

WHOM DO I ASK?

Department of Sociology

Subject	Seek Answers From:	Email @osu.edu Telephone (614)
Advertise your graduate course	Caitlin Macro-Naber	Naber.10 688-2578
Advertise your undergrad course	Undergraduate Student Services	socadvising@osu.edu 292-1175
Business Cards for faculty and staff	Marliss McGarvey	McGarvey.51 292-1214
Business Cards for graduate students	Order your own through Uniprint	http://uniprint.osu.edu/order/business
Building environment (Townshend) including offices, rest rooms, hallways, custodial services	Karlene Foster, Townshend Bldg Coord	Foster.24@osu.edu 292-9657
Career Prep (undergrad)	Cecilia Johnson, David Martinez, Susan Van Pelt, or Chris Yanai (Criminal Justice)	Johnson.2668 292-1175 Martinez.83 688-4534 VanPelt.2 292-2056 Yanai.7 688-8685
Carmen Canvas	University Carmen help University Canvas help	http://8help.osu.edu/ http://resourcecenter.odee.osu.edu
Classes (Sociology) Class scheduling	Dr. Deborah Wilson, Instruction Coordinator	Wilson.1028 292-1386
Classroom environmental issues e.g. a/c, heat	Services at Facilities Operations and Development (FOD)	service2facilities@osu.edu 292-4356
Classroom technical issues e.g. computer, projector, etc.	OSU Classroom Services	classroomhelp@osu.edu 292-3131
Clerical support (mail, faxes, copy work)	Main Office Front Desk Students	asc-socadminstudents@osu.edu 292-6681
Computer issues	Staff in Sociology Research Lab	srl@osu.edu 292-1294
Conference room reservation	Marliss McGarvey	McGarvey.51 292-1214
Copiers in 242 & 239 TO (jam, needs paper, staples, etc.)	Main Office Front Desk Students	asc-socadminstudents@osu.edu 292-6681
Custodial request	Karlene Foster, Townshend Building Coordinator	Foster.24@osu.edu 292-9657
Door signs for offices (8.5 x 11" paper with name, office hours, etc)	Undergraduate Student Services	socadvising@osu.edu 292-1175
Exams from Disability Services	Main Office Front Desk Students	Pick-up in 238 TO 292-6681
Exam (make-up for individuals)	Undergraduate Student Services to reserve a room for exam	socadvising@osu.edu 292-1175
Fiscal Matters	Karissa Wess	Wess.10 688-2511
GE questions	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 292-1175 Martinez.83 688-4534 VanPelt.2 292-2056
Grades / Grade Change UNDERGRADUATE Students	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 292-1175 Martinez.83 688-4534 VanPelt.2 292-2056
Grades / Grade Change	Caitlin Macro-Naber	Naber.10 688-2578

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GRADUATE Students		
Graduate Program	Caitlin Macro-Naber	Naber.10 688-2578
Graduate School Prep for Undergrads	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 292-1175 Martinez.83 688-4534 VanPelt.2 292-2056
Grant Management	Jill Morris	Morris.856 688-5423
Honorarium for speaker	Marliss McGarvey	McGarvey.51 292-1214
Hotel Reservations	Marliss McGarvey	McGarvey.51 292-1214
Human Resources (Benefits, Direct Deposit, Paycheck, etc.)	HR Connection	HRConnection.osu.edu (Portal) HRConnection@osu.edu 247-6947
Internship Program	Cecilia Johnson	Johnson.2668 292-1175
Key request	Marliss McGarvey	McGarvey.51 292-1214
Letterhead (and other templates)		http://brand.osu.edu/downloads.html download OSU brand assets, resources & templates
Mailing/Shipping /Overnight Mail	Marliss McGarvey	McGarvey.51 292-1214
Major (sociol/crim) Orientation for undergrads	Undergraduate Student Services	socadvising@osu.edu 292-1175
Master Key (borrow)	Main Office Front Desk Students	238 TO front desk
News/Friday Updates	Sociology Media Website	Soc-media@osu.edu
Off duty pay (faculty)	Karissa Wess	Wess.10 688-2511
Office environment Including restrooms, hallways, custodial services	Karlene Foster, Townshend Bldg Coord	Foster.24@osu.edu 292-9657
Parking Pass for guest speaker	Carol Bitzinger	Bitzinger.1 247-9153
Prospective Graduate Students	Caitlin Macro-Naber	Naber.10 688-2578
Prospective Undergrad Students	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 292-1175 Martinez.83 688-4534 VanPelt.2 292-2056
Purchase Request/Reimbursement	Carol Bitzinger or Karissa Wess	Bitzinger.1 247-9153 Wess.10 688-2511
Research (undergrad)	David Martinez	Martinez.83 688-4534
Room Reservation	See Conference Room Reservation or See Classroom Change or Reservation	
SEIs student evaluation of instruction	Registrar	http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei.html

Subject	Seek Answers From:	Email @osu.edu Telephone (614)
Shredding of sensitive, confidential materials	Deposit materials in gray Shred-It boxes in 242 or 238 Townshend Hall.	Call 292-6681 with questions
Student Employees; undergraduate; work study & non work study (hiring, terminating, funding, etc.)	Carol Bitzinger	Bitzinger.1 247-9153
Student Information System / Faculty Center	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 292-1175 Martinez.83 688-4534 VanPelt.2 292-2056
Student Recruiting (undergrad)	Susan Van Pelt	VanPelt.2 292-2056
Supplies (office)	Carol Bitzinger	Bitzinger.1 247-9153
Syllabi (all Sociology classes)	S:/adm/Syllabi/ select course Dr. Deborah Wilson	Wilson.1028 292-1386
Textbooks	Marliss McGarvey	McGarvey.51 292-1214
Transfer Credit Evaluation (undergrad)	Susan Van Pelt	VanPelt.2 292-2056
Travel Request/Reimbursement	Carol Bitzinger	Bitzinger.1 247-9153
Undergrad Program / Advising	Undergraduate Student Services	socadvising@osu.edu 292-1175
Web Site questions, corrections, issues	Sociology Research Lab staff	srl@osu.edu
Work-Study (student employees)	Carol Bitzinger	Bitzinger.1 247-9153

Send corrections/suggestions to Marliss McGarvey.

Updated: 8.06.21