Evans Student Center

- **Student Services**
  Location: Evans Student Center 220  
  Phone: 870-245-5220

  **Information:**
  - Student ID’s can be made and replaced here.
    ID cards contain: Food services money, OBU dollars, Library card, building access, laundry services, prints and copies.
  - **Counseling Services:**
    Staff: 
    Dan Jarboe
    Email: jarboed@obu.edu

- **Health Services Office**
  Location: Health Services (Second Floor across from Safety)  
  Phone: 870-245-5244  
  Nurse: Molly Wallace

- **Safety Office**
  Location: Campus Safety Office (Second Floor, right off of the student centers main room.)  
  Phone: (870)-245-4000

  **Information:**
  Patrols campus, unlocks and locks buildings/doors, and maintains campus safety.

- **Campus Activities Office**
  Location: 3rd floor of Student Center (aka “The Bridge”)  
  Staff: 
  Tim Harrell, Director of Campus Activities
  Email: harreellt@obu.edu

  **Information:**
  New Student Orientation  
  Student Leadership  
  Student Clubs and Organizations  
  Student Senate

- **Campus Ministries Office**
  Location: 3rd floor of Student Center (aka “The Bridge”)  
  Staff: 
  James Taylor, Director of Campus Ministries
  Email: taylorja@obu.edu  
  Phone: (870)-245-5536
Twitter: @obucm

**Information:**
Refuge – weekly worship service Thursdays @ 9
Noonday – a time of testimony & encouragement each Mon, Wed & Fri in Berry Chapel
Men’s & Women’s discipleship groups
Backyard Bible Clubs
Big Brother & Sister

- **Recreational Life Office**
  Location: 3rd floor of Student Center (aka “The Bridge)
  Hours: Monday, Wednesday, & Friday 9:00 a.m. – 2:00 p.m.
  Tuesday & Thursday 10:00 a.m. – 2:00 p.m.
  Staff:
  o **Director of Recreational Life:**
    Shane Seaton
    Phone: (870) 245-5268
    Email: recsports@obu.edu

- **Fitness Center**
  Location: 2nd floor of Student Center, down the hall from Student Services.
  Hours: Open 24hrs. Must use ID card for access

- **OBU Bookstore**
  Location: 1st floor of Student Center
  Phone: (870) 245-5299
  Email: bookstore@obu.edu
  Hours: Monday-Friday: 8 a.m. to 4:30 p.m.
  Saturday: as events require
  Information:
  OBU apparel
  Buy and sell books
  Food and Drink items
  Also located just outside of the Bookstore is an ATM.

- **Post Office**
  Location: 1st floor of Student Center
  Hours: 8:00 a.m. - 5:00 p.m.
  o Mailboxes are available for access at anytime
  o On campus mailing does not require postage, but you may purchase stamps for off campus mailing.
  o OBU’s Address:
    **410 Ouachita Street**
    OBU Box #_ _ _
    Arkadelphia, AR 71998
• **Chick-fil-A*, Sandella’s*, and Tiger Grill**
  Location: 2nd floor of Student Center
  Hours: Monday – Thursday: 11:00 a.m. - 11:00 p.m.
  Friday: 11:00 a.m. - 6:00 p.m.
  Saturday: 11:00 a.m.-4:00 p.m.
  Sunday: Closed

• **Dr. Jack’s Coffeehouse**
  Location: 2nd floor of Student Center
  Hours: Monday – Friday: 7:00 a.m. - Midnight
  Saturday: 10:00 a.m. - 2:00 p.m.
  Sunday: Noon to Midnight
  Live Music Friday’s at 12:15 p.m.

*You have $450 available on your ID card per semester for Chick-fil-A, Sandella’s, Tiger Grill, and Dr. Jack’s.

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**The Commons**

Campus Cafeteria

Hours:

- **Monday- Friday**
  - Breakfast 7:00 a.m. - 9:30 a.m.
  - Continental Breakfast 9:30 a.m. - 11:00 a.m.
  - Lunch 11:00 a.m. - 1:30 p.m.
  - Light Lunch 1:30 p.m. - 4:30 p.m.
  - Dinner M-Th 4:30 p.m. - 7:00 p.m.
  - Dinner Friday 4:30 p.m. - 6:30 p.m.

- **Saturday - Sunday**
  - Brunch 11:00 a.m. - 2:00 p.m.
  - Dinner 4:30 p.m. - 6:30 p.m.

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**Moses Provine**
Contains the Speech Pathology Department and the Visual Arts Department and the Printing Department.

