# Who Do I Contact?

## Administrative Support

<table>
<thead>
<tr>
<th>Inquiry Type</th>
<th>Eagleson Contact</th>
<th>Clinic Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>General building inquiries (regarding maintenance, cleaning, and security)</td>
<td>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>)</td>
<td>Allyson BeCraft (<a href="mailto:allyb@uw.edu">allyb@uw.edu</a>)</td>
</tr>
<tr>
<td>Specific building requests (regarding maintenance, cleaning, or urgent issue*)</td>
<td>Request a service here: <a href="https://facilities.uw.edu/services/requests">https://facilities.uw.edu/services/requests</a></td>
<td>Request a service here: <a href="https://facilities.uw.edu/services/requests">https://facilities.uw.edu/services/requests</a></td>
</tr>
<tr>
<td>*Custodial, NOT emergency</td>
<td>List building coordinator as the contact: Contact Name: Andrea Loren Contact Phone: 206-685-7400 Contact email: <a href="mailto:loren67@uw.edu">loren67@uw.edu</a></td>
<td>List building coordinator as the contact: Contact Name: Allyson BeCraft Contact Phone: 206-543-5440 Contact email: <a href="mailto:allyb@uw.edu">allyb@uw.edu</a></td>
</tr>
<tr>
<td>Office Equipment (including issues with printers, copiers, etc.)</td>
<td>Andrea Loren (<a href="mailto:loren67@uw.edu">loren67@uw.edu</a>)</td>
<td>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>)</td>
</tr>
<tr>
<td>Inventory Surplus</td>
<td>Helena Huang (<a href="mailto:hlhuang@uw.edu">hlhuang@uw.edu</a>)</td>
<td>Allyson BeCraft (<a href="mailto:allyb@uw.edu">allyb@uw.edu</a>)</td>
</tr>
<tr>
<td>Office Assignments</td>
<td>Andrea Loren (<a href="mailto:loren67@uw.edu">loren67@uw.edu</a>)</td>
<td>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>)</td>
</tr>
<tr>
<td>Room Reservations (non-course reservations)</td>
<td>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.</td>
<td>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>).</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Andrea Loren (<a href="mailto:loren67@uw.edu">loren67@uw.edu</a>)</td>
<td>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>)</td>
</tr>
<tr>
<td>Eagleson Keys &amp; Lockers</td>
<td>Andrea Loren (<a href="mailto:loren67@uw.edu">loren67@uw.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>Lab Keys and Clinic Fobs*</td>
<td>Ask your lab supervisor to request keys and fobs from Allyson BeCraft (<a href="mailto:allyb@uw.edu">allyb@uw.edu</a>)</td>
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<tr>
<td>*Programmed quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memberships and Subscriptions</td>
<td>Andrea Loren (<a href="mailto:loren67@uw.edu">loren67@uw.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>Incoming / outgoing mail and packages with postage</td>
<td>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>)</td>
<td></td>
</tr>
<tr>
<td>Purchasing and Express or FedEx Shipping (for departmental business)</td>
<td>For purchases and assistance with express mail or shipping, please contact Patrick Sawitzki at <a href="mailto:sphscadm@uw.edu">sphscadm@uw.edu</a>.</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>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>.</td>
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</tbody>
</table>

Last revised 9/19/2023
WHO DO I CONTACT?

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 (hlhuang@uw.edu)

FDI, IDC, Startup Funds, Miscellaneous Allocations
Questions regarding allotment, balance to date, etc., please email Patrick Olsen (kolsen@uw.edu) or Helena Huang (hlhuang@uw.edu).

Grant Applications, Renewals, Progress Reports
For help/assistance with grant applications, renewals, progress reports, please see Helena Huang (hlhuang@uw.edu)

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, please email sphscadm@uw.edu.

Revolving Fund Account
Questions regarding fund account – new account, set up, and reports, please see Helena Huang (hlhuang@uw.edu)

HUMAN RESOURCES

Faculty Affairs
For any faculty affairs – new appointment, re-appointment, promotions, etc. please see Patrick Olsen (kolsen@uw.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)
For assistance with hiring hourly staff, work study students, please contact Andrea Loren (loren67@uw.edu)

ACADEMIC & STUDENT SERVICES

Academic Progress or Degree Program Concerns
Undergraduate students–Tanya Eadie (teadie@uw.edu) or Julie Dalessio (jadaless@uw.edu).
Graduate students – Kristie Spencer (kas@uw.edu) or Julie Dalessio (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)
Undergraduate: Gabrielle Gruber (gruber@uw.edu)
Who Do I Contact?

