



## Who Do I Contact?

**ADMINISTRATIVE SUPPORT**

Inquiry Type	Eagleson Contact	Clinic Contact
<b>General building inquiries (regarding maintenance, cleaning, and security)</b>	Andrea Loren ( <a href="mailto:loren67@uw.edu">loren67@uw.edu</a> ) or Patrick Olsen ( <a href="mailto:kolsen@uw.edu">kolsen@uw.edu</a> )	Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> )
<b>Specific building requests (regarding maintenance, cleaning, or urgent issue*)</b>  *Custodial, NOT emergency	Request a service here: <a href="https://facilities.uw.edu/services/requests">https://facilities.uw.edu/services/requests</a>  <b>List building coordinator as the contact:</b> Contact Name: Andrea Loren Contact Phone: 206-685-7400 Contact email: <a href="mailto:loren67@uw.edu">loren67@uw.edu</a>	Request a service here: <a href="https://facilities.uw.edu/services/requests">https://facilities.uw.edu/services/requests</a>  <b>List building coordinator as the contact:</b> Contact Name: Allyson BeCraft Contact Phone: 206-543-5440 Contact email: <a href="mailto:allyb@uw.edu">allyb@uw.edu</a>
<b>Office Equipment (including issues with printers, copiers, etc.)</b>	Andrea Loren ( <a href="mailto:loren67@uw.edu">loren67@uw.edu</a> )	Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> ) or Leila Nikamal ( <a href="mailto:leilais@uw.edu">leilais@uw.edu</a> )
<b>Inventory Surplus</b>	Helena Huang ( <a href="mailto:hluang@uw.edu">hluang@uw.edu</a> )	Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> )
<b>Office Assignments</b>	Andrea Loren ( <a href="mailto:loren67@uw.edu">loren67@uw.edu</a> )	Amy Rodda ( <a href="mailto:amyp78@uw.edu">amyp78@uw.edu</a> ) and Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> )
<b>Room Reservations (non-course reservations)</b>	To reserve EGL 211 and EGL 111, please contact Andrea Loren ( <a href="mailto:andrea67@uw.edu">andrea67@uw.edu</a> )  To reserve EGL 001, please e-mail Classroom Services ( <a href="mailto:times@uw.edu">times@uw.edu</a> ) first and you will be issued a ticket number. Then, call Classroom Services at 206-685-0540 and reference your ticket number for assistance.	Reserve treatment rooms in ClinicNote.  If you do not have access to ClinicNote, email Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> ).
<b>Lost and Found</b>	Andrea Loren ( <a href="mailto:loren67@uw.edu">loren67@uw.edu</a> )	Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> ) or Leila Nikamal ( <a href="mailto:leilais@uw.edu">leilais@uw.edu</a> )
<b>Eagleson Keys &amp; Lockers</b>	Andrea Loren ( <a href="mailto:loren67@uw.edu">loren67@uw.edu</a> )	
<b>Lab Keys and Clinic Fobs*</b> *Programmed quarterly	Ask your lab supervisor to request keys and fobs from Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> )	
<b>Memberships and Subscriptions</b>	Andrea Loren ( <a href="mailto:loren67@uw.edu">loren67@uw.edu</a> )	
<b>Incoming / outgoing mail and packages with postage</b>	Allyson BeCraft ( <a href="mailto:allyb@uw.edu">allyb@uw.edu</a> ) or Leila Nikamal ( <a href="mailto:leilais@uw.edu">leilais@uw.edu</a> )	
<b>Purchasing and Express or FedEx Shipping (for departmental business)</b>	For purchases and assistance with express mail or shipping, please contact Patrick Sawitzki at <a href="mailto:sphscadm@uw.edu">sphscadm@uw.edu</a> .	
<b>Travel</b>	For assistance with travel arrangements for yourself or an SPHSC guest (flight, hotel, conference registration, ground transportation), please contact <a href="mailto:sphscadm@uw.edu">sphscadm@uw.edu</a> .	

## Who Do I Contact?

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### **FISCAL SERVICES**

#### **Budget Questions (department, programs, grants)**

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

For questions about the department's grant process and or grant budgets, please contact Helena Huang ([hlhuang@uw.edu](mailto:hlhuang@uw.edu))

#### **FDF, IDC, Startup Funds, Miscellaneous Allocations**

Questions regarding allotment, balance to date, etc., please email Patrick Olsen ([kolsen@uw.edu](mailto:kolsen@uw.edu)) or Helena Huang ([hlhuang@uw.edu](mailto:hlhuang@uw.edu)).

#### **Grant Applications, Renewals, Progress Reports**

For help/assistance with grant applications, renewals, progress reports, please see Helena Huang ([hlhuang@uw.edu](mailto:hlhuang@uw.edu))

#### **Payroll / Timecards**

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

#### **Purchasing - Office, Equipment and Lab Supplies**

For help with purchasing office, equipment or lab supplies, please contact [sphscadm@uw.edu](mailto:sphscadm@uw.edu).

#### **Reimbursements**

For assistance being reimbursed for expenses, please email [sphscadm@uw.edu](mailto:sphscadm@uw.edu).

