

Who Do I Contact?

ADMINISTRATIVE SUPPORT

Eagleson/Condon Building Facilities, Maintenance/Cleaning and Security

Andrea Loren (loren67@uw.edu) or Patrick Olsen (kolsen@uw.edu)

Eagleson/Condon Copier/Printer

For assistance with copies, scanning, printing, and facsimile please see Andrea Loren (loren67@uw.edu).

Inventory Surplus

Please bring questions about surplus inventory to Helena Huang (hluang@uw.edu)

Keys, fobs, and student lockers

For building/room keys, fobs, locker please contact please contact Andrea Loren (loren67@uw.edu) or Julianne Siebens (jsiebens@uw.edu)

Lost and Found

If you find an item in the Eagleson Building, please bring it to the front desk – Andrea Loren (loren67@uw.edu). Clinic, please email Julianne Siebens (jsiebens@uw.edu)

Mail and Express Mail/ FedEx Shipping – for Department Business

For assistance with express mail or shipping, please see Andrea Loren (loren67@uw.edu).

Memberships and Subscriptions

For assistance subscribing/renewing memberships please see Andrea Loren (loren67@uw.edu)

Office Assignments

For the Eagleson Building, please see Andrea Loren (loren67@uw.edu) and Clinic, please see Marty Nevdahl (mnev Dahl@uw.edu) and Julianne Siebens (jsiebens@uw.edu)

Office Equipment Problems

For help with office equipment (telephone, copier problems, repair, service maintenance, meter reading, etc.), please contact Andrea Loren (loren67@uw.edu)

Room Reservations (non-course reservations)

To reserve EGL 211 and EGL 111, please contact Andrea Loren (andrea67@uw.edu)

To reserve EGL 001, please e-mail Classroom Services (times@uw.edu) first and you will be issued a ticket number. Then, call Classroom Services at 206-685-0540 and reference your ticket number for assistance. To reserve clinic diagnostic and treatment spaces, please use SPHINTRA.

Travel

For assistance with travel arrangements for yourself or a SPHSC guest (flight, hotel, conference registration, ground transportation), please contact sphscadm@uw.edu.

FISCAL SERVICES

Budget Questions (department, programs, grants)

For questions about the department's budgets (non-grant), please contact Patrick Olsen (kolsen@uw.edu)

For questions about the department's grant process and or grant budgets, please contact Helena Huang (hluang@uw.edu)

FDF, IDC, Startup Funds, Miscellaneous Allocations

Questions regarding allotment, balance to date, etc., please email Patrick Olsen (kolsen@uw.edu) or Helena Huang (hluang@uw.edu).

Grant Applications, Renewals, Progress Reports

For help/assistance with grant applications, renewals, progress reports, please see Helena Huang (hluang@uw.edu)

Who Do I Contact?

Payroll / Timecards

For payroll questions, please see Andrea Loren (loren67@uw.edu) or Helena Huang (hlhuang@uw.edu)

Purchasing - Office, Equipment and Lab Supplies

For help with purchasing office, equipment or lab supplies, please contact sphscadm@uw.edu.

Reimbursements

For assistance being reimbursed for expenses/travel, please email sphscadm@uw.edu. For expenses related to clinic materials and supplies, please see Marty Nevdahl (mnevdaahl@uw.edu) and Julianne Siebens (jsiebens@uw.edu).

Revolving Fund Account

Questions regarding fund account – new account, set up, and reports, please see Andrea Loren (loren67@uw.edu)

HUMAN RESOURCES

Faculty Affairs

For any faculty affairs – new appointment, re-appointment, promotions, etc. please see Patrick Olsen (kolsen@uwe.edu) or Helena Huang (hlhuang@uw.edu)

Faculty Effort Certification, and Grant and Contract Certification Reports

Questions regarding eFECs, and GCCRs reports, please email Helena Huang (hlhuang@uw.edu)

Leave issues

For questions about leave (e.g. FMLA, leave without pay, etc.), please contact Patrick Olsen (kolsen@uw.edu)

Professional and Classified Staff, Hourly, and Work Study Appointments

For assistance with hiring professional and classified staff, please see Patrick Olsen (kolsen@uw.edu) and for hourly staff, work study students, please contact Andrea Loren (loren67@uw.edu).

ACADEMIC & STUDENT SERVICES

Academic Progress or Degree Program Concerns

Undergraduate students– Michael Burns (mburns@uw.edu) or Julie Dalessio (jadaless@uw.edu).
Graduate students – Kristie Spencer (kas@uw.edu) or Julie Dalessio (jadaless@uw.edu).

Academic Records

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)
Undergraduate/Gabrielle Gruber (gruber@uw.edu).

Advising (e.g., degree questions, funding, course offerings, schedules, course waivers/substitutions, independent studies, electives, committees, thesis/capstone/dissertation questions, final exams, graduation steps/deadlines, campus resources, leaves, withdrawals, etc.)