Computer Labs:
- Phelan Graphics Design Lab
  Location: MP 206
  **Graphic Design majors ONLY**
- Communication Sciences & Disorders
  Location: MP105
  Hours: 7:00 a.m. – 7:00 p.m.
  **CMDS students ONLY**

Printing Department:
Location: Moses Provine. At the end of the hall, through the glass doors, and down the stairs.
- Students needing music lined paper can pick up a packet for $5 at the print shop.

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**Hickingbotham Hall**

Contains the Hickingbotham School of Business
Dean: Bryan McKinney
Email: mckinneyb@obu.edu
Phone: 870-245-5513

Computer Lab:
- Blackmon Computer Center
  Location: HH 106
  Hours: Monday – Friday 7:00 a.m. – 11:00 p.m.
  Saturday & Sunday 12:00 p.m. – 11 p.m.

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**Jones Science Center**

Contains all science departments.
Dean: Dr. Tim Knight
Email: knight@obu.edu
Phone: 870-245-5528

Computer Labs:
- Hudson Computer Lab
  Location: JSC 218
  Open 24 hours a day to all students. After 5 p.m. must use student ID for access.
- Math/Computer Science
Location: JSC 343  
Open 24 hours a day to all students granted card access (Math or CSCI majors)  

Tutoring Services:  
- **Math**  
  Location: JSC 341  
  Hours:  
  - Sunday, Tuesday, & Thursday: 8:00 to 9:30 p.m.  
  - Wednesday: 8:00 to 10:00 p.m.  
  All math courses, including Intermediate Algebra and Applied Math, through Calculus 2.  
- **Science**  
  Location: JSC 234  
  Hours: Sunday – Thursday: 8:00 to 9:30 p.m.  
  All science courses at freshman level, Life Science, Physical Science, and some* chemistry courses, e.g. Organic 1&2. *varies with tutor  

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**Berry Chapel**  
- Campus chapel open to everyone.  
- Noondays are held here on Monday, Wednesdays, and Friday.  

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**Berry Bible Building**  
Contains most classrooms and offices for students and professors in the Pruett School of Christian Studies.  
Dean: Dr. Danny Hays  
Phone: (870) 245-5599  
Email: haysd@obu.edu  

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**SPEC**  
Contains offices of Kinesiology and Leisure Studies Department.  
Hours: Opens early in the morning depending on athletic practices and is open till 10:00 p.m.  
- Gymnasium  
- Racquetball courts  
- Intramural basketball courts  
- Swimming pool  
- Weight and fitness room for athletes and kinesiology students only.
- Rock Wall (open 2:00pm-6:00pm on certain days. Contact Campus Activities.)
  The **Tiger Den** is connected to SPEC which holds clubs and campus special events.

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**McClellan Hall**

Contains classrooms and courses for education, history, and psychology departments.

Computer Labs:
- Cole Computer Lab
  Location: MCC 201
  (School of Social Science students only. Go to MCC 200 for admittance during regular office hours, 8 a.m. – 4 p.m., M – F)
- Wetherington Lab
  Location: McClellan 3rd floor
  Hours: Monday and Wednesday 9:00 a.m. – 5:00 p.m.
  Tuesday 2:00 a.m. – 4:00 p.m.
  Thursday 11:00 a.m. – noon & 3:30 – 9:00 p.m.
  Education majors only. Be prepared to pay for any materials used if laminating, faxing, or printing.
  An attendant will be in the Center to assist you.

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**Riley-Hickingbotham Library**

**Hours:**
Main Library
- Fall/Spring Terms
  Monday – Thursday 7:45 a.m. -11 p.m.
  Friday 7:45 a.m. - 5 p.m.
  Saturday 12 p.m. -5 p.m.
  Sunday 6 p.m. - 11 p.m.
- May/Summer Terms *
  Monday – Friday 8 a.m. -5 p.m.
- Holiday Schedule
  - Labor Day
    Sat., September 1 through Mon., September 3 – CLOSED
  - Fall Break
    Wed., October 10 through Fri., October 12 -- 7:45 a.m. to 5 p.m.
    Sat., October 13 -- CLOSED
    Sun., October 14 -- 6 p.m. to 11 p.m.
- **Thanksgiving**
  Tues., November 20 and Wed., November 21 -- 7:45 a.m. to 5 p.m.
  Thurs., November 22 through Sat., November 24 -- CLOSED
  Sun., November 25 -- 6 p.m. to 11 p.m.

- **Christmas and Winter Interim**
  Sat., December 15 and Sun., December 16 -- CLOSED
  Mon., December 17 through Fri., December 21 -- 7:45 a.m. to 5 p.m.
  Sat., December 22 through Tues., January 1 -- CLOSED
  Wed., January 2 through Tues., January 15 -- 7:45 a.m. to 5 p.m. WEEKDAYS

**Instructional Media**
- **Fall/Spring Terms**
  Monday – Thursday 8 a.m. to noon; 1 p.m. to 11 p.m.
  Friday 8 a.m. to noon; 1 p.m. to 5 p.m.
  Sunday 6 p.m. to 11 p.m.

