## Working Teams and Responsibilities of Staff and Advising Deans

### 2015-2016 (Spring 2016)

### Advising by Class Year:

**Freshmen and sophomores (G17 Klarman Hall, 5-5004):**
- With last names beginning A-C: Irene Lessmeister
- With last names beginning D-G, P: Jim Finlay
- With last names beginning H-K, O: Peggy Parmenter
- With last names beginning L-N: Clare McMillan
- With last names beginning Q-S: Pat Wasyliw
- With last names beginning T-Z: Chad Coates

**Juniors and seniors (G17, Klarman Hall, 5-4833):**
- With last names beginning A-C: Tammy Shapiro
- With last names beginning D-I: Richard Keller
- With last names beginning J-K: Juliette Corazon
- With last names beginning L-M: Anne Birien
- With last names beginning N-Q: Heather Struck
- With last names beginning R-V: Ray Kim
- With last names beginning W-Z: Ekaterina Pirozhenko

### Responsibilities by Issue/Group:

**9th or 10th Term in College:** Junior/Senior Dean (5-4833)

**Academic Integrity Issues:** Pat Wasyliw (5-5004)/Deb Morey (5-7061)

**Acceleration:** Junior-Senior Dean (5-4833)

**Add/Drops:** Staff G17 Klarman Hall (5-5004 or 5-4833)

**Admissions Information Sessions:** Advising Deans/Staff (5-4833)

**Admissions Application Processing:** Staff (5-4833)

**Admissions Selection:** Advising Deans (5-4833)

**Admissions Special Interest:** Brenda Lind (5-4833)

**Advanced Placement Credit:** Kristy Long (5-6458)/Monica McFall (5-5793)

**Advanced Placement Policy:** Brenda Lind (5-4833)

**Advisor/Major Forms for Continuing Students:** Andy Lonsky (5-5004)

**Advisor/Major Forms for Transfers:** Robin Perry (5-4836)

**Ambassadors:** Ekaterina Pirozhenko (5-4833)

**Application to Graduate:** Kristy Long (5-6458), Monica McFall (5-5793)

**Athletic Liaison Admissions/Current Students:** Rich Keller/Brenda Lind (5-4833)

**Budgets:** Brenda Lind/Sue Downes (5-4833)

**Career Services: New Location - 172 GSH:** Diane Miller/A. Adinolfi/Amanda Berman (5-9497)

On-campus programs about careers, internships and jobs for majors in liberal arts and sciences, individual advising and counseling, alumni/ae networking, Student Career Ambassador peer advising and resume critiques, credit for internship inquiries, career library, publications, and career website

