

WHOM DO I ASK?

Department of Sociology — The Ohio State University

| Subject | Seek Answers From: | Email @osu.edu Telephone (614) |
|--|--|--|
| Advertise your graduate course | Rachel Dwyer | Dwyer.46 |
| Advertise your undergrad course | Rachel Dwyer | Dwyer.46 |
| Business Cards for faculty and staff | Karissa Wess | Wess.10 688-2511 |
| 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) | Shannon Phlegar, David Martinez or Susan Van Pelt | Phlegar.3 292-9416 Martinez.83 688-4534 VanPelt.2 292-2056 |
| 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 reservation (for review session, etc). | Marliss McGarvey | Mcgarvey.51 292-1214 |
| Classroom technical issues e.g. computer, projector, etc. | OSU Classroom Services | classroomhelp@osu.edu 292-3131 |
| Clerical support (mail, faxes, copy work) | Main Office Students | 238 TO front desk |
| Computer issues | Staff in Sociology Research Lab | srl@osu.edu 292-1294 |
| Conference room reservations 241, 245 and 248 Townshend | Main Office Students | 238 TO front desk |
| Copiers in 242 & 239 TO (jam, needs paper, staples, etc.) | Main Office Students | 238 TO front desk |
| Custodial request | Karlene Foster, Townshend Building Coordinator | Foster.24@osu.edu 292-9657 |
| Direct Deposit of pay | See Employee Self Service in Subject Column | |
| Door signs for offices (8.5 x 11" paper with name, office hours, etc) | Undergraduate Student Services | socadvising@osu.edu 292-1175 |
| Employee Self Service (direct deposit, W-4 data, view/print pay stubs, W-2 access, benefits elections, eTime, eLeave, update address/phone/emergency contacts) Ohio State faculty, staff, and student employees must enroll in Buckeye Pass Duo . On 9/12/16 all university employees will be using Duo to access Employee Self-Service within Human Resources. | | http://eprofile.osu.edu https://buckeyepass.osu.edu |
| Exams from Disability Services | Main Office Students | Pick-up in 238 TO 688-2511 |
| Exam (make-up for individuals) | Undergraduate Student Services to reserve a room for exam | socadvising@osu.edu 292-1175 |
| Fiscal Matters (account balances, funding, budget assistance, etc.) | Nikki Betts Karissa Wess | Betts.80 292-8432 Wess.10 688-2511 |

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|---|---|--|
| General Education Curriculum (GEC) questions | Shannon Phlegar, David Martinez or Susan Van Pelt | Phlegar.3 292-9416 Martinez.83 688-4534 VanPelt.2 292-2056 |
| Grades / Grade Change UNDERGRADUATE Students | Shannon Phlegar, David Martinez or Susan Van Pelt | Phlegar.3 292-9416 Martinez.83 688-4534 VanPelt.2 292-2056 |
| Grades / Grade Change GRADUATE Students | Rachel Dwyer | Dwyer.46 |
| Graduate Program | Rachel Dwyer | Dwyer.46 |
| Graduate School Prep for Undergrads | Shannon Phlegar, David Martinez or Susan Van Pelt | Phlegar.3 292-9416 Martinez.83 688-4534 VanPelt.2 292-2056 |
| Grant Management | Nikki Betts Jill Morris | Betts.80 292-8432 Morris.856 688-5423 |
| Honorarium for speaker | Karissa Wess | Wess.10 688-2511 |
| Hotel Reservations | Karissa Wess | Wess.10 688-2511 |
| Human Resources | Nikki Betts Karissa Wess | Betts.80 292-8432 Wess.10 292-2511 |
| Internship Program | Shannon Phlegar | Phlegar.3 292-9416 |
| Key request | Karissa Wess | Wess.10 688-2511 |
| Letterhead (and other templates) | | http://brand.osu.edu/downloads.html download OSU brand assets, resources & templates |
| Mailing/Shipping/Overnight Mail | Main Office Students | 238 TO front desk |
| Major (social/crim) Orientation for undergrads | Undergraduate Student Services | socadvising@osu.edu 292-1175 |
| Master Key (borrow) | Main Office Students | 238 TO front desk |
| Off duty pay (faculty) | Karissa Wess Nikki Betts | Wess.10 292-2511 Betts.80 292-8432 |
| Office environment Including rest rooms, hallways, custodial services | Karlene Foster, Townshend Bldg Coord | Foster.24@osu.edu 292-9657 |
| Parking Pass for guest speaker Parking for employees | Karissa Wess Use CampusParc website | Wess.10 688-2511 OSU.campusparc.com |
| Paycheck (questions, problems) | Nikki Betts Karissa Wess | Betts.80 292-8432 Wess.10 292-2511 |
| Prospective Graduate Students | Rachel Dwyer | Dwyer.46 |
| Prospective Undergrad Students | Shannon Phlegar, David Martinez or Susan Van Pelt | Phlegar.3 292-9416 Martinez.83 688-4534 VanPelt.2 292-2056 |
| Purchase Request/Reimbursement | Karissa Wess Nikki Betts | Wess.10 292-2511 Betts.80 292-8432 |
| Research (undergrad) | David Martinez | Martinez.83 688-4534 |
| Room Reservation | See Conference Room Reservation or See Classroom Reservation | |

| Subject | Seek Answers From: | Email @osu.edu Telephone (614) |
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| 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. (See Michelle Blackwell for specific requests) | Call 292-1422 with questions Michelle Blackwell 238 TO front desk |
| Student Employees; undergraduate; work study & non work study (hiring, terminating, funding, etc.) | Karissa Wess | Wess.10 688-2511 |
| Student Information System / Faculty Center | Shannon Phlegar, David Martinez or Susan Van Pelt | Phlegar.3 292-9416 Martinez.83 688-4534 VanPelt.2 292-2056 |
| Student Recruiting (undergrad) | Susan Van Pelt | VanPelt.2 292-2056 |
| Supplies (office) | Main Office Students | 238 TO front desk |
| Syllabi (all Sociology classes) | S:/adm/Syllabi/ select course Dr. Deborah Wilson | Wilson.1028 292-1386 |
| Telephones (to request or report problems) | Main Office Students | 238 TO front desk |
| Textbooks (questions) | Main Office Students | 238 TO front desk |
| Transfer Credit Evaluation (undergrad) | Susan Van Pelt | VanPelt.2 292-2056 |
| Travel Request/Reimbursement | Karissa Wess | Wess.10 292-2511 |
| Undergrad Program / Advising | Undergraduate Student Services | socadvising@osu.edu 292-1175 |
| Web Site (questions, corrections, issues) | Sociology Research Lab staff | srl@osu.edu |

Send corrections/suggestions to Karissa Wess.10@osu.edu

Updated: June 13, 2018