

# WHOM DO I ASK?

## Department of Sociology

Subject	Seek Answers From:	Email @osu.edu	Telephone (614)
<b>Advertise your graduate course</b>	Travis Shank	Shank.65	292-5527
<b>Advertise your undergrad course</b>	Undergraduate Student Services	socadvising@osu.edu	292-1175
<b>Business Cards</b> for faculty and staff	Jamie Fowle	Fowle.20	247-8853
<b>Business Cards</b> for graduate students	Order your own through Uniprint	<a href="http://uniprint.osu.edu/order/business">http://uniprint.osu.edu/order/business</a>	
<b>Building/office environment</b> (Townshend) including offices, rest rooms, hallways, custodial services	Karlene Foster, Townshend Bldg Coord	<a href="mailto:Foster.24@osu.edu">Foster.24@osu.edu</a> 292-9657	
<b>Career Prep</b> (undergrad)	Cecilia Johnson, David Martinez, Susan Van Pelt, or Chris Yanai (Criminal Justice)	Johnson.2668 Martinez.83 VanPelt.2 Yanai.7	292-1175 688-4534 292-2056 688-8685
<b>Carmen Canvas</b>	University Carmen help University Canvas help	<a href="http://8help.osu.edu/">http://8help.osu.edu/</a> <a href="http://resourcecenter.odee.osu.edu">http://resourcecenter.odee.osu.edu</a>	
<b>Classes (Sociology)</b> Class scheduling	Dr. Deborah Wilson, Instruction Coordinator	Wilson.1028	292-1386
<b>Classroom environmental issues</b> e.g. a/c, heat	Services at Facilities Operations and Development (FOD)	<a href="mailto:service2facilities@osu.edu">service2facilities@osu.edu</a> 292-4356	
<b>Classroom technical issues</b> e.g. computer, projector, etc.	OSU Classroom Services	<a href="mailto:classroomhelp@osu.edu">classroomhelp@osu.edu</a> 292-3131	
<b>Clerical support</b> (mail, faxes, copy work)	Main Office Front Desk Students	<a href="mailto:asc-socadminstudents@osu.edu">asc-socadminstudents@osu.edu</a> 292-6681	
<b>Computer issues</b>	Staff in Sociology Research Lab	<a href="mailto:srl@osu.edu">srl@osu.edu</a> 292-1294	
<b>Conference room reservation</b>	Jamie Fowle	Fowle.20	247-8853
<b>Copiers in 242 &amp; 239 TO</b> (jam, needs paper, staples, etc.)	Main Office Front Desk Students	<a href="mailto:asc-socadminstudents@osu.edu">asc-socadminstudents@osu.edu</a> 292-6681	
<b>Exams from Disability Services</b>	Main Office Front Desk Students	Pick-up in 238TO 292-6681	
<b>Exam (make-up for individuals)</b>	Undergraduate Student Services to reserve a room for exam	<a href="mailto:socadvising@osu.edu">socadvising@osu.edu</a> 292-1175	
<b>Fiscal Matters</b>	Karissa Wess	Wess.10	688-2511
<b>GE questions</b>	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 Martinez.83 VanPelt.2	292-1175 688-4534 292-2056
<b>Grades / Grade Change</b> UNDERGRADUATE Students	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 Martinez.83 VanPelt.2	292-1175 688-4534 292-2056
<b>Grades / Grade Change</b> GRADUATE Students	Travis Shank	Shank.65	292-5527
<b>Graduate Program</b>	Travis Shank	Shank.65	292-5527
<b>Graduate School Prep for Undergrads</b>	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 Martinez.83	292-1175 688-4534

Subject	Seek Answers From:	Email @osu.edu	Telephone (614)
		VanPelt.2	292-2056
<b>Hiring</b> (Non-student employees)	Karissa Wess	Wess.10	688-2511
<b>Grant Management</b>	Jill Morris	Morris.856	688-5423
<b>Honorarium for speaker</b>	Jamie Fowle	Fowle.20	247-8853
<b>Hotel Reservations</b>	Jamie Fowle	Fowle.20	247-8853
<b>Human Resources</b> (Benefits, Direct Deposit, Paycheck, etc.)	HR Connection	HRConnection.osu.edu (Portal) <a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>	247-6947
<b>Internship Program</b>	Cecilia Johnson	Johnson.2668	292-1175
<b>Key request</b>	Jamie Fowle	Fowle.20	247-8853
<b>Letterhead</b> (and other templates)		<a href="http://brand.osu.edu/downloads.html">http://brand.osu.edu/downloads.html</a> download OSU brand assets, resources & templates	
<b>Mailing/Shipping /Overnight Mail</b>	Jamie Fowle	Fowle.20	247-8853
<b>Major</b> (sociol/crim) <b>Orientation</b> for undergrads	Undergraduate Student Services	socadvising@osu.edu	292-1175
<b>Master Key</b> (borrow)	Main Office Front Desk Students	238 TO front desk	
<b>News/Friday Updates</b>	Sociology Media Website	<a href="mailto:Soc-media@osu.edu">Soc-media@osu.edu</a>	
<b>Off duty pay (faculty)</b>	Karissa Wess	Wess.10	688-2511
<b>Parking Pass for guest speaker</b>	Shawanda Denise	Denise.6	292-3321
<b>Prospective Graduate Students</b>	Travis Shank	Shank.65	292-5527
<b>Prospective Undergrad Students</b>	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 Martinez.83 VanPelt.2	292-1175 688-4534 292-2056
<b>Purchase Request/Reimbursement</b>	Shawanda Denise or Karissa Wess	Denise.6 Wess.10	292-3321 688-2511
<b>Research</b> (undergrad)	David Martinez	Martinez.83	688-4534
<b>Room Reservation</b>	See <b>Conference Room Reservation</b> or See <b>Classroom Change or Reservation</b>		
<b>SEIs</b> student evaluation of instruction	Registrar	<a href="http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei.html">http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei.html</a>	
<b>Shredding</b> of sensitive, confidential materials	Deposit materials in gray Shred-It boxes in 242 or 238 Townshend Hall.	For questions email ascsocadminstudents@osu.edu	
<b>Student Employees;</b> undergraduate; work study & non work study (hiring, terminating, funding, etc.)	Shawanda Denise	Denise.6	292-3321
<b>Student Information System / Faculty Center</b>	Cecilia Johnson, David Martinez or Susan Van Pelt	Johnson.2668 Martinez.83 VanPelt.2	292-1175 688-4534 292-2056

Subject	Seek Answers From:	Email @osu.edu Telephone (614)
<b>Student Recruiting</b> (undergrad)	Susan Van Pelt	VanPelt.2 292-2056
<b>Supplies</b> (office)	Shawanda Denise	Denise.6 292-3321
<b>Syllabi</b> (all Sociology classes)	S:/adm/Syllabi/ select course Dr. Deborah Wilson	Wilson.1028 292-1386
<b>Transfer Credit Evaluation</b> (undergrad)	Susan Van Pelt	VanPelt.2 292-2056
<b>Travel Request/Reimbursement</b>	Shawanda Denise	Denise.6 292-3321
<b>Undergrad Program / Advising</b>	Undergraduate Student Services	<a href="mailto:socadvising@osu.edu">socadvising@osu.edu</a> 292-1175
<b>Web Site</b> questions, corrections, issues	Jamie Fowle	Fowle.20 247-8853
<b>Work-Study</b> (student employees)	Shawanda Denise	Denise.6 292-3321

Send corrections/suggestions to Karissa Wess.

Updated: 1.31.24