

OFFICE OF THE REGISTRAR

PERSONNEL LISTING - REVISED 7/27/09

<i>Scott Ball, Course Data Coordinator</i>	<i>631-8597</i>
<i>Ram Ballesteros, Technology Specialist</i>	<i>631-2979</i>
<i>Jennie Brackett, Grading & Academic Records Specialist</i>	<i>631-6488</i>
<i>Peggy Buraczewski, Manager, Student Records</i>	<i>631-7993</i>
<i>Amy Crane, Degree Audit Specialist</i>	<i>631-2155</i>
<i>Kimberly Hahn, Assistant Registrar</i>	<i>631-5999</i>
<i>Chuck Hurley, Dir. of Summer Session & Univ. Assoc. Registrar</i>	<i>631-7495</i>
<i>David Kil, Assistant Registrar</i>	<i>631-5258</i>
<i>Barb Klowetter, Academic Records Representative</i>	<i>631-1479</i>
<i>Stephanie Maenhout, Senior Administrative Assistant</i>	<i>631-6051</i>
<i>Linda Martellaro, Classroom & Reporting Specialist</i>	<i>631-5133</i>
<i>Amika Micou, Manager of Technology Development</i>	<i>631-3252</i>
<i>Barb Modos, Academic Records Representative</i>	<i>631-5347</i>
<i>Nancy Osth, Commencement & Records Specialist</i>	<i>631-5183</i>
<i>Harold L. Pace, University Registrar</i>	<i>631-5240</i>
<i>Veronica Primrose, Academic Records Representative</i>	<i>631-5347</i>
<i>Liz Rosencrantz, Web Technologist & Office Operations Mgr.</i>	<i>631-7942</i>
<i>Lora Spaulding, Assistant Registrar</i>	<i>631-6967</i>
<i>Don Steinke, Assistant Registrar</i>	<i>631-7648</i>
<i>Chris Temple, Assistant Registrar</i>	<i>631-5598</i>
<i>Dawn Templeton, Manager of Reporting and Research</i>	<i>631-4615</i>
<i>Kara Turner, Manager of Summer Session Operations</i>	<i>631-7282</i>
<i>Arlene Vogt, Assistant Registrar</i>	<i>631-6050</i>

STAFF BY FUNCTION

Academic Code Inquiries	Chuck Hurley	7495
	Harold Pace	5240
Academic Convocations	Dave Kil	5258
	Nancy Osth	5183
Address Changes/Inquiries address@nd.edu	Stephanie Maenhout	6051
Athletic Certification	Lora Spaulding	6967
Audit Requests dart@nd.edu	Lora Spaulding	6967
Bulletins/Catalog Preparation (http://registrar.nd.edu/BOI.shtml)	Dave Kil	5258
	Chris Temple	5598
Calendars (http://registrar.nd.edu/academic_calendar.shtml)	Liz Rosencrantz	7942
Classification Changes	Nancy Osth	5183

Class Lists & Class Schedules (faculty)	Chuck Hurley Don Steinke Chris Temple	7495 7648 5598
Class Schedules (students)	Lora Spaulding	6967
Classroom Scheduling - Courses - Roomreq@nd.edu	Linda Martellaro	5133
Classroom Scheduling - Events - Roomreq@nd.edu	Barb Klowetter	1479
College/Major Changes	Nancy Osth Stephanie Maenhout	5183
Commencement	Nancy Osth David Kil	5183 5258
Course Changes (add, cancel, permission req., max, etc.) - Classreq@nd.edu	Scott Ball	8597
Course Descriptions - Historical (http://registrar.nd.edu/BOL.shtml)	Barb Modos Veronica Primrose Arlene Vogt	7043
Courseware Support	Don Steinke	7648
Data Audits for Institutional Research	Peggy Buraczewski	7993
Data Integrity	Peggy Buraczewski	7993
Degree Audit	Amy Crane Chris Temple	2155 5598
Departmental Exam Scheduling - Roomreq@nd.edu	Linda Martellaro	5133
Diploma Replacements	David Kil	5258
Dismissals/Probations	Jennie Brackett	6488
Employee/Spouse Educational Benefits	Arlene Vogt	6050
Enrollment	Peggy Buraczewski	7993
Faculty Information System Access	Don Steinke	7648
FERPA Training	Lora Spaulding	6967
Final Exam Scheduling - Roomreq@nd.edu	Linda Martellaro	5133
Grades	Jennie Brackett	6488
"The Hours of Instruction" pdf (http://registrar.nd.edu/registration.shtml)	Lora Spaulding	6967
insideND Inquiries	Chuck Hurley Kim Hahn	7495 5999
Label & Listing Requests (current student data only) - Labelreq.1@nd.edu	Stephanie Maenhout	6051
Leaves of Absence	Jennie Brackett	6488
ListServ (student data)	Stephanie Maenhout	6051

	Chuck Hurley	7495
Name Changes and Update of Biographical Data	Barb Modos Veronica Primrose Arlene Vogt	7043
NetID Deactivation (student only)	Ram Ballesteros	2979
Notary Public	Arlene Vogt Barb Klowetter	6050 1479
Not Returning Students (No Shows)	Peggy Buraczewski	7993
Off-Campus Study Programs	Jennie Brackett	6488
Online Photo Inquiries	Chuck Hurley Don Steinke Chris Temple	7495 7648 5598
Privacy of Student Information	Lora Spaulding	6967
Probations/Dismissals	Jennie Brackett	6488
Receptionists	Barb Modos Veronica Primrose	7043
Registration	Lora Spaulding	6967
Renovare (S/FIS Replacement - Issues only)	Peggy Buraczewski Amika Micou Don Steinke	7993 3252 7648
Reports (Adhoc - student data)	Stephanie Maenhout	6051
Reports (Electronic or print)	Dawn Templeton	4615
Reports (End of Term)	Jennie Brackett	6488
St. Mary's/Holy Cross/Purdue/other co-exchanges (N.D. students taking their courses, theirs taking ours)	Lora Spaulding Barbara Klowetter	6967 1479
SEVIS/Visa Software Compliance	Jennie Brackett	6488
Social Security Number Changes	Barb Modos Veronica Primrose Arlene Vogt	7043
Student Information (Data)	Peggy Buraczewski	7993
Student Information System Problems	Chuck Hurley Peggy Buraczewski	7495 7993
Student Information Updating/Non-degree & degree	Peggy Buraczewski	7993
Summer Session	Chuck Hurley Kara Turner	7495 7282
Telephone Receptionist	Barb Modos	7043

	Veronica Primrose	
Training (insideND)	Chuck Hurley Kim Hahn Lora Spaulding Chris Temple	7495 5999 6967 5598
Transcripts Transcripts.1@nd.edu	Barb Modos Veronica Primrose Arlene Vogt	7043
Transfer of Credits/Credits-by-Exam	Nancy Osth	5183
TUSC (Tentative Upcoming Schedule of Classes) Classreq@nd.edu	Scott Ball	8597
Verification (Degrees, Enrollment, Status) Verifications.1@nd.edu	Barb Modos Veronica Primrose Arlene Vogt	7043
Web changes: Registrar site - http://registrar.nd.edu/ Commencement site - http://commencement.nd.edu Summer Session site - http://www.nd.edu/~sumsess/	Liz Rosencrantz	7942
Withdrawals from a Course (after the official drop date)	Jennie Brackett	6488
Withdrawals from the University	Jennie Brackett	6488