



New Staff Orientation: Campus Tour Guide

Armour Academic Building – 600 S. Paulina

Stop #1 Tour begins on the 10th Floor: CHS/Faculty Affairs Suites/CON

- [College of Health Sciences](#) Suite (Suite 1001)
- [Faculty Affairs Suite](#) (Suite 1044)
- [College of Nursing](#) suite (Suite 1080)

Next: Take the elevator or stairs to the 9th floor.

Stop #2 METC - McCormick Educational and Technology Center (METC)

- [METC](#) is a media, computer and educational support center.
- Call or Email 3-CLAS for technical support.
- On campus, dial 3-2527 or email 3clas@rush.edu

Next: Take the elevator or stairs to the 7th floor.

Stop #3 University Facilities/General Education Resources Office – Suite 720

- Request Multidisciplinary Lab Space on the 7th floor
- They provide mannequins, lab and medical supplies for courses, disinfecting supplies.
- Call 2-6791

Stop #4 Quick Copy – Suite 780

- Quick Copy printing center for course materials such as handbooks, lectures, handouts, research and event posters, and other large print jobs
- Quick_Copy@rush.edu or 2-6697
- Hours are from 8:30am to 4:30pm

Next: Take the elevator or stairs to the 5th floor.

Stop #5 5th floor Library

- Visit [Library](#) website for updated hours
- Point out the Collaborative Learning Hub AAC 550

Stop #6 Room 500

- Room 500 location through - 5th floor of Professional Building walkway
- Dining and catering services for RUMC
- Now offering Lunch Take-Away options
- Can [request event spaces](#) for meetings and University events

Next: Take the elevator or stairs to 4th floor

Stop #7 Fourth Floor

- Division of Student Affairs (AAC 440) The offices located in this area are:
 - Registrar's Office
 - University Systems and Operations
 - Student Financial Aid
 - Student Accessibility Services
 - International Student Services
 - Student Diversity and Community Engagement
 - Student Life and Engagement
- [Rush Medical College](#) (Suite 401)
- [Graduate College](#) (Suite 438)
- [Rush Production Group](#) (Suite 448):

Next: Take the escalator down to 2nd floor. Note: Employees can either take escalators or the elevator to get to this area, and patients and families will often ask directions to here.

Stop #8 Second Floor Cafeteria

- Cafeteria for all RUMC and Rush University
- New location of the Matthew's Rush University Bookstore

Stop #9 President's and Provost Offices

- Provide location just as an FYI

Next: Take the elevator to 1st floor.

Stop #10 Armour Academic Main Entrance/Street Level

- 1st floor access by badge only; 6 a.m. to 6 p.m.
- Remind employees of the importance of wearing ID at all times while on campus!
- Parking options area available for employees through the parking office (4th floor parking garage)
- Shuttles services and Divvy bike access available.
- Starbucks, located at the corner of Harrison and Paulina. Rush Fitness Center

Next: Take elevator back up to the 4th floor for tour of Atrium to visit employee health, Panera, elevators to take to Mail Room.

Stop #11 OPTIONAL: Mail Room (003 Atrium – Sub-basement)

- Follow signs for Elevator B in the Atrium
- Pickup for USPS certified mail/packages
- Mailroom is open 8:00 a.m. to 4:30 p.m.
- Mailroom temporarily closes from 8:30 a.m. – 10:30 a.m. daily for mail run.

Next: Take elevators back to 4th Floor

Stop #12 Employee & Corporate Health Services (475 Atrium)

This department provides a variety of services to promote and maintain the health and safety of Rush personnel, including:

- New Employee Screening
- Return To Work
- Workers' Compensation
- Employee Exposure(s)
- Annual Surveillance (TB/Mask fit-testing)
- Influenza (Flu) Vaccination Program
- Fit For Duty
- Reasonable Accommodation
- Volunteer Screening
- Employee Record Requests
- Fee for service offerings for Rush University Students and Contractors
- Hours: Monday-Friday 7:30 a.m. to 5:00 p.m.

Stop #13 Panera Bread**Stop #14 Rush Security Services Office (1502 Lower Level Tower - Take Staff elevators)**

- Phone number: x2-5678
- Replacement ID badges for all staff and students
- ID Badge Hours – Mondays 1:00 p.m. to 4:00 p.m.; Tuesdays 9:00 a.m. to 12:00 p.m.; Wednesdays 7:30 a.m. to 10:30 a.m.; Thursdays 1:00 p.m. to 3:00 p.m.; Fridays 7:30 a.m. to 10:30 a.m.
- Cost of replacement ID - \$25 for employees; \$10 for students.

Next: Take elevators back to 4th Floor of the Atrium Building

Additional Stops:

- For Research Staff, consider stopping by the Office of Research Affairs (ORA) in Suite 601, Jelke
- First floor of POB III, drop off boxes for UPS/FedEx

Additional Food Options:

- Dr. Murphy's Food Hall – 1811 W. Harrison
- Subway – First floor of Midwest Orthopedic Building
- Café 7 – Seventh floor of the Tower building

The tour is complete! Thank you!