

Who to See for What				
	2/28/2019			
What	Who	Email Address	Phone	Back-up
Administer pre-lims	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Audre Duarte
Ads for open positions	Leslie Dionne White	leslied@gatech.edu	4-7557	
Advising conferences, workshops	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Advising sessions for undergrads	Audre Duarte	duarte.audre@psych.gatech.edu	4-2680	Shebbie Murray
Affiliates & volunteers	Leslie Dionne White	leslied@gatech.edu	4-7557	
Book Orders	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Budget	Sandra Wilson	sandra.wilson@psych.gatech.edu	4-0896	Kaysha Chandler
Building Manager	Leslie Dionne White	leslied@gatech.edu	4-7557	
Buzzcard Access to Building	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	Leslie Dionne White
Certificate program	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Kristie Clark
Chair's Calendar	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	
Change of Major issues	Audre Duarte	duarte.audre@psych.gatech.edu	4-2680	Shebbie Murray
CIOS spreadsheet for RPT	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Classroom Assignments	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Colloquia Speakers/Faculty Candidate Job Talks	Leslie Dionne White	leslied@gatech.edu	4-7557	
Commencement Assignments	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Kristie Clark
Computer Borrowing/except laptops	IT	support@psych.gatech.edu		
Computer Lab Problems	IT	support@psych.gatech.edu		
Computer Problems	IT	support@psych.gatech.edu		
Connect with Tech, other recruitment	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Course Evaluations	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Kristie Clark
Course Scheduling	Chris Stanzione	christopher.stanzione@psych.gatech.edu	5-0009	Audre Duarte
Course schedule Input	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Kristie Clark
Course waivers, grad. Students	Rick Thomas	rick.thomas@psych.gatech.edu	4-2680	
Critical Review Process	Leslie Dionne White	leslied@gatech.edu	4-7557	
Student Cubicle assignments	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Leslie Dionne White
Curriculum Inventory Report	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Leslie Dionne White
Data analysis (students, classes,etc.)	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Degree Audits	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Digital Sign Changes	Leslie Dionne White	leslied@gatech.edu	4-7557	
Donations	Sandra Wilson	sandra.wilson@psych.gatech.edu	4-0896	Kaysha Chandler
Eprime installations	IT	support@psych.gatech.edu		
Experimatrix/Sona access/assignment	Eric Schumacher	eric.schumacher@psych.gatech.edu	4-6067	
Faculty meeting minutes	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	Leslie Dionne White
Faculty & Research Faculty hiring	Leslie Dionne White	leslied@gatech.edu	4-7557	

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FASET (freshman orientation)	Audre Duarte	duarte.audre@psych.gatech.edu	4-2680	Shebbie Murray
Federal Work Study Posting	Leslie Dionne White	leslied@gatech.edu	4-7621	
Financial Id Payments & Payroll - New Hire/Rehire	Sandra Wilson	sandra.wilson@psych.gatech.edu	4-0896	Kaysha Chandler
Forms, undergrad and graduate	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Grades-changes/missing grades report	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Grad Program calls, questions, emails	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Grad RA/TA/Fellowship-Financial Aid Payments & Payroll-New Hire/rehire	Sandra Wilson	sandra.wilson@psych.gatech.edu	4-0896	Kaysha Chandler
Grad Recruitment/Orientation	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Leslie Dionne White
Grad Student Application process	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Grad student problems/complaints	Rick Thomas/Shebbie Murray/* Committee	rick.thomas@psych.gatech.edu		
Grad Student Rating letters/spreadsheet	Rick Thomas/Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Grant accounting/reconciling	Sandra Wilson/Kaysha Chandler	sandra.wilson@psych.gatech.edu	4-0896	
GRE scores	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Handbook Changes	Rick Thomas/Audre Duarte/Shebbie Murray	shebbie.murray@psych.gatech.edu		
Human Resources Policies	Leslie Dionne White	leslied@gatech.edu	4-7557	
Instructor access to Banner/T-Square	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Inventory	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	
Keys	Kaysha Chandler	kaysha.corniffe@psych.gatech.edu	4-7621	Sandra Wilson
Lab Space	Mark Wheeler	mark.wheeler@psych.gatech.edu	4-2680	
Laptops/projectors/Conference Phone	IT	support@psych.gatech.edu		
Lighting	Leslie Dionne White	leslied@gatech.edu	4-7557	
Lodging for visitors	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	
Mailing Lists	IT	support@psych.gatech.edu		
Network Problems	IT	support@psych.gatech.edu		
New Course Proposals	Audre Duarte	duarte.audre@psych.gatech.edu	4-2680	
Overloads/Permits/Holds	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Kristie Clark
Package check-in/delivery/pick-up	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	Leslie Dionne White
Paperwork - Faculty	Leslie Dionne White	leslied@gatech.edu	4-7557	
Paperwork - Grad Students	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Paperwork - Undergrad Students	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Parking Validation	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	Leslie Dionne White
Pay Issues	Sandra Wilson	sandra.wilson@psych.gatech.edu	4-0896	Kaysha Chandler
P-card requests	Sandra Wilson	sandra.wilson@psych.gatech.edu	4-7557	

