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Accounts Payable 6180

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Barnes & Noble Bookstore 6365

Brightspace Help Desk 6145

Board of Regents BA 6155

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Business and Finance 6180

Cashier’s Office 6190

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College Completion Center. 6052

Counseling Center 6432

Criminal Justice 6104

Criminal Justice House 6104

Degree Certification 6125

Dining Services (Aramark) 6360

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Facilities Scheduling 6388

Field House 6239

Financial Aid 6170

Fine Arts Department 6109

Fitness Center/Intramurals 6440

Football (Assistant) 6232

Freshens 6368

Goodwin Hall Front Desk 6298

RD Apartment, 6413

RD Office 6413

GSU Foundation 6380

Hall of Fame 6336

High Adventure 6401

Housing (Faculty & Staff) 6241

Housing (Student) 6413

Human Resources………………. 6193

Land Resources Department 6104

Language & Literature Dept. 6109

Library 6160

Library (Director) 6161

MCCC – Room 319 6445

Multicultural Affairs 6158

Nurse 6430

Office of Technology 6140

Off Campus Programming 6129

Payroll 6191

Phoenix (College Newspaper) 6393

Physical Plant 6240

Pioneer Media 6436

Pioneer Village Office 6412

RD Apartment 6412

Pool Information 6216

Post Office 6420

President’s Conference Room 6105

President’s Office 6100

Print Shop 6392

Public Relations 6394

Public Safety 304-904-2041 / 6450

Purchasing 6184

Recruiters (College) 6130

Registrar’s Office 6120

Residence Life 6412

Science & Math Department 6104

Social Science 6109

Sports Information Director 6238

Starbucks 6369

Student Activities 6401

Student Employment 6152

Student Gov’t Association 6419

Student Life 6400

Student Life Office 6410

Student Support Services 6150

Switchboard 6045

Veterans Services 6155

Waco Mental Health 6443

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Business 6104

Education 6103

Criminal Justice 6104

Fine Arts 6109

Health and Physical Education 6109

Health Sciences 6470

Land Resources 6104

Language and Literature 6109

Science & Math 6109

Social Science 6109

**ADMINISTRATIVE Offices**

Academic Affairs 6110

Admissions 6130

Athletics 6220

Business and Finance 6180

Campus Ministry 6067

College Advancement/

GSU Foundation 6380

Human Resources 6193

Office of Technology 6140

President 6100

Registrar’s Office 6120

Student Affairs 6400

**Direct Inward Dial Numbers:**

Academic Affairs 462-4100

Academic Success Center 462-4118

Admissions 462-4128

Alumni Affairs 462-4122

Athletics 462-4102

Business Department 462-4123

Business and Finance 462-4107

Cashier’s Office 462-4104

College Advancement 462-4125

Criminal Justice House 462-6468

Dining Services 462-4108

Education Dept 462-4119

Financial Aid 462-4103

Fine Arts 462-6340

GSU Foundation 462-4125

Human Resources 462-4101

Land Resources Dept 462-4135

Language and Literature 462-4121

Library 462-4109

Office of Technology 462-4106

Payroll 462-4134

Physical Plant 462-4112

President’s Office 462-4110

Public Relations 462-4115

Public Safety 462-4132

Purchasing 462-4131

Registrar’s Office 462-4117

Science & Math Dept. 462-4126

Social Science Dept 462-4124

Student Life 462-4114

Voice Mail Remote 462-4139

**FAX Numbers**

Academic Success Center 462-6032

Admissions 462-0578

Athletics 462-5593

Business and Finance 462-7839

Business Department 462-6261

Campus Nurse 462-4127

Criminal Justice 462-6479

Dining Services (Aramark) 462-7651

Education 462-5192

Financial Aid 462-4407

Foundation 462-7665

Human Resources 462-6198

Land Resources 462-8709

Library (circulation) 462-4049

NWVRHEC 462-6466

Off Campus Programming 462-6058

Office of Technology 462-6044

Physical Plant 462-5934

President’s Office 462-7610

Public Relations 462-6395

Public Safety 462-6461

Registrar’s Office 462-8619

Science and Math 462-4136

Social Science 462-6455

Student Life 462-5057

**MISCELLANEOUS**

HEPC (McWhirter, Kristi) 6115

HOPE (Bone, Susan) 6463

Morris Center for CJT 462-3044

NWVRHEC 462-6465

Fisher, Amanda 6291

Cole, Tiffany 6292

**TOLL-FREE LINES**

Admissions ONLY 800-924-2010

Alumni Affairs 866-239-0285

**EMERGENCIES**

**Public Safety 6450**

**(or) 911**

**Duty Officer Cellular 304-904-2041**

**Cisco IP Phone Quick Tips**

**How to Transfer Calls**  
1. Press ”Transfer,” the key that is located below the screen.  
2. Enter the extension number you are transferring the call to.  
3. Wait for the recipient to answer the call.  
4. Press the “Transfer” button to finalize the transfer.

**How to Put Calls on Hold**  
1. Press “Hold,” the key that is located below the screen.  
2. Make sure the line you are transferring is highlighted on the phone’s screen.  
3. When you are ready to take the call off Hold, press “Resume.” That is the same key you used to place the call on Hold.  
  
**How to Access Voicemail**  
1. Press the button with the envelope icon. This is the messages/voicemail button.  
2. You will hear a set of voicemail instructions that will guide you through the steps of setting up your voicemail greeting.  
3. When you have a voicemail, a red indicator will light on the handset and an envelope icon will flash on the right corner of the phone’s screen.  
4. You can listen to your voicemails by pressing the “Envelope” icon button.  
5. Follow the voicemail instructions.

 Updated: 4/03/2024