

OFFICE OF THE REGISTRAR

PERSONNEL LISTING - REVISED 5/3/17

<i>Scott Ball, Course Specialist</i>	631-8597
<i>Dianna Beirne, Grading & Academic Records Specialist</i>	631-6050
<i>Jennie Brackett, Assistant Registrar, Reporting and Research</i>	631-5240
<i>Peggy Buraczewski, Assistant Registrar, Student Records</i>	631-7993
<i>Joe Gettinger, Academic Records Specialist</i>	631-5347
<i>Tom Gotsch, Academic Services Technology Solutions Specialist</i>	631-1479
<i>Kimberly Hahn, Assistant Registrar, Applied Tech. for Acad. Serv.</i>	631-5999
<i>Chuck Hurley, Univ. Registrar & Dir. of Summer Session</i>	631-7495
<i>Amy Jennings, Commencement & Records Specialist</i>	631-5183
<i>Rochelle Jones, Associate Registrar, Academic Services</i>	631-1335
<i>Stephanie Maenhout, Comm. & Sr. Reporting Specialist</i>	631-6051
<i>Linda Martellaro, Asst. Registrar, Classroom & Reporting Specialist</i>	631-5133
<i>Amika Micou, Senior Associate University Registrar</i>	631-3252
<i>Veronica Primrose, Academic Records Representative</i>	631-5997
<i>Liz Rosencrantz, Senior Assistant Registrar, Business Manager</i>	631-7942
<i>Rebecca Rutkowski, Degree Audit Specialist</i>	631-2155
<i>Lora Spaulding, Assistant Registrar</i>	631-6967
<i>Chris Temple, Assistant Registrar, Curriculum Management</i>	631-5598
<i>Dawn Templeton, Assistant Registrar, Technology Development</i>	631-4615
<i>Kara Turner, Assistant Registrar, Summer Session Operations</i>	631-7282
<i>Paul Ullrich, Asst. Registrar, Application Development Specialist</i>	631-2979
<i>Christina Wojtysiak, Senior Reporting Specialist</i>	631-6488

STAFF BY FUNCTION

Academic Code Policy Inquiries	Chuck Hurley	7495
Academic Convocations	Stephanie Maenhout Amy Jennings	6051 5183
Address Changes/Inquiries - address@nd.edu	Stephanie Maenhout	6051
Athletic Certifications	Lora Spaulding	6967
Audit Class Requests - novo@nd.edu	Lora Spaulding	6967
Bulletins/Catalog Preparation (http://registrar.nd.edu/BOI/BOI.php)	Chris Temple	5598
Calendars (http://registrar.nd.edu/calendar/)	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 - roomreq@nd.edu Classroom Scheduling - Events - roomreq@nd.edu	Linda Martellaro	5133
Co-Exchange - St. Mary's/Holy Cross/other (N.D. students taking their courses, theirs taking ours)	Lora Spaulding Tom Gotsch	6967 1479
College/Major Changes	Becca Rutkowski Amy Jennings	2155 5183
Commencement (http://commencement.nd.edu)	Amy Jennings	5183
Commencement - Academic Convocation Ceremonies	Stephanie Maenhout	6051
Course Changes (add, cancel, permission req., max, etc.) - classreq@nd.edu	Scott Ball	8597
Course Descriptions - Historical (http://registrar.nd.edu/BOI/BOI.php)	Veronica Primrose Joe Gettinger Dianna Beirne	7043
Data Audits for Institutional Research	Peggy Buraczewski	7993
Data Integrity	Peggy Buraczewski	7993
Degree Audit (GPS)	Becca Rutkowski	2155
Departmental Exam Scheduling - roomreq@nd.edu	Linda Martellaro	5133
Diploma Replacements	Amy Jennings	5183
Dismissals/Probations	Dianna Beirne	6050
Duplicate Resolution	Peggy Buraczewski	7993
Employee/Spouse Educational Benefits - novo@nd.edu	Lora Spaulding Tom Gotsch Linda Martellaro Rochelle Jones	6967 1479 5133 1335
Exam Scheduling (Department & Final) - roomreq@nd.edu	Linda Martellaro	5133
eTUSC - classreq@nd.edu	Scott Ball	8597
Faculty Information System Access	Chuck Hurley	7495
FERPA Training	Lora Spaulding	6967
Final Exam Scheduling - roomreq@nd.edu	Linda Martellaro	5133
Grades	Dianna Beirne	6050
Graduation Information	Amy Jennings	5183
"The Hours of Instruction" pdf (http://registrar.nd.edu/registration.php)	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	Dianna Beirne	6050
ListServ - ND selected only (student data)	Stephanie Maenhout	6051
Major/Minor/Concentration changes	Becca Rutkowski	2155
Name Changes and Update of Biographical Data Verifications.1@nd.edu	Veronica Primrose Joe Gettinger Dianna Beirne	7043
NetID Deactivation (student only)	Paul Ullrich	2979
Not Returning Students (No Shows)	Peggy Buraczewski	7993
Off-Campus Study Programs	Christina Wojtysiak	6488
Online Photo Inquiries	Kim Hahn Chuck Hurley	5999 7495
Privacy of Student Information	Lora Spaulding	6967
Probations/Dismissals	Dianna Beirne	6050
Reception Desk	Veronica Primrose Joe Gettinger Dianna Beirne	7043
Registration novo@nd.edu	Lora Spaulding	6967
Reports (Adhoc - student data)	Stephanie Maenhout	6051
Reports (Electronic or print)	Jennie Brackett	5240
Reports (End of Term)	Dianna Beirne	6050
(ND)Roll Call (Enrollment) – rollcall@nd.edu	Peggy Buraczewski	7993
St. Mary's/Holy Cross/other co-exchanges (N.D. students taking their courses, theirs taking ours)	Tom Gotsch Lora Spaulding	1479 6967
Schedule of Classes – TUSC classreq@nd.edu	Scott Ball	8597
Social Security Number Changes verifications.1@nd.edu	Veronica Primrose Joe Gettinger Dianna Beirne	7043
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	Kara Turner	7282
	Chuck Hurley	7495
Training (insideND)	Kim Hahn	5999
	Chuck Hurley	7495
	Lora Spaulding	6967
	Chris Temple	5598
Transcripts Transcripts.1@nd.edu	Veronica Primrose	7043
	Joe Gettinger	
	Dianna Beirne	
Transfer of Credits/Credits-by-Exam	Becca Rutkowski	2155
TUSC (Tentative Upcoming Schedule of Classes) Classreq@nd.edu	Scott Ball	8597
Verification (Degrees, Enrollment, Status) Verifications.1@nd.edu	Veronica Primrose	7043
	Joe Gettinger	
	Dianna Beirne	
Veteran Affairs Verifications	Christina Wojtysiak	6488
Web feedback:		
Registrar site- http://registrar.nd.edu/	Liz Rosencrantz	7942
Commencement site - http://commencement.nd.edu	Liz Rosencrantz	7942
Summer Session site - http://summersession.nd.edu	Kara Turner	7282
Withdrawals from a Course (after the official drop date)	Dianna Beirne	6050
Withdrawals from the University	Dianna Beirne	6050