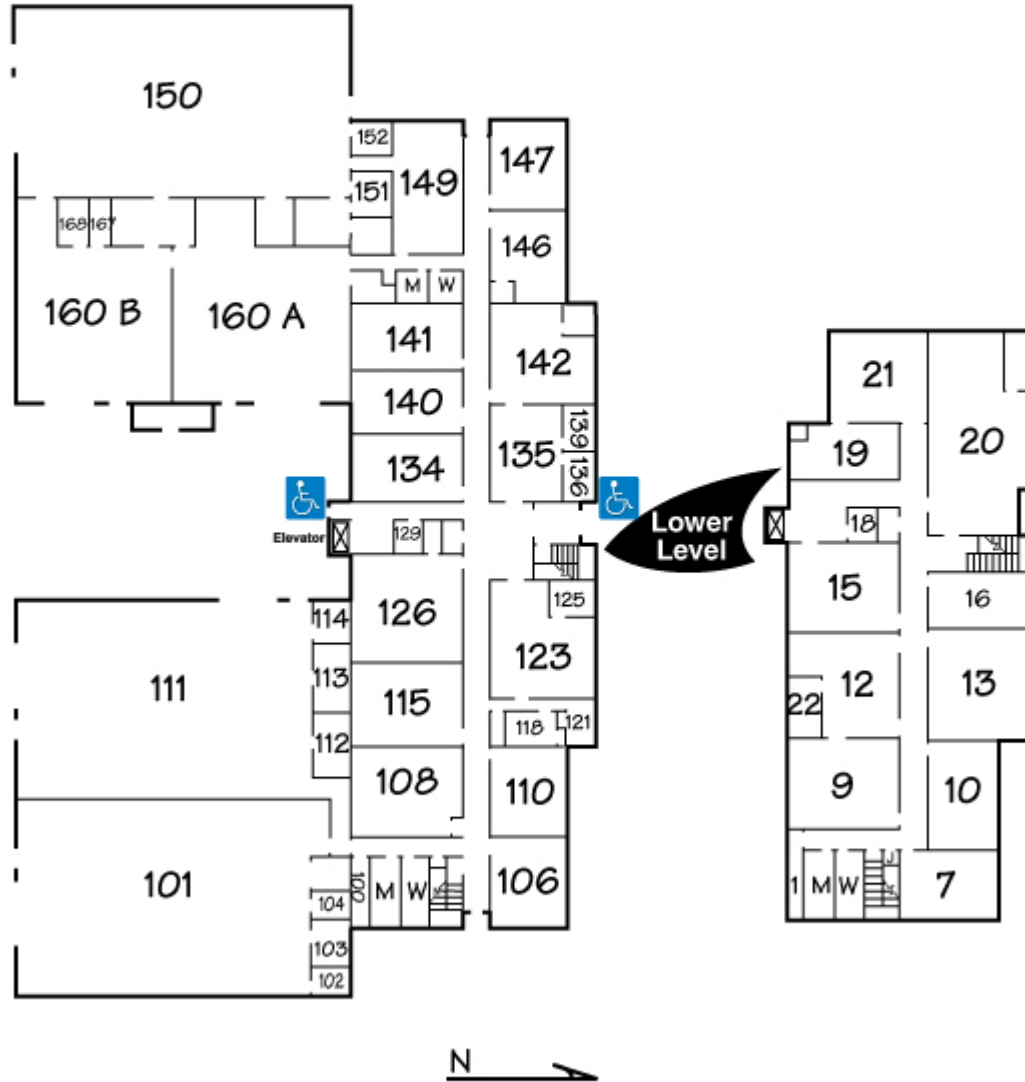
SECOND FLOOR



FIRST FLOOR



# JOHN O. SESSIONS MECHANICAL BUILDING





# TECHNICAL BUILDING

