

# Operation Resources

Some offices will have phone lines forwarded to other devices so calls to and from campus can be received remotely. Please note that return calls from campus employees working remotely may come through as “unavailable” or “restricted” on caller ID. Students should be sure to check email (including junk mail folders) for correspondence from college offices.

**Bookstore**—The Mercantile will be closed starting Monday, March 30<sup>th</sup> until further notice. Individuals who need bookstore items may schedule an appointment by sending an email to [bookstorel@milesc.edu](mailto:bookstorel@milesc.edu) . Please allow a minimum of 24 hours for a response (Monday-Friday).

**Business Office**—The business office will remain open with limited staffing. To leave a message or request assistance, email [businessoffice@milesc.edu](mailto:businessoffice@milesc.edu).

**Financial Aid**—The financial aid staff will be working remotely and will be in the office once a week to process office needs. To leave a message or request assistance, email [finaid@milesc.edu](mailto:finaid@milesc.edu) .

**Library Services**—The library is closed until further notice. Individuals who need library assistance may schedule an appointment by contacting the library at [library@milesc.edu](mailto:library@milesc.edu) . Please allow a minimum of 24 hours for a response (Monday-Friday).

**Learning Center**—Individuals who need Learning Center support have multiple ways of requesting support. Students may send an email to [lc@milesc.edu](mailto:lc@milesc.edu) or request a call or Zoom appointment time through [www.calendly.com/lc--5mcclearningcenter](http://www.calendly.com/lc--5mcclearningcenter). Requests for tutoring or general academic assistance can also be [submitted online here](#).

**Student Services**—With the campus closed, we are no longer able to offer in-person campus visits or tours. Please contact [admissions@milesc.edu](mailto:admissions@milesc.edu) to make arrangements for a virtual meeting with a member of our Admissions staff. We are still processing applications for admission for summer and fall terms, and students [applying online](#) can expect to receive acceptance confirmation via email from our office within 2-3 business days.

**Transcript Services**—Incoming and outgoing transcripts will not be processed until at least April 13. International students, students receiving veteran’s benefits, or others with questions for the Registrar’s office should email [bluntl@milesc.edu](mailto:bluntl@milesc.edu).

**Human Resources**—The human resources office will be working remotely. Individuals who need assistance may email the HR department at [humanresources@milesc.edu](mailto:humanresources@milesc.edu) . Please allow a minimum of 24 hours for a response (Monday-Friday).