ADVISORY 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 Wasyliw
- 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 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)
African Experience Travel Award: Pat Wasyliw/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 Fl6 (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 Wasyliw/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)