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Welcome

Welcome to the newly dedicated McCord Hall at Arizona State University’s W. P. Carey School of Business!

This manual was created by the W. P. Carey School of Business Graduate Programs Office housed in McCord Hall to provide essential assistance to Arizona State University students, staff, and visitors when utilizing McCord Hall for their student activities, meetings, conferences, and other special events. It should be used as a resource, as it contains information pertaining to the use of this campus facility, rental fees, university safety policies, and building management information.

History of McCord Hall

McCord opened its doors in June 2013 and ever since has been performing at a masters level as the home of W. P. Carey School of Business graduate programs and as a center for undergraduate honor students. This building is a state of the art facility boasting a total of 129,000 square feet in space, 4 stories and a sustainable structure that is sure to impress. It features modern architecture and the latest technology in all the classrooms, team rooms, lounges and event spaces.

The breakdown of the space is as follows:

- Classrooms: 14
- Lounges: 4
- Team rooms: 45
- Interview rooms: 9
- Offices: 14
- Open Office Work Stations: 53
- Student Worker Work Stations: 16
- Restaurants: 1

Points of Interest

- **Oculus** – This eye catching building feature can be most enjoyed from the fourth floor Oasis in the afternoon when it lights up with different colored LED lights, definitely a great conversation starter!
- **Avnet Lounge Sentry Screens** – Located on the first floor Avnet Lounge, these screens provide an astonishing display for any presentation, marketing logos, or a simple slideshow for your special event.
- **McCord Concourse Area** – Nestled in between McCord Hall and the BA building the concourse is the perfect setting for an outdoor event. It seats two-hundred and fifty guests comfortably and is in close proximity to facilities, parking and the Memorial Union. This is also a great space for graduate students to lounge, have lunch or study before class.
Special Features

- **LEED Gold Certification** – This certification was earned for sustainability from the U.S. Green Building Council in December 2014. This ranking is the second-highest green building ranking in the U.S. Green Building Council’s LEED (Leadership in Energy and Environmental Design) program.

- **Mechanical Systems** – McCord Hall has underfloor air distribution which allows greater efficiency, and a cleaner/quieter product. This mechanical system is low energy since the focus is on the first seven feet of space and not the entire room from top to bottom.

- **Water Efficiency** – McCord Hall has both low floor water systems and hands free faucets to allow greater cost savings and more efficiency overall.

- **Indoor Environmental Quality** – Occupancy sensors and natural lighting are two facets that allow McCord Hall to be environmentally friendly. Window screens have also been placed in many windows throughout McCord Hall to block sunlight and help with glare control.

- **Lighting** – “don’t burn lights” are common throughout McCord Hall. LED fixtures are also used in all areas of the building.

- **Energy Use** – McCord Hall currently uses 35-37% less energy when compared to other buildings on the ASU campus.

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### Hours of Operation

**W. P. Carey Graduate Programs Office**  
Monday – Friday 8:00 am to 5:00 pm  
*Office remains open during lunch*  
Entry Point is McCord Hall 350


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### Directory

Telephone: To make an outside call dial 9 + phone number including area code (dial 9 + 1 + phone number for long distance). For ASU internal calls you can dial the extension. For example, when calling 480.965.1234, you would dial 5-1234.

**McCord Hall Building Contacts**

Graduate Programs Office Reception Desk…………………………………………………….480.965.3332  
McCord Hall Email:  **McCord.Hall@asu.edu**

**Building Operations Staff**

**Assistant Director of Strategic Operations**  
Maya Duebler…………………………………………………………………………….480.965.0623

**Administrative Associate**  
Mary Latino…………………………………………………………………………….480.727.6233
Building Manager
Matt Carter…………………………………………………………………………………….602.708.0467

Events Coordinator
Leigha Farabee………………………………………………………………………………480.965.5588

**Emergency Contacts**
To Report an Emergency…………………………………………………………………………..911

Then contact:

**W. P. Carey Facilities Manager**
Michael Nixon………………………………………………………………………………480.650.8912

**Secondary Emergency Contact**
Matt Carter……………………………………………………………………………………..602.708.0467

Non-Emergency (ASU PD)………………………………………………………………………………480.965.3456
Campus Safety………………………………………………………………………………………480.965.1972

**Security** – There is no on-site security in McCord Hall. Please use the numbers listed above for emergencies and non-emergencies.