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Performance evaluations	Leslie Dionne White	leslied@gatech.edu	4-7557	
Periodic Review Process	Leslie Dionne White	leslied@gatech.edu	4-7557	
Personnel transactions	Leslie Dionne White	leslied@gatech.edu	4-7557	
Phone Problems	Leslie Dionne White	leslied@gatech.edu	4-7557	
Presidential Fellowships	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Printer Problems	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	
Proctors	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Kristie Clark
Projector Borrowing	IT	support@psych.gatech.edu		
Projector Problems	IT	support@psych.gatech.edu		
Promotion/reclass/raise requests for staff & research faculty	Leslie Dionne White	leslied@gatech.edu	4-7557	
Promotion/Tenure	Leslie Dionne White	leslied@gatech.edu	4-7557	
Proposal Preparation Faculty	Stacey Bass	stacey.bass@ap.gatech.edu	5-4623	
Office supply purchasing	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	Leslie Dionne White
Room Reservations	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Leslie Dionne White
Sick Leave	Leslie Dionne White	leslied@gatech.edu	4-7557	
Software installations	IT	support@psych.gatech.edu		
SPSS/SAS installations	IT	support@psych.gatech.edu		
Student Assistant Hiring-new, rehire, federal work study, PURA, etc.	Kaysha Chandler	kaysha.corniffe@psych.gatech.edu	4-7621	Sandra Wilson
Student Records, grad & undergrad	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Supervise office workers	Leslie Dionne White	leslied@gatech.edu	4-7557	
Supplies	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	Leslie Dionne White
TA Assignments	Chris Stanzione	christopher.stanzione@psych.gatech.edu	5-0009	
Tech Temp Hiring	Leslie Dionne White	leslied@gatech.edu	4-7557	
Temperature in Room	Leslie Dionne White	leslied@gatech.edu	4-7557	
Thesis/dissertation binding	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Time Sheets	Kaysha Chandler	kaysha.corniffe@psych.gatech.edu	4-7621	Sandra Wilson
Transcripts	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	
Transfer Credit	Audre Duarte	duarte.audre@psych.gatech.edu	4-2680	
Travel	Kaysha Chandler	kaysha.corniffe@psych.gatech.edu	4-7621	
Tuition waivers	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Kristie Clark
UPS shipments	Kristie Clark	kristie.clark@psych.gatech.edu	4-2683	
Vacation Leave	Leslie Dionne White	leslied@gatech.edu	4-7557	
Visas, Grad Students	Shebbie Murray	shebbie.murray@psych.gatech.edu	4-0886	Leslie Dionne White
Visas Faculty/Post-doc J1	Leslie Dionne White	leslied@gatech.edu	4-7557	
Web Site Changes	Leslie Dionne White	leslied@gatech.edu	4-7557	
Wireless Access	IT	support@psych.gatech.edu		

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* Committee for Grad Problems:	Paul Verhaeghen	paul.verhaeghen@psych.gatech.edu		
	Rick Thomas	rick.thomas@psych.gatech.edu		
	Mark Wheeler	mark.wheeler@psych.gatech.edu		