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)
Undergraduate/Gabrielle Gruber (gruber@uw.edu).

Course / Instructor Evaluations

Chrissie Chang (chrissie@uw.edu)

Course Schedule or Room Changes

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)
Undergraduate/Gabrielle Gruber (gruber@uw.edu)

Who Do I Contact?

Curriculum Management - New Courses, Course Change Requests, Catalogue Updates, Curriculum Revisions, Quarterly Curriculum Planning

Julie Dalessio (jadaless@uw.edu)

Degree Program & Student Surveys

Julie Dalessio (jadaless@uw.edu) or Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu), Undergraduate/Gabrielle Gruber (gruber@uw.edu).

Degree Program Marketing & Recruiting

Julie Dalessio (jadaless@uw.edu) or Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu), Undergraduate/Gabrielle Gruber (gruber@uw.edu).

Disability Accommodations

Didactic/Research: Chrissie Chang (chrissie@uw.edu)

Clinical: Marty Nevdahl (mnevdaahl@uw.edu) and Chrissie Chang (chrissie@uw.edu)

Fee-Based Degree Program Questions (PCE/UWC²)

Julie Dalessio (jadaless@uw.edu)

Instructional Support (e.g., grading, syllabi requirements, textbooks, labs, etc.)

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)

Undergraduate/Gabrielle Gruber (gruber@uw.edu).

New Student Orientation

Julie Dalessio (jadaless@uw.edu) or Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu), Undergraduate/Gabrielle Gruber (gruber@uw.edu).

Registration Issues or Questions

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)

Undergraduate/Gabrielle Gruber (gruber@uw.edu).

SPHSC Recognition Ceremony

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu), Undergraduate/Gabrielle Gruber (gruber@uw.edu)

TA/RA Appointments

Kristie Spencer/GPC (kas@uw.edu) or Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)

Tuition & Fee Questions

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)

Undergraduate/Gabrielle Gruber (gruber@uw.edu).

University and/or Department Policies & Procedures

Julie Dalessio (jadaless@uw.edu), Undergraduate – Michael Burns (mburns@uw.edu), or Graduate – Kristie Spencer (kas@uw.edu).

Work-Study Positions

Student Services Advisors: Graduate/Chrissie Chang & Rakeb Million (shgradv@uw.edu)

CLINICAL EDUCATION

ASHA/CAA Accreditation and ASHA/CFCC Questions

Marty Nevdahl (mnevdaahl@uw.edu), Julie Dalessio (jadaless@uw.edu), or Kristie Spencer/GPC (kas@uw.edu)

Who Do I Contact?

Clinic Building Facilities, Maintenance/Cleaning and Security

Contact Julianne Siebens (jsiebens@uw.edu) or Marty Nevdahl (mnevdaahl@uw.edu)

Clinic Copier/Printer

For assistance with copies, scanning, printing, and facsimile please see Julianne Siebens (jsiebens@uw.edu)

Clinic Room Reservations

To reserve clinic diagnostic and treatment spaces, please use SPHINTRA. For additional assistance see Julianne Siebens (jsiebens@uw.edu)

Clinical Education Affiliation Agreements

Marty Nevdahl (mnevdaahl@uw.edu)

Clinical Compliance Questions (e.g., immunizations, CPR, background checks, bloodborne pathogens, etc.)

Marty Nevdahl (mnevdaahl@uw.edu)

HIPAA Privacy & Security Training

Marty Nevdahl (mnevdaahl@uw.edu)

Health Sciences Immunization Program (HSIP)

Marty Nevdahl (mnevdaahl@uw.edu)

Mail and Express Mail/ FedEx Shipping – for Clinic Business

For assistance see Julianne Siebens (jsiebens@uw.edu)

Purchasing – Clinic Equipment and Clinic-related Materials and Supplies

For help with purchasing Clinic equipment, materials and supplies related to Clinic operations and client services, please see Julianne Siebens (jsiebens@uw.edu) or Marty Nevdahl (mnevdaahl@uw.edu)

Typhon Access and Training

Marty Nevdahl (mnevdaahl@uw.edu)

INFORMATION TECHNOLOGY

Audio-Video, Camera, Projector, Laptop

For reservation, go to equipment reservations on SPHINTRA on the department Intranet.
For issues with presentation equipment in EGL 001, please contact UW-IT (help@uw.edu).
For issues with presentation equipment in all other rooms, please contact department IT (sphscc@uw.edu).

Computer Technology Problems/Issues

For computer problems or questions, please email the department IT staff (sphscc@uw.edu).

Department Website Assistance or Social Media Updates

Chrissie Chang (shgradv@uw.edu)

Equipment Inventory

Please contact sphscadm@uw.edu

HIPAA Security

Contact Trent Rau (sphscc@uw.edu)

Student Computer Lab (SCL)

For computer/printer problems or questions, please email the department IT staff (sphscc@uw.edu).