

College of Arts and Sciences
Office of Undergraduate Admissions and Advising
David DeVries, Associate Dean of Undergraduate Education
Working Teams and Responsibilities of Staff and Advising Deans
2016-2017 (Fall 2016)

ADVISING BY CLASS YEAR:

Freshmen and sophomores (G17 Klarman Hall, 5-5004):

With last names beginning A-B:	Yujin Oh
With last names beginning C:	Ken Gabard
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 Wasylw
With last names beginning T-Z:	Chad Coates
On leave FA16	Irene Lessmeister

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:	Ken Gabard
With last names beginning R-V:	Ray Kim
With last names beginning W-Z:	David DeVries (FA16)
On leave FA16	Ekaterina Pirozhenko

RESPONSIBILITIES BY ISSUE/GROUP:

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

Academic Integrity issues: Pat Wasylw (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)

African Experience Travel Award: Pat Wasylw/Kurt Fritjofson (5-5792)

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 Development: 172 GSH: Ana Adinolfi/Meredith Hacking/Jennifer Maclaughlin/Diane Miller (5-4166)

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: 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)

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): Clare McMillan F16 (5-5004); Irene Lessmeister S17 (5-5004)
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)
Health Career advising: Pre-med/C-STEP: Advising Deans/Ana Adinolfi (5-4166)
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)
Latina/o Student Success Office (LSSO): Juliette Corazon (5-4833)
Learning Strategies Center (LSC) Scholarship: Juliette Corazon (5-4833)
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)/Kurt Fritjofson (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-law: Jane Levy @ Cornell Career Services (103 Barnes Hall; 5-5296)
Pre-med: See Health Careers above.
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 Wasyliv/Kurt Fritjofson (5-5792)
TA Training: David DeVries/Sue Downes (5-3386)
Transfer Credit: Robin Perry (5-4836)
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)