- **May/Summer Terms** *
  Monday – Friday 8 a.m. to noon; 1 p.m. to 5 p.m.

**Special Collections**
- **Fall/Spring Terms**
  Monday – Friday 8 a.m. to noon; 1 p.m. to 5 p.m.

- **May/Summer Terms** *
  Monday – Friday 8 a.m. to noon; 1 p.m. to 5 p.m.

**Information:**
- No food or drinks are allowed in the library.

**Copier/Printing Machines:**
- All printers and copy machines in the library require students to swipe their card and charges .01¢ for each copy. Each student has $40 on their card for copies.
- **To Print:**
  Press Print on the menu, press ok, then a box will appear asking you for your name and the mailbox your document will appear in. The student then goes to the copy machine, swipes their card to activate the copier, and presses mailboxes. Then the students will then find the mailbox number where they put their document, select their document, and prints.

- **Emailing Documents:**
  If a student wishes to copy a document and then send it to an email address the only copier that has this capability is the copier downstairs to the right in the library. The student will put in the address to which it is being sent, make all the copies of the documents and then press send. You will receive a receipt from the printer after the documents have been sent that says the documents were sent.

- **Books on Reserve:** If a student desires to get a book that is on reserve they simply need to go to the front desk and ask for that title. The student signs out the book and is able to use the book in the library until it closes. A student cannot take the books on reserve out of the library.
• **Study Rooms:** Upstairs to the back right of the building, students will find the carols which is 4 rooms made for students who need complete silence and no distractions while studying. Students may also choose to use one of the many group study rooms for studying with friends.

• **Video Lab:** The video lab is available for class use and some bible studies. The video lab is on the first floor to right, back of the library and down the stairs.

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**Mabee Fine Arts**

**Hours:**
The Mabee Fine Arts building is open 24hrs. Sometimes safety will lock it but you call to get them to unlock the door for you.

**Offices:**
Most faculty offices for the School of Fine Arts, Division of Music are located in Mabee along with the office of the dean of the School of Fine Arts. For an appointment with the dean, students can contact or speak with his administrative assistant, Mrs. Huneycutt. Students needing to drop off music, or any other documents for faculty or accompanists can leave these in the mailboxes in the School of Fine Arts office suite on 1st floor Mabee.

- **Dean:** Scott Holsclaw
- **Location:** 1st floor Mabee
- **Email:** hosclaws@obu.edu
- **Phone:** (870)-245-5129

  **Administrative Assistant:** Laurie Huneycutt
  **Email:** huneycuttl@obu.edu
  **Phone:** (870)-245-5129

**Facilities:**
- **W. Francis McBeth Recital Hall**
- **Music Library**

  The music library is located in Mabee 204. It is where any student on campus can check out music, make copies of music, or listen to music at the computers there. Books and scores can be checked out for 21 days. Late fees are .10¢/day. CD’s can be checked out for 1 day and late fees are $5.00/day.

  **Hours:**
  - **Monday** 8:00 a.m. – 7:00 p.m.
  - **Tuesday** 8:00 a.m. – 10:00 a.m. & 11:00 a.m. – 7:00 p.m.
  - **Wednesday** 8:00 a.m. – 7:00 p.m.
  - **Thursday** 8:00 a.m. – 7:00 p.m.
  - **Friday** 8:00 a.m. – 7:00 p.m.
  - **Saturday** As Announced

  **The Music Library will be closed during all concerts/recitals sponsored by the Division of Music.**
May Term and summer hours vary from day to day and week to week depending on the schedules of the Music Librarian and one student worker. In general, the Library is open at least 20 hours per week during this time.

- Charles W. Wright Choral Rehearsal Room
- Instrumental Ensemble Rehearsal Room
- Practice Rooms: The practice rooms are available to Ouachita students, some with and some without a piano. In each set of practice rooms, 2 rooms are locked which are reserved for Piano principles ONLY.
- Ouachita MIDI Lab
- James A. Harrison Computer Lab
- Ada Clare Wade Davis Piano Lab

(The Harrison Computer Lab is available to music theory students ONLY, the MIDI Lab is available to Music Theory and Composition majors and MIDI students ONLY, and the piano lab is available to class piano students ONLY.)

Cone-Bottoms Hall

- **Human Resources**
  Location: Administrative Services Suite 330
  Hours: Monday-Friday 8:00 a.m. – 5:00 p.m.
  CLOSED for lunch 12:00 p.m. – 1:00 p.m.
  Phone: (870)-245-5410
  Staff:
  o Sherri Phelps- Director of Human Resources
  o Kathy Green- Payroll and Fringe Benefits Specialist

**Information:**
Human Resources take care of benefits administration, wage and salary administration, recruitment, record keeping for all employees of Ouachita including all Work Study students. Students would turn in Work Study paperwork here.

