

To: The University Community

From: Michael C. Quinlan
Associate Vice President for Business Services

Please be advised that we will be making changes to the RUconnection (university ID) card operations and service locations. The current RUconnection Card Offices located on the Cook Campus and Busch Campus will be closed permanently. New carding locations will be established within University Housing and University Human Resources as outlined below.

The RUconnection Card Office on the Cook Campus was closed on May 9 and the Busch Campus location in the Busch Student Center will be closed on May 25, 2007. The Knight Express/Board Plan/RU connection Office located in Records Hall on the College Avenue Campus will remain open. During a transition period from May 29 to June 30, 2007, all RUconnection card services will be handled from this office. During this time, please direct your questions regarding university ID cards to Kirk Solano (732-932-8041).

FACULTY, STAFF AND VISITORS: Effective July 1, 2007, all carding services for faculty, staff and visitors will be provided at a new office within the reception area of University Human Resources, Administrative Services Building II, Cook Campus. Contact Bil Gonzalez (732-932-3020, ext. 4032) with questions or issues concerning ID cards.

STUDENTS: Beginning August 27, 2007 new distribution sites for student ID cards will be located within Housing Operation offices on the Busch (581 Taylor Road); Livingston (Lynton Tower North); and Cook/Douglass (PAL Building) Campuses.

SUMMARY OF CHANGES TO RUconnection CARD SERVICE LOCATIONS

May 25

Last day of operation for RUconnection Card Office in Busch Campus Center.

May 29-June 30

All carding services conducted at Knight Express/Board Plan Office in Records Hall.
All ID card questions should be directed to Kirk Solano, 732/932-8041

July 2

Human Resources office location becomes operational for Faculty/Staff/Visitors.
University Human Resources, Administrative Services Bldg II, Cook Campus
Contact for faculty, staff and visitor card issues: Bil Gonzalez, 732/932-3020 x4032

August 27

Additional student carding offices will open:

Busch Campus-Housing Office, 581 Taylor Road
Cook/Douglass - Housing Office, PAL Building
Livingston - Housing Office, Lynton Tower North