Course / Instructor Evaluations
Chrissie Chang (chrissie@uw.edu)

Course Schedule or Room Changes
Graduate Courses: Stanley Choi (shgradv@uw.edu)
Undergraduate Courses: Gabrielle Gruber (gruber@uw.edu)

Curriculum Management - New Courses, Course Change Requests, Catalogue Updates, Curriculum Revisions, Quarterly Curriculum Planning
Julie Dalessio (jadaless@uw.edu)

Degree Program & Student Surveys
General Questions: Chrissie Chang (chrissie@uw.edu)
Graduate Program: Stanley Choi (shgradv@uw.edu)
Undergraduate Program: Gabrielle Gruber (gruber@uw.edu).

Degree Program Marketing & Recruiting
Chrissie Chang (chrissie@uw.edu)

Disability Accommodations
Chrissie Chang (chrissie@uw.edu)

Fee-Based Degree Program Questions (PCE)
Chrissie Chang (chrissie@uw.edu)

Instructional Support (e.g., grading, syllabi requirements, textbooks, labs, etc.)
Graduate Courses: Stanley Choi (shgradv@uw.edu)
Undergraduate Courses: Gabrielle Gruber (gruber@uw.edu).

New Student Orientation
General Questions: Chrissie Chang (chrissie@uw.edu)
Graduate Orientation: Stanley Choi (shgradv@uw.edu)
Undergraduate Orientation: Gabrielle Gruber (gruber@uw.edu).

Registration Issues or Questions
Graduate Students: Stanley Choi (shgradv@uw.edu)
Undergraduate Students: Gabrielle Gruber (gruber@uw.edu).

SPHSC Recognition Ceremony
General Planning: Chrissie Chang (chrissie@uw.edu)
Graduate Students: Stanley Choi (shgradv@uw.edu)
Undergraduate Students: Gabrielle Gruber (gruber@uw.edu)

TA/RA Appointments
Kristie Spencer/GPC (kas@uw.edu) or Stanley Choi/GPA (shgradv@uw.edu)

Tuition & Fee Questions
Graduate/ Stanley Choi (shgradv@uw.edu)
Undergraduate/Gabrielle Gruber (gruber@uw.edu).

University and/or Department Policies & Procedures
General - Chrissie Chang (chrissie@uw.edu)
Undergraduate – Tanya Eadie (teadie@uw.edu)
Graduate – Kristie Spencer (kas@uw.edu).

Work-Study Positions
Graduate Advisor: Stanley Choi (shgradv@uw.edu)
Undergraduate Advisor: Gabrielle Gruber (gruber@uw.edu).
**Who Do I Contact?**

**CLINICAL EDUCATION**

ASHA/CAA Accreditation and ASHA/CFCC Questions
Amy Rodda (amyp78@uw.edu), Julie Dalessio (jadaless@uw.edu), or Kristie Spencer/GPC (kas@uw.edu)

Clinical Education Affiliation Agreements
Amy Rodda (amyp78@uw.edu)

Clinical Compliance Questions (e.g., immunizations, CPR, background checks, bloodborne pathogens, etc.)
Amy Rodda (amyp78@uw.edu)

HIPAA Privacy & Security Training
Amy Rodda (amyp78@uw.edu)

Health Sciences Immunization Program (HSIP)
Amy Rodda (amyp78@uw.edu)

Typhon Access and Training
Amy Rodda (amyp78@uw.edu)

**INFORMATION TECHNOLOGY**

Audio-Video, Camera, Projector, Laptop
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 (sphsc@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 (sphsc@uw.edu).

Department Website Assistance
Chrissie Chang (chrissie@uw.edu)

Equipment Inventory
Please contact sphscadm@uw.edu

HIPAA Security
Contact Trent Rau (sphsc@uw.edu)

Student Computer Lab (SCL)
For computer/printer problems or questions, please email the department IT staff (sphsc@uw.edu).