**Safety Escort Service**
Call 480.965.1515 from 7:00 – 3:00 am, 7 Days a week to receive a safe ride anywhere on campus

**Environmental Health and Safety**
Major Hazardous Spill…………………………………………………………………………………911
Minor Spills or Leaks………………………………………………………………………………...480.965.1823
After Hours…………………………………………………………………………………………ASU PD

**Link to the Emergency Response Guide Here** for more emergency information

**Facilities Management and Maintenance**
Please email **McCord.Hall@asu.edu** for immediate assistance Monday thru Friday from 7:00 am to 5:00 pm and always copy **McCord.Hall@asu.edu** on any building communication 24/7.

During weekday evenings and weekends determine if situation requires “immediate attention”, if it does not, please email **McCord.Hall@asu.edu**. If immediate attention is needed, determine what type of issue it is, FACMAN issue or custodial issue. For example:

FACMAN Issue: Broken glass, large spills, circuit breaker issue, bathrooms overflowing-plumbing needed
Contact FACMAN at 480.965.3633 or email **FACMAN@asu.edu** *Saturdays/Sundays – phone call only*
Copy **McCord.Hall@asu.edu** and **wpcfac@asu.edu**

Normal Custodial Issue: Mop needed, paper towel or toilet paper refills or if a day porter can handle it
Contact **wpcfac@asu.edu** and copy **McCord.Hall@asu.edu**
If you need to contact someone immediately for a non-emergency custodial issue you may contact one of the following contacts:

**Custodial Services**
Custodial Emergency Contacts:
Michael Nixon..........................................................480.650.8912
   Email: m.e.n@asu.edu
Ban Le..........................................................480.289.1951
   Email: Ban.Le@asu.edu
Kevin Keller..........................................................480.212.6741
   Email: Kevin.Conrad.Keller@asu.edu

**Recycle Pick-Up**
Email: McCord.Hall@asu.edu

**Technology Services**
All support questions..........................................................480.965.2400
Email: wpcarey.support@asu.edu

**Deliveries (i.e. FedEx, Staples, catering, and mail)**
Please direct all delivery personnel to 450 East Lemon Street, Tempe, Arizona 85287-4906. Upon arrival have personnel check in at the 3rd floor reception desk.

**Lost & Found**
All lost and found items are turned into the 3rd floor reception desk of McCord Hall. At day’s end the remaining items are turned into the Memorial Union Lost & Found.

**Building Occupants**

**Executive Programs**..........................4th Floor
   Executive MBA Suite
   Executive Classrooms (1)
   Break Room and Coffee Bar
   Executive Training Facilities (2)
   Executive Team Rooms (8)
   Executive Education
   Center for Services Leadership (CSL)
   Oasis
   Terrace

**Graduate Programs**..........................3rd Floor
   Graduate Career Center
   Team Rooms (9)
   Graduate Programs Offices
   Graduate Programs Staff Lounge
### Graduate Programs

- Full-Time MBA Office
- Team Rooms (21)
- Classrooms (5)
- Graduate Student Lounge
- Quiet Study Lounge

### Main Floor

- W. P. Carey Leaders Academy
- Avnet Lounge
- Freshii Café
- Masters in Real Estate Development (MRED)
- Classrooms (5)/Team Rooms (14)

### Meeting and Event Space

#### Event Space

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
<th>Features</th>
<th>Set-up Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Concourse</strong></td>
<td>200</td>
<td>Proximity of facilities</td>
<td>Registration tables, round or rectangular tables</td>
</tr>
<tr>
<td><strong>Avnet Lounge</strong></td>
<td>100</td>
<td>Sentry screens and Jumbotron</td>
<td>Registration tables, round or rectangular tables, theater style</td>
</tr>
<tr>
<td><strong>Oasis</strong></td>
<td></td>
<td>Touch Panel AV Control system</td>
<td>Registration tables, round or rectangular tables</td>
</tr>
</tbody>
</table>

**Note:** If this is a noise sensitive event, please consider other spaces as Avnet is an open space and can become noisy.
Oasis Continued
Adobe Connect, Vidyo and WebEx capable

