

# OFFICE OF THE REGISTRAR

## PERSONNEL LISTING - REVISED 8/25/11

<i>Scott Ball, Course Specialist</i>	<i>631-8597</i>
<i>Dianna Beirne, Academic Services Representative</i>	<i>631-1479</i>
<i>Jennie Brackett, Grading &amp; Academic Records Specialist</i>	<i>631-6488</i>
<i>Peggy Buraczewski, Manager, Student Records</i>	<i>631-7993</i>
<i>Rochelle Cotter, Assistant Registrar, Academic Services</i>	<i>631-1335</i>
<i>Amy Crane, Degree Audit Specialist</i>	<i>631-2155</i>
<i>Kimberly Hahn, Assistant Registrar, Applied Tech. for Acad. Serv.</i>	<i>631-5999</i>
<i>Joe Hinton, Technology Solution Specialist</i>	<i>631-2979</i>
<i>Chuck Hurley, Interim Univ. Registrar &amp; Dir. of Summer Session</i>	<i>631-7495</i>
<i>Amy Jennings, Commencement &amp; Records Specialist</i>	<i>631-5183</i>
<i>David Kil, Assistant Registrar</i>	<i>631-5258</i>
<i>Barb Klowetter, Academic Records Representative</i>	<i>631-5347</i>
<i>Lisa Neel, Academic Records Specialist</i>	<i>631-6050</i>
<i>Stephanie Maenhout, Comm. &amp; Sr. Reporting Tech.</i>	<i>631-6051</i>
<i>Linda Martellaro, Classroom &amp; Reporting Specialist</i>	<i>631-5133</i>
<i>Amika Micou, Assistant Registrar, Technology Development</i>	<i>631-3252</i>
<i>Veronica Primrose, Academic Records Representative</i>	<i>631-5347</i>
<i>Brandon Rich, Application Development Specialist</i>	<i>631-7648</i>
<i>Liz Rosencrantz, Assistant Registrar, Business Manager</i>	<i>631-7942</i>
<i>Lora Spaulding, Assistant Registrar</i>	<i>631-6967</i>
<i>Chris Temple, Assistant Registrar, Curriculum Management</i>	<i>631-5598</i>
<i>Dawn Templeton, Assistant Registrar, Reporting and Research</i>	<i>631-4615</i>
<i>Kara Turner, Manager of Summer Session Operations</i>	<i>631-7282</i>

## STAFF BY FUNCTION

Academic Code Policy Inquiries	Chuck Hurley	7495
Academic Convocations	Amy Jennings	5183
	Dave Kil	5258
	Stephanie Maenhout	6051
Address Changes/Inquiries - <b>address@nd.edu</b>	Stephanie Maenhout	6051
Athletic Certifications	Lora Spaulding	6967
Audit Class Requests - <b>dart@nd.edu</b>	Lora Spaulding	6967
Bulletins/Catalog Preparation ( <a href="http://registrar.nd.edu/BOI.shtml">http://registrar.nd.edu/BOI.shtml</a> )	Dave Kil	5258
	Chris Temple	5598
Calendars ( <a href="http://registrar.nd.edu/academic_calendar.shtml">http://registrar.nd.edu/academic_calendar.shtml</a> )	Liz Rosencrantz	7942
Classification Changes	Peggy Buraczewski	7993

