Contact List

Academic Policies  John Papinchak (jp7p)  x8–7404
Academic Programs
— New Program Requests / Student Codes  Jarrin Nevel (jfn)  x8–8250
— Record Creation (Individual Student)  Sarah Jones (sj1w)  x8–1902
Additional Major/Minors  Joy Cavaliero (js81)  x8–1907
All But Dissertation (ABD) Forms  Sarah Jones (sj1w)  x8–1902
Audit Forms  Sarah Jones (sj1w)  x8–1902
Catalog (Undergraduate)  Jon Samuels (jsamuel1)  x8–1922
Change of Grades/Missing Grades Forms  Barbara Wagner (barbara)  x8–5633
Change of Student Name / ID Numbers  Mary Weakland (maryw)  x8–7540
Classroom Problems  Nancy Camino (nm2d)  x8–4086
Course and Classroom Scheduling  courses@andrew.cmu.edu
Course Descriptions  courses@andrew.cmu.edu
Cross-Registration Policies (PCHE)  Jarrin Nevel (jfn)  x8–8250
Cross-Registration Processing (PCHE)  Debra James Bailey (dj0y)  x8–8687
Data Requests (non-SDW) / Surveys  John Papinchak (jp7p)  x8–7404
Deans’ Lists (Adding/Updating)  Sarah Jones (sj1w)  x8–1902
Diplomas (processing, ordering, reordering)  commence@andrew.cmu.edu  x8–1922
Doctoral Student Tuition Adjustments  Jarrin Nevel (jfn)  x8–8250
Faculty Course Evaluations  Joy Cavaliero (js81)  x8–1907
FERPA  John Papinchak (jp7p)  x8–7404
Final Exams Scheduling  Joy Cavaliero (js81)  x8–1907
Form Requests (Academic)  http://www.cmu.edu/es/forms/
Grades and Faculty Course & Grade Info
— Grade Submission Consultation  Mary Ann Moyer (mm9o) or Kathy Sloan (ks73)  x8–1941/1949
— Proxy Assignment Info  egrades@andrew.cmu.edu
Grade Roster Retrieval  egrades@andrew.cmu.edu
Instructors, Adding New  courses@andrew.cmu.edu
Leave of Absence/Withdrawal Forms  Sarah Jones (sj1w)  x8–1902
Non-Degree/Visiting Student Registration  Amy Yearwood (amymly)  x8–9796
Pass/No Pass Forms  Sarah Jones (sj1w)  x8–1902
QPA and Rank Reports Distribution  Barbara Wagner (barbara)  x8–5633
Registration  registration@andrew.cmu.edu
— Current Semester  Mary Ann Moyer (mm9o) or Kathy Sloan (ks73)  x8–1941/1949
— Prior Semester Add/Drop  Sarah Jones (sj1w)  x8–1902
Return from a Leave of Absence  Sarah Jones (sj1w)  x8–1902
Returning Student Update Form  Sarah Jones (sj1w)  x8–1902
Semester Record Creation  Mary Ann Moyer (mm9o) or Kathy Sloan (ks73)  x8–1941/1949
SIO Registration
— Registration Consultation  Mary Ann Moyer (mm9o) or Kathy Sloan (ks73)  x8–1941/1949
— Pre-Requisites/Co-Requisites, etc.  registration@andrew.cmu.edu  x8–1941/1949
— Reservations  registration@andrew.cmu.edu  x8–1941/1949
SpaceQuest (25 Live) Classroom Reservations  Debra James Bailey (dj0y)  x8–8687
Student Data Warehouse (SDW)  uro-sdw@andrew.cmu.edu
— Training/Feedback  Jon Samuels (jsamuel1)  x8–1922
— New User Access  John Papinchak (jp7p)  x8–7404
Summer Studies Information  Amy Yearwood (amymly)  x8–9796
Suspensions, Drops, & Academic Actions  Sarah Jones (sj1w)  x8–1902
Transcripts  uro-transcripts@andrew.cmu.edu  x8–4138
Transfer/Advanced Placement Credit  Sarah Jones (sj1w)  x8–1902
Tuition/Fee Appeals & Adjustments  Jarrin Nevel (jfn)  x8–8250
Verifications (Degree and Enrollment)  uro-verifications@andrew.cmu.edu  x8–4227
Veterans’ Educational Benefits Certification  Mike Danko (mdanko) or Jon Samuels (jsamuel1)  x8–8747/1922

Can’t reach someone? — Call x8-1903.
Your question not here? — e-mail university-registrars-office@andrew.cmu.edu.

Provided for Departments only. Students should contact an Assistant Director in The HUB.

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