**Capacity:** 66

---

**Flat Classrooms**

**Location:** MCRD 156
**Set Up Types:** Flat classroom, rounds tables, half rounds and chairs
**Features:** Touch Panel AV Control system, Document Camera Projector, Screen, Microphone, PC, Laptop connectivity, Lecture Capture capable
Adobe Connect, Vidyo and WebEx capable
**Capacity:** 36

---

**Location:** MCRD 256
**Set Up Types:** Flat classroom, rounds tables, half rounds and chairs
**Features:** Touch Panel AV Control system, Document Camera Projector, Screen, Microphone, PC, Laptop connectivity, Lecture Capture capable
Adobe Connect, Vidyo and WebEx capable
**Capacity:** 78

---

**Location:** MCRD 456
**Set Up Types:** Flat classroom, rounds tables, half rounds and chairs
**Features:** Touch Panel AV Control system, Document Camera Projector, Screen, Microphone, PC, Laptop connectivity, Lecture Capture capable
Adobe Connect, Vidyo and WebEx capable
**Capacity:** 54
### Tiered Classrooms

(8 identical rooms with a capacity of 65 and 1 room with a capacity of 85)

<table>
<thead>
<tr>
<th>Location</th>
<th>Set Up Types</th>
<th>Features</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCRD 422</td>
<td>Tiered Classroom</td>
<td>Touch Panel AV Control system, Document Camera Projector, Screen, Microphone, PC, Laptop connectivity, Lecture Capture capable, Adobe Connect, Vidyo and WebEx capable</td>
<td>85</td>
</tr>
</tbody>
</table>

### Conference Rooms

<table>
<thead>
<tr>
<th>Location</th>
<th>Set Up Types</th>
<th>Features</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCRD 332</td>
<td>Conference Room</td>
<td>60” LCD display, PC, Laptop Connectivity, WebEx, Skype, Adobe Connect, Vidyo capable</td>
<td>10</td>
</tr>
<tr>
<td>MCRD 351</td>
<td>Conference Room</td>
<td>60” LCD display, PC, Laptop Connectivity, WebEx, Skype, Adobe Connect, Vidyo capable</td>
<td>10</td>
</tr>
</tbody>
</table>
Team Rooms

Team rooms are designated for W. P. Carey student use only. Students may reserve these rooms through Virtual EMS. Link: [https://ems.wpcarey.asu.edu/VirtualEMS/Default.aspx](https://ems.wpcarey.asu.edu/VirtualEMS/Default.aspx)

The following rules must be followed when utilizing these rooms:

**Team Room Rules**

1. Team Rooms are not designated for individual use. Team Rooms must be occupied by a minimum of two students.

2. If an individual is using a Team Room and a group wants to use the Team Room, priority will be given to the group and the individual will be asked to leave the Team Room to make room for the group.

3. Individuals wishing to study in a quiet environment may use room 250, this has been designated as the Quiet Study Area.

4. Team Rooms are for groups no larger than 6 students.

5. If a Team Room’s occupants are not in the room within 15 minutes after the reservation’s start time, the reservation will be dropped from the calendar and the Team Room will be made available for others to reserve.

6. Groups larger than 6 students may use the Graduate Lounge in room 241.

Please direct any Team Room questions to your program coordinator.
Room Features

Classrooms
Touch Panel AV Control system
Document Camera
Projector
Screen
Microphone
PC
Laptop connectivity
Lecture Capture capable
WebEx/Skype capable
Tandberg Videoconference capable (422 only)

Team Rooms
60” LCD display
PC
Laptop Connectivity
WebEx/Skype capable
*Including Executive Breakout Rooms

Conference Rooms
60” LCD display
PC (all conference rooms)
Laptop connectivity
WebEx/Skype capable
Tandberg Videoconference capable (385 only)

Interview Rooms
Display
PC
Web Cam
*Only 3 in McCord Hall will have this

For Skype Account Information, contact: wpcarey.support@asu.edu

Visitor Resources

Resources for Disabled
For any assistance please contact the ASU Disability Resource Center.................................480.965.1234
Email: DRC@asu.edu

Transportation
For information regarding parking solutions, bike/safety tips, intercampus shuttles, transit passes, ride sharing, charging stations, motorist assistance or news on closures/restrictions please contact ASU Parking and Transit Services.