**College Scholar Program:** Anne Birien/Sue Downes (5-3386)

**Committee on Academic Records:** David DeVries/Sue Downes (5-3386)

**Concurrent Degree Options:** Tammy Shapiro/Monica McFall (5-5793)

**Course File:** Deb Morey (5-7061)/Brenda Lind (5-4833)

**Courses of Study:** Deb Morey (5-7061)/Brenda Lind (5-4833)

**Credit Evaluations:** Jim Finlay (external transfers) (5-5004) Monica McFall (internal transfers) (5-4833)

**Crisis Counselor Contacts:** Brenda Lind/David DeVries (5-4833)

**Dean’s Advisory Council Representative:** Rich Keller/Brenda Lind (5-4833)

**Dean’s Certification for Law School/Bar Letters:** Heather Struck (5-4833)/Robin Perry (5-4836)

**Dean's Certification for Med School:** Ana Adinolfi (5-4166)/Robin Perry (5-4836)

**Dean’s List:** Brenda Lind (5-4833)/Robin Perry (5-4836)

**Degree Audit:** Brenda Lind/Kristy Long/ Monica McFall/Staff (5-4833)

**Diploma Review/Ordering:** Kristy Long (5-6458), Monica McFall (5-5793)

Updated 1/11/2016
Disability issues: Ray Kim (5-4833)
Diversity Programs: Ana Adinolfi (5-4166)/Chad Coates (5-5004)/Juliette Corazon (5-5004)/Tammy Shapiro (5-4833)
Diversity Hosting Month: Rich Keller (5-0358)/Monica McFall (5-5793)
Educational Policy Committee: David DeVries/Deb Morey (5-7061)
Einhorn Discovery Grant funding: David DeVries/Sue Downes (5-3386)
Electronic Student Records issues: Kristy Long (5-6458)/Monica McFall (5-5793)
Enrollment Management: David DeVries (5-3386), Brenda Lind (5-4833)
Faculty Advising: Peggy Parmenter (5-5004)/David DeVries (5-3386)/Kristy Long (5-6458)
Facilities: Brenda Lind (5-4833)
Family Weekend: Peggy Parmenter 5-5004
Financial Aid Appeals: Brenda Lind (5-4833)
First-Year Spring Admission (FYSA): Irene Lessmeister (5-8416)
Forbidden Overlapping Courses: Kristy Long (5-6458)/Monica McFall (5-5793)
Good Standing certificates: Monica McFall (5-5793)
Grade changes and problems: Sue Downes (5-3386)
HEOP students: Chad Coates (5-5004)
Human Resources: Brenda Lind (5-4833)
Independent majors: James Finlay/Sue Downes (5-3386)
Independent Study Approvals: David DeVries/Deb Morey (5-7061)
Information Sessions: Deans/Andrea Stevenson (5-4833)
Internship Credit & Related Paperwork: Diane Miller (5-4166)
Language requirement -- substitutions: Clare McMillan (5-5004)
Language requirement – fluency in a language not offered at Cornell: Clare McMillan (5-5004)
Latino/a student support: Juliette Corazon (5-4833)
Learning Strategies Center (LSC) Scholarship: Juliette Corazon (5-1467)
Leave of Absence: Advising Dean/Sue Downes (5-3386)
Majors: Appropriate Junior/Senior Dean (5-4833)
Major Certifications: Kristy Long (5-6458)/Monica McFall (5-5793)
Mellon Mays Undergraduate Fellowship Program: Chad Coates/Kristy Long (5-6458)
NCAA Verification Contact: Brenda Lind (5-4833)
Operations Issues/Advising, Admissions, Career Services and Registrar: Brenda Lind (5-4833)
Orientation: Irene Lessmeister (5-5004)
Over Hours: (5-4833/5-5004)
Over 18 Credits: Advising Dean
Over 22 Credits: Advising Dean/ARC Petition
Error Reports: Kristy Long (5-6458)/Monica McFall (5-5793)
Pauline and Irving Tanner Dean’s Scholars: Clare McMillan (5-5004)/Kae-Lynn Wilson (5-5792)
Payroll: Brenda Lind (5-4833)/Deb Morey (5-7061)
Peer Advisor program: Irene Lessmeister (5-5004)
Phi Beta Kappa: Andy Lonsky (5-5004)
Pre-freshman Summer Program: Ana Adinolfi (5-4166)/Chad Coates (5-5004)/Juliette Corazon (5-4833)/Tammy Shapiro (5-4833)
Pre-professional advising:
  Pre-med/C-STEP pre-med: Advising Deans/Ana Adinolfi (5-4166)
  Pre-law: Heather Struck (5-4833)/Robin Perry (5-4836)
Pro-rated Tuition: Tammy Shapiro/Advising Dean/Sue Downes (5-3386)
Rawlings Cornell Presidential Research Scholars: Rich Keller (5-4833)
Re-admissions after Leave of Absence: Advising Dean (5-4833/5-5004)/Sue Downes (5-3386)
Reception: Andy Lonsky (5-5004)/Andrea Stevenson (5-4833)
Recruiting and yield activities for all students: All Deans/Staff (5-4833)
Registration problems: Kristy Long (5-6458)/Sue Downes (5-3386)/Monica McFall (5-5793)/Brenda Lind (5-4833)
Requirements for Degree: Advising Dean/Staff (5-4833)
Room Scheduling: Kristy Long (5-6458)/Monica McFall (5-5793)
Scholarships and Fellowships: David DeVries (5-4833)
Special Semesters: Sue Downes (5-3386)
Security for Data Access PeopleSoft/systems: Brenda Lind (5-4833)
Senior questions: (A-L) Monica McFall (5-5793)/(M-Z) Kristy Long (5-6458)
Student Petitions: (A-L) Monica McFall (5-5793)/(M-Z) Kristy Long (5-6458)
Student Reminders: Kristy Long (5-6458)
Study Abroad: Clare McMillan/Pat Wasyliw/Kae-Lynn Wilson (5-5792)
TA Training: David DeVries/Sue Downes (5-3386)
Transfer Credit: Robin Perry (5-4836)

Updated 1/11/2016
Transfers:
  External transfers: Jim Finlay (5-5004)/Robin Perry (5-4836)
  Internal transfers/In: Ray Kim/Monica McFall (5-5793)
  Internal transfers/Out: Monica McFall (5-5793)
Under Hours Error Reports: Kristy Long (5-6458)/Monica McFall (5-5793)
Undergraduate Research: David DeVries (5-3386)