#### **Revolving Fund Account**

Questions regarding fund account – new account, set up, and reports, please see Helena Huang ([hlhuang@uw.edu](mailto:hlhuang@uw.edu))

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### **HUMAN RESOURCES**

#### **Faculty Affairs**

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

#### **Leave issues**

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

For assistance with hiring hourly staff, work study students, please contact Andrea Loren ([loren67@uw.edu](mailto:loren67@uw.edu))

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### **ACADEMIC & STUDENT SERVICES**

#### **Academic Progress or Degree Program Concerns**

Undergraduate students– Michael Burns ([mburns@uw.edu](mailto:mburns@uw.edu)) or Julie Dalessio ([jadaless@uw.edu](mailto:jadaless@uw.edu)).

Graduate students – Kristie Spencer ([kas@uw.edu](mailto:kas@uw.edu)) or Julie Dalessio ([jadaless@uw.edu](mailto:jadaless@uw.edu)).

**Advising & Academic Records (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.)**

Graduate: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu)).

## Who Do I Contact?

### Course / Instructor Evaluations

Chrissie Chang ([chrissie@uw.edu](mailto:chrissie@uw.edu))

### Course Schedule or Room Changes

Student Services

Graduate Courses: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate Courses: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu))

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

Julie Dalessio ([jadaless@uw.edu](mailto:jadaless@uw.edu))

### Degree Program & Student Surveys

Student Services

General Questions: Chrissie Chang ([chrissie@uw.edu](mailto:chrissie@uw.edu))

Graduate Program: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate Program: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu)).

### Degree Program Marketing & Recruiting

Julie Dalessio ([jadaless@uw.edu](mailto:jadaless@uw.edu)) or Student Services: Chrissie Chang ([chrissie@uw.edu](mailto:chrissie@uw.edu))

### Disability Accommodations

Chrissie Chang ([chrissie@uw.edu](mailto:chrissie@uw.edu))

### Fee-Based Degree Program Questions (PCE)

Julie Dalessio ([jadaless@uw.edu](mailto:jadaless@uw.edu))

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

Graduate Courses: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate Courses: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu)).

### New Student Orientation

Student Services

General Questions: Chrissie Chang ([chrissie@uw.edu](mailto:chrissie@uw.edu))

Graduate Orientation Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate Orientation: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu)).

### Registration Issues or Questions

Graduate Students: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate Students: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu)).

### SPHSC Recognition Ceremony

General Planning Chrissie Chang ([chrissie@uw.edu](mailto:chrissie@uw.edu))

Graduate Students: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate Students: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu))

### TA/RA Appointments

Kristie Spencer/GPC ([kas@uw.edu](mailto:kas@uw.edu)) or Student Services Advisor: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

### Tuition & Fee Questions

Student Services Advisors: Graduate/Chrissie Chang & Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))

Undergraduate/Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu)).

## Who Do I Contact?

### University and/or Department Policies & Procedures

Julie Dalessio ([jadaless@uw.edu](mailto:jadaless@uw.edu)),  
Undergraduate – Michael Burns ([mburns@uw.edu](mailto:mburns@uw.edu))  
Graduate – Kristie Spencer ([kas@uw.edu](mailto:kas@uw.edu)).

### Work-Study Positions

Graduate Advisor: Stanley Choi ([shgradv@uw.edu](mailto:shgradv@uw.edu))  
Undergraduate Advisor: Gabrielle Gruber ([gruber@uw.edu](mailto:gruber@uw.edu)).

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## CLINICAL EDUCATION

### ASHA/CAA Accreditation and ASHA/CFCC Questions

Amy Rodda ([amyp78@uw.edu](mailto:amyp78@uw.edu)), Julie Dalessio ([jadaless@uw.edu](mailto:jadaless@uw.edu)), or Kristie Spencer/GPC ([kas@uw.edu](mailto:kas@uw.edu))

### Clinical Education Affiliation Agreements

Amy Rodda ([amyp78@uw.edu](mailto:amyp78@uw.edu))

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

Amy Rodda ([amyp78@uw.edu](mailto:amyp78@uw.edu))

### HIPAA Privacy & Security Training

Amy Rodda ([amyp78@uw.edu](mailto:amyp78@uw.edu))

### Health Sciences Immunization Program (HSIP)

Amy Rodda ([amyp78@uw.edu](mailto:amyp78@uw.edu))

### Typhon Access and Training

Amy Rodda ([amyp78@uw.edu](mailto:amyp78@uw.edu))

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## INFORMATION TECHNOLOGY

### Audio-Video, Camera, Projector, Laptop

For issues with presentation equipment in EGL 001, please contact UW-IT ([help@uw.edu](mailto:help@uw.edu)).  
For issues with presentation equipment in all other rooms, please contact department IT ([sphscc@uw.edu](mailto:sphscc@uw.edu)).  
To reserve clinical equipment (iPads, audiometers, pocket talkers, etc. for treatment) please use ClinicNote.

### Computer Technology Problems/Issues

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

### Department Website Assistance

Chrissie Chang ([chrissie@uw.edu](mailto:chrissie@uw.edu))

### Equipment Inventory

Please contact [sphscadm@uw.edu](mailto:sphscadm@uw.edu)

### HIPAA Security

Contact Trent Rau ([sphscc@uw.edu](mailto:sphscc@uw.edu))

### Student Computer Lab (SCL)

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