

College of Arts and Sciences
Office of Undergraduate Admissions and Advising
Rachel Bean, Senior Associate Dean of Undergraduate Education
Working Teams and Responsibilities of Staff and Advising Deans
2017-2018

ADVISING BY CLASS YEAR:

Freshmen and sophomores (KG17 Klarman Hall, 5-5004):

With last names beginning A-C:	Jayla Greene
With last names beginning D-J:	James Finlay
With last names beginning K:	Bonnie Comella
With last names beginning L-O:	Clare McMillan
With last names beginning Q, R, S:	Carlo Lindo
With last names beginning P, T-Z:	Chad Coates

Juniors and seniors (KG17, Klarman Hall, 5-4833):

With last names beginning A-C, R:	Naya Sou
With last names beginning D-J:	Richard Keller
With last names beginning K:	Bonnie Comella
With last names beginning L, U, V, Z:	Juliette Corazon
With last names beginning M-Q:	Ekaterina Pirozhenko
With last names beginning S, T, W-Y:	Paul Sulzer

RESPONSIBILITIES BY ISSUE/GROUP:

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

Academic Integrity issues: James Finlay (5-5004)/Deb Morey (5-7061)

Acceleration: Junior-Senior Dean (5-4833)

Add/Drops: Staff KG17 Klarman Hall (5-5004 or 5-4833)

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

Admissions Application Processing: Staff (5-4833)

Admissions Selection: Advising Deans (5-4833)

Admissions Special Interest: John Morganelli (5-4833)

Advanced Placement Credit: Kurt Fritjofson (5-6458)/Monica McFall (5-5793)/Deb Morey (5-7061)

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: Clare McMillan/Kurt Fritjofson (5-5792)

Ambassadors: Devon Jones (5-4833)

Application to Graduate: Kurt Fritjofson (5-6458), Monica McFall (5-5793), Technical Issues: Brenda Lind 5-4833

Athletic Liaison Admissions/Current Students: Irene Lessmeister (5-4833)

Budgets: Brenda Lind/Sue Downes (5-4833); Bonnie Comella/John Morganelli (5-4833)

Career Development: 172 GSH: Ana Adinolfi/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: James Finlay/Monica McFall (5-5793)

Committee on Academic Records: Bonnie Comella/Sue Downes (5-3386)

Concurrent Degree options: Richard Keller/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: Tammy Shapiro (external transfers) (5-5004) Monica McFall (internal transfers) (5-4833)

Crisis Counselor Contacts: Bonnie Comella/Brenda Lind (5-4833)

Dean's Advisory Council Representative: John Morganelli (5-4833)

Dean's Certification for Law School/Bar Letters: Diane Miller (5-6924)/Robin Perry (5-4833)

Dean's Certification for Med School: Ana Adinolfi (5-4166)/Robin Perry (5-4833)

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

Degree Audit: Brenda Lind/Kurt Fritjofson/ Monica McFall/Deb Morey (5-4833)

Dean's Scholars: ??

Diploma Review/Ordering: Kurt Fritjofson (5-6458), Monica McFall (5-5793), Deb Morey (5-4833)

Disability issues: Juliette Corazon (5-4833)

Diversity Programs: Ana Adinolfi (5-4166)/Chad Coates (5-5004)/Juliette Corazon (5-5004)/Carlo Lindo (5-4833)

Diversity Hosting Month: Zela Brotherton (5-4833)

