**Resources Outside of Schedule of Classes Legend: Green** (Top rows) = Academic **Peach** (Middle Rows) = Technical + Facilities **Blue** (Bottom) = Online/Statewide

**Room 028-249 in Cline Library. Room is no longer reservable** except for legacy classes**.**

[Andrew.See@nau.edu](mailto:Andrew.See@nau.edu)

Questions: 3-9229

**Campus Events-**Meetings & Rooms **(Non-Academic Spaces). 928-523-4313** . [campusevents@nau.edu](mailto:campusevents@nau.edu)

**Technology Issues.** [**classrooms@nau.edu**](mailto:classrooms@nau.edu)Includes physical technology, such as projectors, whiteboards, blinds, conference phone, connectivity, etc. Includes need for software that is loaded/available only in particular rooms and not available remotely or via the network.

**Changes regarding existing roll-ups and combined sections in Canvas LMS shell** (previously BbLearn).Contact eLearning at [**LMS-faculty-help@nau.edu**](mailto:Lms-faculty-help.@nau.edu)

**Questions on** FERPA (Family Educational Rights & Privacy Act)[**https://in.nau.edu/FERPA/**](https://in.nau.edu/FERPA/%20%20%20%20%20%20%20%20%20%20%20) [**Registrar@nau.edu**](mailto:Registrar@nau.edu) **Ext: 3-2109**

**Class was approved for a curriculum change, but does not exist in Course Catalog** OR Changes to *Course Lines* (grading, units, etc.)[**David.Bruner@nau.edu**](mailto:David.Bruner@nau.edu) **Ext: 3-1206**

**Questions about Instructor Pay for FLGMT Fall or Spring (NON-EC-Pay):** Speak with someone in your college, usually the Business Mgr, Chair, Associate Dean, or Financial Oversight Manager.

**Enrollment Swap OR Error Messages Students Receive (non-SoC)** [**Registrar.Enrollment@nau.edu**](mailto:Registrar.Enrollment@nau.edu)

**Grades or Roster Issues Registrar’s Office Grades** [**Registrar.grades@nau.edu**](mailto:Registrar.grades@nau.edu) **OR**LOUIE: Curriculum Management🡪 Class Roster 🡪 Class Roster

**When requesting an enrollment swap from Registrar Enrollment and you need to copy Advising** Monica.Bai@nau.edu

**Locate a Requirement Group (Reserves)** [**Reserve Capacity Requirement Group List**](https://in.nau.edu/wp-content/uploads/sites/153/2019/03/Reserve_Groups_October_4_2022.xlsx)

**Details about specific reserve or Create *new* reserve:** [**David.Bruner@nau.edu**](mailto:David.Bruner@nau.edu)

**Room Conditions** (hot/cold, broken, flooded, locked, etc.) Building managers for Flag Campus. <https://in.nau.edu/Facility-Services/Fac_Staff/> and access “Building Managers List”

**Curricular Changes (Catalog Level)** All prefixes**:** [**Stuart.Galland@nau.edu**](mailto:Stuart.Galland@nau.edu) Ext: 3-1753   
Related to Extended Campuses: Jenny Scott Ext. 3-6580

**EC Pay:** [**ECfac.payroll@nau.edu**](mailto:ECfac.payroll@nau.edu)

**Online Teaching Certification** [**https://in.nau.edu/elearning/teaching-online/**](https://in.nau.edu/elearning/teaching-online/)

**Faculty Technical Web Issues   
eLearning** [**LMS-faculty-help@nau.edu**](mailto:Lms-faculty-help@nau.edu) **Ext: 928-523-5554 1-866-802-5256  
MS Outlook Resource (ITS)** Technical   
 (Use if a class in LOUIE does not sync with Outlook Calendar)   
Email**:** [**its-is-coresystems@xdl.nau.edu**](mailto:its-is-coresystems@xdl.nau.edu)🞧 **copy SoC.**

* **Also:** Please submit an [ITS ServiceNow](https://in.nau.edu/its/servicenow/) incident   
  with the issue *and* copy SoC, as well.

**Off-Campus Education Questions**

Ellen Nymark, Manager[**EC.academic.operations@nau.edu**](mailto:EC.academic.operations@nau.edu)

**Missing Rank: Dept Chairs** should refer to the EC Instructor Approval page. If message states “missing rank” go to**:** [**https://admin.extended.nau.edu**](https://admin.extended.nau.edu)

**Rank/Approval process: email** [**EC.academic.operations@nau.edu**](mailto:EC.academic.operations@nau.edu)

**Questions about; Summer, Winter, Online, or Statewide classes…  
  
If built by Statewide:** [**Info.statewide@nau.edu**](mailto:Info.statewide@nau.edu) **If built by SoC team:** [**Registrar.ScheduleofClasses@nau.edu**](mailto:Registrar.ScheduleofClasses@nau.edu)

**To Cancel ONLINE, Yavapai, Yuma, or any Summer/Winter Class:** Use Coursedog. It is helpful if you mention that these are Statewide or Summer/Winter classes. Include reason for Cancellation.SoC will forward to Statewide.

**Approval to Co-convene or Cross-list a course—One-Time or Permanent.** Requires syllabi. [Policy for**One-Time** Cross-Listing and Co-Convening](https://in.nau.edu/wp-content/uploads/sites/153/2019/03/One-Time-Combination-Policy.pdf)   
**and/or contact:** [Melinda](mailto:Melinda.Treml@nau.edu)Treml (For Undergrad) | Laura Bounds (For Grad College)