Parking and Transit Services Customer Service.............................................................480.965.612
Evacuation Plan

1) Evacuate the building whenever the fire alarm sounds.
   • Close any doors to your office, suite, as you leave the building and then relocate to your designated primary evacuation site; if not available; go to your secondary designation.
   • Remember the designated Refuge/Rescue Areas
   • If an employee is unable to evacuate, assistance may be needed to get s/he to the closest and safest refuge/rescue area.
   • Once there, call 9-1-1 and inform the ASU Police Dispatch Center of the location and the inability to leave the building.

2) Assemble at the primary evacuation site (if not available, the secondary site)
   • Primary Evacuation Site for McCord Hall is located in the Sun Devil Fitness Complex Fields north of the Sun Devil Fitness Complex building
   • Secondary Evacuation Site for McCord Hall is located near the bike valet, just east of the Memorial Union

3) When a fire exists, evacuation must occur.
   • If you discover a fire, before any attempt is made to fight the fire you should:
     o Activate the fire alarm by pulling the red pull station
     o Call 9-1-1 from a campus telephone and/or cell phone
     o When a fire exists, it is critical to inform ASU Police Dispatch Center of the stress address: McCord Hall 450 East Lemon Street Tempe, Arizona 85287
     o Use the PASS (Pull, Aim, Squeeze, Sweep) method when you see the fire starting
     o DO NOT re-enter the building until authorization is given.

W. P. Carey Staff Only: Link to evacuation plan here - P:\GPO\Emergency Evacuation Plans
Evacuation Procedures for People with Disabilities

The following ASU guidelines can assist you in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

• Use a "buddy system" to check on people that have special needs during an evacuation. Set up prior arrangements with co-workers to alert and assist disabled people in an emergency.
• People with disabilities should evacuate themselves from the building, if possible.
• Always ASK someone with a disability how you can help BEFORE attempting or giving assistance. Ask how s/he can best be assisted, and whether there are any special considerations or items that need to come with the person.
• If safe to do so, assist persons with disabilities (as indicated by that person)
  OR
• Direct them to the nearest Refuge/Rescue Area 📞 and call 9-1-1 ASU Police Dispatch Center to notify them of the person’s location.
• DO NOT use elevators, unless authorized to do so by police or fire personnel.
• If an individual with a disability cannot evacuate him/herself from the building, s/he should go to the nearest Refuge/Rescue Area, 📞 if it is safe to do so, and tell someone who is evacuating from the building that s/he is trapped.

If there is no one to tell, call 9-1-1 and notify the ASU Dispatch Center.

RESPONDING TO EMERGENCIES WITH ANYONE WHO IS UNABLE TO EXIT THE BUILDING DUE TO ANY CONDITION:

• It may be necessary to help clear the exit route of debris (if safe to do so) so that the person with a disability can move out or to a safer area.
• If any individual is unable to exit the building due to any condition, s/he should move to a Refuge/Rescue Area, stairwell or use an office a good distance from the hazard and shut the door.
• Call 9-1-1 to notify the ASU Police Dispatch Center, immediately, about any people remaining in the building and their locations.

Please remember:
• The police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary or determine whether it is safe to override the rule against using elevators.

Emergency Exits
Exterior stairwells are located in the south and north wings of McCord Hall. Based on your location in the building please be aware of these exit points and use them in the time of an emergency.

Fire Alarms and Extinguishers
McCord Hall is equipped with advanced alarms and a sprinkler system; therefore, the building does not need fire extinguishers or pull stations throughout the building. Per code, fire extinguishers are only set up in high risk areas such as equipment rooms.
ASU LiveSafe App
This free ASU LiveSafe Mobile App enhances your personal safety by placing more reporting power in the palm of your hand. This is available for ASU students, their parents, faculty, staff and the surrounding community so they may communicate with ASU Police during emergencies or if they witness a crime in progress. For more information please visit: **ASU LiveSafe Mobile App**

AED Defibrillators
Located on the north wing of McCord Hall, next to the family restroom on each floor.

Campus Building Safety and Security:
- First and foremost, do not leave unattended doors or windows unlocked or propped open.
- Lock your office door when you are gone, even if only for a few moments.
- Call ASU Police immediately if you see someone or something suspicious: 480.965.3456
- Be the first to know about campus emergencies and situations. Sign up for **ASU Alert and Advisory** text messages (text message charges may apply).