Educational Policy Committee: Rachel Bean/Deb Morey (5-7061)
Einhorn Discovery Grant funding: Rich Keller/Sue Downes (5-3386)
Electronic Student Records issues: Brenda Lind (5-4833)
Enrollment Management Admissions: John Morganelli (5-4833)
Faculty Advising: Bonnie Comella 5-4833/Kurt Fritjofson (5-6458)
Facilities: Brenda Lind (5-4833)
Family Weekend: Jayla Greene 5-5004
Financial Aid Appeals: Brenda Lind (5-4833)
First-Year Spring Admission: Irene Lessmeister S17 (5-5004)/Tammy Shapiro – credit evaluations (5-4833)
Forbidden Overlapping Courses: Kurt Fritjofson (5-6458)/Monica McFall (5-5793)/Deb More (5-7061)
Good Standing certificates: Monica McFall (5-5793)/Brenda Lind (5-4833)
Grade changes and problems: Sue Downes (5-3386)/Brenda Lind (5-4833)
HEOP Admission/Current HEOP students: Zela Brotherton (5-4833); Chad Coates (5-5004)
Human Resources: Brenda Lind (5-4833)
Independent majors: James Finlay/Sue Downes (5-3386)
Independent Study Approvals: Rachel Bean/Deb Morey (5-7061)
Internship Credit & Related Paperwork: Diane Miller (5-4166)
Language exemption/fluency for new students: Pat Wasyliv (5-5004)
Language requirement -- substitutions: Ekaterina Pirozhenko (5-5004)
Language requirement – fluency in a language not offered at Cornell: Ekaterina Pirozhenko (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: Kurt Fritjofson (5-6458)/Monica McFall (5-5793)/Deb Morey (5-7061)
Mellon Mays Undergraduate Fellowship Program: Chad Coates/Kurt Fritjofson (5-6458)
NCAA Verification Contact: Brenda Lind (5-4833)
Operations Issues/Advising, Admissions, and Registrar: Brenda Lind (5-4833)
Orientation: Jayla Greene(5-5004)
Over Hours: (5-4833/5-5004)
 Over 18 Credits: Advising Dean
 Over 22 Credits: Advising Dean/ARC Petition
 Error Reports Kurt Fritjofson (5-6458)/Monica McFall (5-5793)/
Pauline and Irving Tanner Dean’s Scholars/ Admission selection: Peggy Parmenter (5-5004)/Kurt Fritjofson (5-5792)
Payroll: Brenda Lind (5-4833)/Deb Morey (5-7061)
Peer Advisor program: Jayla Greene (5-5004)
Phi Beta Kappa: Andy Lonsky (5-5004)
Pre-Freshman Summer Program/Admissions selection: Ana Adinolfi (5-4166)/Chad Coates (5-5004)/Juliette Corazon (5-4833)/
 (5-4833)/Carlo Lindo (5-4833)
Pre-Professional advising:
 Health Careers: Advising Deans/Ana Adinolfi (5-4166)
 Pre-law: Jane Levy @ Cornell Career Services (103 Barnes Hall; 5-5296)
Pro-rated Tuition: Richard Keller/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: Admissions Deans/Staff (5-4833)
Registration problems: Kurt Fritjofson (5-6458)/Sue Downes (5-3386)/Monica McFall (5-5793)/Brenda Lind (5-4833)
Requirements for Degree: Advising Dean/Staff (5-4833)
Room Scheduling: Kurt Fritjofson (5-6458)/Monica McFall (5-5793)/Deb Morey (5-7061)/Brenda Lind (5-4833)
Scholarships and Fellowships: Richard Keller (5-4833)
Special Semesters: Sue Downes (5-3386)
Security for Data Access PeopleSoft/systems: Brenda Lind (5-4833)
Senior questions: (A-K) Monica McFall (5-5793) /(L-M) Deb Morey/(N-Z) Kurt Fritjofson (5-6458)
Student Petitions: (A-K) Monica McFall (5-5793) /(L-M) Deb Morey/(N-Z) Kurt Fritjofson (5-6458)
Student Reminders-Degree Audit/Application to Graduate: Kurt Fritjofson (5-6458) /Brenda Lind (5-4833)
Study Abroad: Clare McMillan /Kurt Fritjofson (5-5792)
TA Training: Rachel Bean/Sue Downes (5-3386)
Transfer Credit: Tammy Shapiro/ 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: Kurt Fritjofson (5-6458)/Monica McFall (5-5793)
Undergraduate Research: Richard Keller (5-5004)