- **Student Financial Aid Services**
  Location: Suite 130
  Hours: Monday- Friday 8:00 a.m. – 5:00 p.m.
  CLOSED for lunch 12:00 p.m. – 1:00 p.m.
  Staff:
  o Karen Matros- Financial Aid Counselor
  o Judy Hollingsworth- Head Cashier
  o Susan Hurst- Director of Student Financial Services
Information:
If a student has any questions regarding financial aid, payments, etc., they are encouraged to come by to set up an appointment or speak with one of the staff.

- **Registrar**
  Location: Room 210
  Hours: Monday- Friday 8:00 a.m. – 5:00 p.m.
  CLOSED for lunch 12:00 p.m. – 1:00 p.m.
  Phone: (870)-245-5578
  Staff:
  - Judy Jones- Registrar and Director of Admissions
  - Shirley Hardin- Assistant Registrar
  - Patricia Fowler- Admissions Assistant
  - Cindy Hewell- Transcript Processor

Information:
Students needing a copy of their official transcript, having questions regarding registration, admissions, graduation requirements, or degree requirements can find help at the Registrar office. Also, any Course Substitution forms must be first approved by the dean of the school to which the course is being substituted and turned in to the Registrar’s office before enrolling in the course.

- **Career Services**
  Location: Suite 125
  Hours: Monday- Friday 8:00 a.m. – 3:00 p.m.
  Phone: (870)-245-5593
  Staff:
  - Rachel Roberts- Director

Information:
Career Services offers many resources for students and graduates in preparing for prospective job opportunities. In the fall they hold the Major’s fair giving students an idea of all the majors available at Ouachita. In the spring they hold the Spring Career Expo. Also during different times of the year are workshops available to students to prepare them job interviews, internships, and other preparations for the future.

Jones Performing Arts Center/Verser Theatre
• The Jones Performing Arts Center consists of a 1,500-seat auditorium, makeup rooms, prop storage and construction rooms, faculty offices, and a ticket office.
• The box office hours are 1PM-5PM, Monday through Friday. The office number is 870-245-5555. For purchasing tickets online go to www.obu.edu/finearts/boxoffice/ and click on buy tickets now.
• For smaller performances Verser Theatre will be the host for these shows. For larger performances such as the opera and concerts JPAC will host these events.

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**Walker Conference Center**

• The conference center is where all CAB movies are shown.
• The conference center is host to many events on campus for alumni, faculty/staff, and students.

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**Lile Hall**

• **Academic Success Center**  
  Location:  Lile Suite 122  
  Hours:  Monday- Friday 8:00 a.m. – 5:00 p.m.  
  CLOSED for lunch 12:00 p.m. -1:00 p.m.  
  Phone:  (870)-245-5381  
  Staff:  
  o Leanne Huneycutt- Administrative Assistant  
    Main Number:  (870)-245-5381  
  o Amber Goodrum- Student Success Coordinator  
    Number:  (870)-245-4286  
  o Nicole Porchia- Director of Academic Success Center  
    Number:  (870)-245-5234  

**Information:**  
The Academic Success Center purpose is to provide students the resources to succeed in all their academic endeavors while here at Ouachita. The center offers free one-on-one tutoring, small-group tutoring sessions, and walk-in tutoring labs. The center also provides workshops throughout the year to build up useful skills. For more information or to print out a tutor request form students can go to the website at www.obu.edu/success
• **Speer Writing Lab/ Digital Lab**  
  Location: Writing Lab- Lile 121  
  Digital Lab- Lile 241  
  Phone: (870)-245-4195  
  Hours:  
  Writing Lab:  
  Monday- Thursday 5:00 p.m. - 9:00 p.m.  
  Friday 2:00 p.m. – 3:00 p.m.  
  Digital Lab:  
  Monday- Friday 7:00 a.m. – 7:00 p.m.  

**Information:**  
- The Speer Writing Lab is available to students for any help regarding grammar, essays, and even lab reports. Consultants in the lab offer assistance for a variety of subjects. To make an appointment visit the center during operation hours.  
- The Digital Lab is open to all students unless being used by a class. After hours use requires students swiping ID cards.  

• **Arnold Multimedia Center**  
  Location: Lile 337  
  Hours: Monday-Friday 7:00 a.m. – 7:00 p.m.  

**Information:**  
- The Multimedia Center is open to all students unless being used by a class. After hours the lab is available to Mass Communications majors ONLY.