Individual safeguards:
- Always be aware of your surroundings.
- Lock up cell phones, laptops and purses in your desk or cabinet while you are away from your desk or office.
- Securely lock up your vehicle or bicycle. For bicycle safety tips, visit this [web page](#).
- Use the buddy system, especially at night. Visit the [Crime Prevention web page](#) for more information about **Safety Escort Services** on all campuses. For security escort call 480.965.1515 from 7:00 – 3:00 am, 7 Days a week to receive a safe ride anywhere on campus
- Review several general personal [safety tips](#) on this web page.

**Major Power Outage Procedures (PDP 104-02)**
A major power outage can occur at any time and at any location. The inherent danger during a power outage is confusion, which may lead to panic. Personnel should remain calm, as emergency backup power in some buildings may turn on immediately. If emergency power does not come on, exit the building as long as there is enough ambient lighting to move safely. Avoid the use of elevators even after power is restored until it is known for certain the power will remain on. If you find yourself caught in the elevator, use the emergency phone to contact the agency’s call taker responsible for 911 calls on the campus where you are.

**Procedures:** Evacuation or Class Cancellation: The decision to cancel classes or work will be announced using some or all elements of the emergency notification system. The emergency operation center will remain functional and may be activated to begin using the emergency operations plan.

**Elevators:** Elevators present a particular safety issue during a power outage because most are not on the emergency power system. Facilities Management will inspect all elevators affected by the outage for stranded personnel. Any elevator containing trapped personnel will be reported immediately to the ASU Police, the local fire department, and/or the elevator maintenance contractor as appropriate. Emergency phones in the elevators will transition to a battery back-up system during a power outage. Remain calm and use the phone to notify emergency services of your location and other requested information.

**Periodic Situation Checks:** If occupants are permitted to remain in buildings, ASU PD will conduct periodic safety checks. Once the safety and welfare of all occupants are assured and danger to property and equipment is reduced, recovery and repair operations will receive top priority.
Special Hazards: Members of the community traveling around a campus when a power outage happens should focus intently on the driving conditions around them. Power outages often affect traffic control devices. Traffic around the Downtown and Tempe campuses should watch for hazards caused by the power outage with regards to the light rail project.

Technology Resources

For Classroom, Team Room, and Conference Room Support:
Phone Number: 480.965.1111
Monday - Thursday 7:00 am - 10:00 pm
Friday - Saturday 7:00 am - 5:00 pm

For general support, contact the W. P. Carey Technology Services Help Line
Phone Number 480.965.2400
Email: wpcarey.support@asu.edu
Monday - Friday 8:00 am - 5:00 pm
Weekends: Please call or email.
Location: BA109 for walk up support

Type of support available:

For Faculty and Staff (Service for ASU owned computers-limited support for personal equipment)
- General information and requests
- Operating system issues - OS X and Windows
- Application installs and issues
- Online class support
- Desktop and laptop hardware issues
- Equipment drop off
- Loaner equipment
- Password resets
- Blackboard support
- Course requests
- Account issues
- Virus/Malware
- Classroom support requests
- Multimedia support
- Ticket creation/Scheduling onsite visits
- Phone/Tablet support
- Printing support

For Students
- General information and directions
- Basic connectivity
- Referrals to appropriate places for help
- Not provided: repair/extensive troubleshooting (hardware and operation system), application support, computer of application instruction, virus/malware, password assistance and blackboard.

Technology Services has expanded the WPC Technology Services website to include an Alert and Outage section. This area will provide users with current information on scheduled or unexpected outages and notifications on
global issues that affect your IT use. Other important sections include service request forms and connections to
ASU help centers and systems health.

Link to the website here: http://wpcarey.asu.edu/technology-services

Link for outages: https://uto.asu.edu/system-health

Event Procedures and Policies

Meeting and Event Request
W. P. Carey School of Business – Meeting and event space is complimentary for all W. P. Carey affiliated groups.

Arizona State University – Affiliated groups within the Arizona State University community will be charged a one-
time fee of $100 per room/per day.

Groups not affiliated with Arizona State University – Non-affiliated groups will be charged $200 for individual
room usage up to 4 hours and $400 for an entire calendar day (4+ hours). Usage fees are on a per room/per day basis. Student organization usage will be considered on a case-by-case basis.