Class Lists & Class Schedules (faculty)	Chuck Hurley Chris Temple	7495 5598
Class Schedules (students)	Lora Spaulding	6967
Classroom Scheduling - Courses - <b>Roomreq@nd.edu</b>	Linda Martellaro	5133
Classroom Scheduling - Events - <b>Roomreq@nd.edu</b>	Dianna Beirne	1479
Co-Exchange - St. Mary's/Holy Cross/other (N.D. students taking their courses, theirs taking ours)	Lora Spaulding Dianna Beirne	6967 1479
College/Major Changes	Amy Crane Amy Jennings	2155 5183
Commencement	Amy Jennings David Kil	5183 5258
Commencement - Academic Convocation Ceremonies	Stephanie Maenhout	6051
Course Changes (add, cancel, permission req., max, etc.) - <b>Classreq@nd.edu</b>	Scott Ball	8597
Course Descriptions - Historical ( <a href="http://registrar.nd.edu/BOL.shtml">http://registrar.nd.edu/BOL.shtml</a> )	Barb Klowetter Veronica Primrose Lisa Neel	5347 5997 6050
Courseware Support	Brandon Rich	7648
Data Audits for Institutional Research	Peggy Buraczewski	7993
Data Integrity	Peggy Buraczewski	7993
Degree Audit (GPS)	Amy Crane	2155
Departmental Exam Scheduling - <b>Roomreq@nd.edu</b>	Linda Martellaro	5133
Diploma Replacements	David Kil	5258
Dismissals/Probations	Jennie Brackett	6488
Employee/Spouse Educational Benefits - <b>dart@nd.edu</b>	Dianna Beirne Linda Martellaro Lora Spaulding	1479 5133 6967
Exam Scheduling (Department & Final) - <b>Roomreq@nd.edu</b>	Linda Martellaro	5133
eTUSC - <b>Classreq@nd.edu</b>	Scott Ball	8597
Faculty Information System Access	Brandon Rich	7648
FERPA Training	Lora Spaulding	6967
Final Exam Scheduling - <b>Roomreq@nd.edu</b>	Linda Martellaro	5133
Grades	Jennie Brackett	6488
"The Hours of Instruction" pdf ( <a href="http://registrar.nd.edu/registration.shtml">http://registrar.nd.edu/registration.shtml</a> )	Lora Spaulding	6967
insideND Inquiries	Chuck Hurley	7495

	Kim Hahn	5999
Label & Listing Requests (current student data only) - <a href="mailto:Labelreq.1@nd.edu">Labelreq.1@nd.edu</a>	Stephanie Maenhout	6051
Leaves of Absence	Jennie Brackett	6488
ListServ - ND selected only (student data)	Stephanie Maenhout Chuck Hurley	6051 7495
Name Changes and Update of Biographical Data	Veronica Primrose Barb Klowetter Lisa Neel	5997 5347 6050
ND Roll Call (Enrollment)	Peggy Buraczewski	7993
NetID Deactivation (student only)	Joe Hinton	2979
Notary Public	Barb Klowetter	5347
Not Returning Students (No Shows)	Peggy Buraczewski	7993
Off-Campus Study Programs	Jennie Brackett	6488
Online Photo Inquiries	Kim Hahn Chuck Hurley	5999 7495
Privacy of Student Information	Lora Spaulding	6967
Probations/Dismissals	Jennie Brackett	6488
Reception Desk	Barb Klowetter Veronica Primrose Lisa Neel	7043 or 6997
Registration	Lora Spaulding	6967
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/other co-exchanges (N.D. students taking their courses, theirs taking ours)	Lora Spaulding Dianna Beirne	6967 1479
SEVIS/Visa Software Compliance	Jennie Brackett	6488
Social Security Number Changes	Veronica Primrose Barb Klowetter Lisa Neel	5997 5347 6050
Student Information (Data)	Peggy Buraczewski	7993
Student Information Systems Access & Training (Banner, Business Objects, Webfile, Online photo)	Kim Hahn	5999
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
Training (insideND)	Chuck Hurley Kim Hahn Lora Spaulding Chris Temple	7495 5999 6967 5598
Transcripts <b>Transcripts.1@nd.edu</b>	Veronica Primrose Barb Klowetter Lisa Neel	5997 5347 6050
Transfer of Credits/Credits-by-Exam	Amy Crane	2155
TUSC (Tentative Upcoming Schedule of Classes) <b>Classreq@nd.edu</b>	Scott Ball	8597
Verification (Degrees, Enrollment, Status) <b>Verifications.1@nd.edu</b>	Barb Klowetter Veronica Primrose Lisa Neel	5347 5997 6050
Veteran Affairs Verifications	Lisa Neel	6050
Web changes: Registrar site- <a href="http://registrar.nd.edu/">http://registrar.nd.edu/</a> Commencement site - <a href="http://commencement.nd.edu">http://commencement.nd.edu</a> Summer Session site - <a href="http://summersession.nd.edu">http://summersession.nd.edu</a>	Liz Rosencrantz Liz Rosencrantz Kara Turner	7942 7942 7282
Withdrawals from a Course (after the official drop date)	Jennie Brackett	6488
Withdrawals from the University	Jennie Brackett	6488