



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 15, 2005

OFFICE OF BUSINESS AFFAIRS MEMORANDUM NO. FY06-03

Distributed via Campus Email

MEMO TO: All Vice Presidents, Deans, Directors, and Department Heads

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: New Telephone System

PVAMU has elected to change its telephone system on the main campus to Voice Over Internet Protocol (VOIP) service. The Architecture and Art building, the Electrical Engineering building and the IT department have already been converted to the new system. It is expected that the remaining main campus buildings except for student housing and the farm buildings will be converted within the March 2006-June 2006 time frame. The exact schedule is being finalized and will be published by February 1, 2006.

The decision to change to this new system was necessitated by the age of our current telephone equipment and our diminishing ability to secure replacement devices. Many universities have already made the move to VOIP and have found it to be advantageous in a number of ways. If you are concerned about access to emergency services, please be aware that we have been assured that we will retain our current abilities in this respect.

As we change to our new system, access may be needed to your office to install new cabling, and your telephone handset will be replaced. In order to provide for future growth of our system, the university has been assigned a new set of telephone numbers. Our exchange will move from 936-857-XXXX to 936-261-1XXX, 2XXX, 3XXX, 5XXX and 9XXX as we migrate offices to the new system. As you are moved to the new system, your old number will be forwarded to your new number for 30 days. Through August 31, 2006, certain offices will retain their 936-857-XXXX number for student convenience. A listing of the numbers that will be accessible through this fiscal year end is provided below.

President's Office

A.I. Thomas Administration Bldg., Ste. 202
P.O. Box 188
Prairie View, TX 77446
(936) 857-2111

Academic and Student Affairs

A.I. Thomas Administration Bldg., Ste. 212
P.O. Box 2777
Prairie View, TX 77446
(936) 857-2314

Undergraduate Admissions

Memorial Student Center, Rm. 322
P.O. Box 3098
Prairie View, TX 77446
(936) 857-2626

Recruitment/School Tours

Memorial Student Center, Rm. 322
P.O. Box 3098
Prairie View, TX 77446
(936) 857-2050

Veteran Affairs

Memorial Student Center, Rm. 322
P.O. Box 3098
Prairie View, TX 77446
(936) 857-2626

University Village

Oscar Minor at Pipkin
P.O. Box 157
Prairie View, TX 77446
(936) 857-4559

Department of Public Safety

Central Receiving Bldg., Rm. 105
P.O. Box 335
Prairie View, TX 77446
(936) 857-4823

Student Activities

Memorial Student Center, Rm. 116
P.O. Box 2880
Prairie View, TX 77446
(936) 857-2018

Student Success (ACCESS)

University College Advisement Center
P.O. Box 938
Prairie View, TX 77446
(936) 857-4448

Student and Enrollment Services

Evans Hall, Rm. 305
P.O. Box 307
Prairie View, TX 77446
(936) 857-2693

Graduate Admissions

Wilhelmina Delco Bldg., Rm. 232
P.O. Box 2355
Prairie View, TX 77446
(936) 857-2312

Records (Registrar)

Memorial Student Center, Rm. 301
P.O. Box 155
Prairie View, TX 77446
(936) 857-4725

Counseling Services

Owens-Franklin Health Center., Rm. 219
P. O. Box 2598
Prairie View, TX 77446
(936) 857-2217

Treasury Services (Bursar)

W.R. Banks Bldg., Rm. 230
P.O. Box 248
Prairie View, TX 77446
(936) 857-2133

Office of Services for Students with Disabilities

Evans Hall, Rm. 317
P.O. Box 2880
Prairie View, TX 77446
(936) 857-2610

Central Scholarship Office

Memorial Student Center, Rm. 309
P.O. Box 367
Prairie View, TX 77446
(936) 857-4853

Residential Life

Evans Hall, Rm. 320
P.O. Box 127
Prairie View, TX 77446
(936) 857-2923

Student Financial Aid

Memorial Student Center, 3rd Fl.
P.O. Box 2967
Prairie View, TX 77446
(936) 857-2422

Career Services

Anderson Hall, Rm. 213
P. O. Box 66
Prairie View, TX 77446
(936) 857-2055

All Faiths Chapel

L.W. Minor St. at University Dr.
P.O. Box 2073
Prairie View, TX 77446
(936) 857-3946

Student Judicial Services

Evans Hall, Rm. 307
P. O. Box 337
Prairie View, TX 77446
(936) 857-2694

Texas Success Initiative (TSI) Office

Wilhelmina Delco Bldg., Rm. 228
P. O. Box 695
Prairie View, TX 77446
(936) 857-2747

College of Agriculture & Human Sciences

E.B. Evans Animal Industries Bldg., Rm. 113
P.O. Box 4309
Prairie View, TX 77446
(936) 857-2996

School of Architecture

Architecture and Art Building
P.O. Box 4207
Prairie View, TX 77446
(936) 857-2014

College of Arts & Sciences

New Science Bldg., Rm. 230B
P. O. Box 277
Prairie View, TX 77446
(936) 857-4710

College of Business

Hobart Taylor Bldg., Rm. 2A204
P.O. Box 638
Prairie View, TX 77446
(936) 857-4310

College of Education

Wilhelmina Delco Bldg., Ste. 302 G
P. O. Box 4049
Prairie View, TX 77446
(936) 857-3820

College of Engineering

C.L. Wilson Engineering Complex, Rm. 102
P. O. Box 397
Prairie View, TX 77446
(936) 857-2070

College of Juvenile Justice & Psychology

Memorial Student Center Annex, Rm. 205
P.O. Box 4017
Prairie View, TX 77446
(936) 857-4938

College of Nursing

1801 Main Street, Suite 801
Houston, TX 77002
(713) 797-7000

Graduate School

Wilhelmina Delco Bldg., Rm. 120
P.O. Box 2355
Prairie View, TX 77446
(936) 857-2315

University College

University College Advisement Center
P.O. Box 938
Prairie View, TX 77446
(936) 857-4448

As of September 1, 2006, all main campus telephone numbers will be on the new exchange. Budget managers should be aware that their telephone costs will not be increased by this change in systems except when they need to purchase additional handsets.

In preparation for this new system and to begin our construction of a new online directory, we need your assistance. Please send a listing of all telephone extensions in your office to me by January 4, 2006. Please include the following information in your listing:

Department Name
Employee Name
Employee Title
Current Telephone Extension
Mailing Address
Employee's Physical Location
Employee's Email Address
Current Fax Extension Number

We appreciate your response to this request and will be updating you on a monthly basis as to our progress with this project. In the meantime, please feel free to contact me if you have any questions.

xc: George C. Wright
James Hobbs