Our Event Management System (EMS) will automatically bill our customers based on their university affiliation or
non-university affiliation. Once approval has been granted for the reservation, a confirmation with the breakdown of
charges will be sent to the customer. After the meeting or event has occurred, the Building Manager, Matt
Carter, will send an invoice with the final charges. This invoice will outline the methods of payment and state the
Accounting contact.

W. P. Carey Staff Only: Please use virtual EMS to submit your room requests and event details.
Link: https://ems.wpcarey.asu.edu/VirtualEMS/Default.aspx

Outside ASU Departments and External Customers: Please email McCord.Hall@asu.edu

Furniture
McCord Hall does not provide any furniture for your event. If any furniture is needed beyond the scope of the
existing room layout accommodations will need to be made. Please contact Moving & Events at https://fdm-
apps.asu.edu/FM/EventRequest/ for any McCord Hall furniture needs free of charge.

Linens
All linens need to be delivered to McCord Hall for your event. McCord Hall does not provide linens for reserved
events.

Catering
All catered events must be through ASU approved vendors. Please see list of vendors at this link:
https://outreach.asu.edu/events/registration

Additional information – Please note that the space you are requesting is space used by our W. P. Carey graduate
students. For this reason we ask that you restore the room to its original condition. Requestors who cause damage
or excessive maintenance will be responsible for cleaning and repairs. Any serious damage may also result in denials
of future room requests. Reservation is for classroom/meeting space only. W. P. Carey School of Business is not
responsible for events, parking or anything else outside of classroom use.
Event Registration/Permits
Before beginning the Event Registration form, you must have the following information: name of the event, dates and times of the event, location of the event, name and contact information for the person responsible for the event and/or the person in charge during the event. Upon submitting the on-line registration form, your event information will be forwarded to the appropriate university personnel who are required to review your event. These reviewers will be able to see all detailed information that you have entered; therefore, it is important to include as many details as possible. If these reviewers have any comments and/or questions, they may contact you by e-mail or phone.

Oasis Event Space
The fourth floor outdoor/indoor venue in McCord Hall “The Oasis” offers guests a wonderful gathering space for special events. By reserving this space you have the option of a catered function through Atlasta Catering that can include alcoholic beverages made possible by our 4th floor liquor license.

For questions regarding menu options and beverage packages, please contact Melanie Butters with Atlasta Catering: 480.965.2505 or at Melanie@atlastacatering.com

Liquor License Information
McCord Hall has obtained a building liquor license for the 4th floor Oasis patio that is specific to that area only. Events including alcohol can be held in other areas of McCord Hall but do require a one-time temporary alcohol permit through the ASU Police Department. All events including alcohol must use Atlasta’s catering and bar services. Additional information regarding events in McCord Hall that include alcoholic beverages should be directed to Matt Carter. He can be reached via e-mail at matthew.i.carter@asu.edu

Additional Resources

Websites
• ASU Business and Finance Policy and Procedure Manuals
• ASU Holiday Calendar
• ASU Systems Health — UTO system outage updates
• ASU Payroll Calendars
• ASU Events Calendar — ASU Campus Wide Events
• WPC Events Calendar — W. P. Carey School of Business Contacts
• Campus Map
• Citrix — Access network for an off-campus location
• WPC Faculty, Staff and PhD Student Directory — W. P. Carey School of Business Contacts
• Employee Reduced Tuition Information
• Graduate College Forms
• Human Resources (Forms)
• MU Events & Meeting Services — Room Reservations & Catering
• W. P. Carey Room Calendars — To reserve a W. P. Carey Room
• Outlook Web / Exchange — check email from off-campus
• Parking Reservations
• P-Card Information
• Registrar (Forms)
• Request BlackBoard Site
• Sun Award
• Travel (Per Diem Rates)
• EMS Client Login - Administrators Only
• Counseling Services – For staff

Frequently Called Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>5-6124</td>
<td>Police</td>
<td>5-3456</td>
</tr>
<tr>
<td>Campus Operator</td>
<td>5-9011</td>
<td>Residency Classification</td>
<td>5-7712</td>
</tr>
<tr>
<td>ASU Catering</td>
<td>5-6508</td>
<td>MU Room Reservations</td>
<td>5-2144</td>
</tr>
<tr>
<td>Classroom Support</td>
<td>7-8021</td>
<td>ASU IT Support</td>
<td>5-9737</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>5-6146</td>
<td>Technical Assistance Center</td>
<td>5-2400</td>
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