**WHOM DO I ASK?**

**Department of Sociology**

| Subject | Seek Answers From: | Email @osu.edu  Telephone (614) |
| --- | --- | --- |
| Advertise your graduate course | Travis Shank | Shank.65 |
| Advertise your undergrad course | Undergraduate Student Services | socadvising@osu.edu  292-1175 |
| Business Cards for faculty and staff | Jamie Fowle | Fowle.20 247-8853 |
| 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 | FOD, Service 2 Facilities Request  [S2F Request Form (osu.edu)](https://s2f.osu.edu/home) | [Home | Facilities Operations and Development (osu.edu)](https://fod.osu.edu/) |
| 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](mailto:service2facilities@osu.edu)  292-4356 |
| Classroom technical issues e.g. computer, projector, etc. | OSU Classroom Services | [classroomhelp@osu.edu](mailto: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 | Asctech@osu.edu  292-1294 |
| Conference room reservation | Jamie Fowle | Fowle.20 247-8853 |
| Copiers in 242 & 239 TO (jam, needs paper, staples, etc.) | Main Office Front Desk Students | asc-socadminstudents@osu.edu  292-6681 |
| Custodial request | FOD, Service 2 Facilities Request[S2F Request Form (osu.edu)](https://s2f.osu.edu/home) | [Home | Facilities Operations and Development (osu.edu)](https://fod.osu.edu/) |
| 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  GRADUATE Students | Travis Shank | Shank.65 |
| Graduate Program | Travis Shank | Shank.65 |
| 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 |
| Hiring (Non-student employees) | Karissa Wess | Wess.10 688-2511 |
| Grant Management | Jill Morris | Morris.856 688-5423 |
| Honorarium for speaker | Jamie Fowle | Fowle.20 247-8853 |
| Hotel Reservations | Jamie Fowle | Fowle.20 247-8853 |
| Human Resources (Benefits, Direct Deposit, Paycheck, etc.) | HR Connection | HRConnection.osu.edu (Portal)  [HRConnection@osu.edu](mailto:HRConnection@osu.edu)  247-6947 |
| Internship Program | Cecilia Johnson | Johnson.2668 292-1175 |
| Key request | Jamie Fowle | Fowle.20 |
| Letterhead (and other templates) |  | http://brand.osu.edu/downloads.html download OSU brand assets, resources & templates |
| Mailing/Shipping /Overnight Mail | Jamie Fowle | Fowle.20 247-8853 |
| 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 |  |  |
| Off duty pay (faculty) | Karissa Wess | Wess.10 688-2511 |
| Office environment  Including rest rooms, hallways, custodial services | FOD, Service 2 Facilities Request[S2F Request Form (osu.edu)](https://s2f.osu.edu/home) | [Home | Facilities Operations and Development (osu.edu)](https://fod.osu.edu/) |
| Parking Pass for guest speaker | Shawanda Denise | Denise.6 |
| Prospective Graduate Students | Travis Shank | Shank.65 |
| 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 | Shawanda Denise or  Karissa Wess | Denise.6  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 |
| 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.) | Shawanda Denise | Denise.6 |
| 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) | Shawanda Denise | Denise.6 |
| Syllabi (all Sociology classes) | S:/adm/Syllabi/ select course  Dr. Deborah Wilson | Wilson.1028  292-1386 |
| Transfer Credit Evaluation (undergrad) | Susan Van Pelt | VanPelt.2 292-2056 |
| Travel Request/Reimbursement | Shawanda Denise | Denise.6 |
| Undergrad Program / Advising | Undergraduate Student Services | socadvising@osu.edu  292-1175 |
| Web Site questions, corrections, issues | Jamie Fowle | Fowle.20 |
| Work-Study (student employees) | Shawanda Denise | Denise.6 |

Send corrections/suggestions to Karissa Wess. Updated: 1.17.24