

Who to Contact?

Topic of Interest	Who to contact
Admission-related questions	Casey Goldston, Ken Watkins
AV equipment and conference room reservations	Memory Bacon (back-up Ann)
Copies	Tam (back-up Ann or Memory)
Copier maintenance / issues	Memory Bacon (back-up Ann or Tam)
Course Scheduling	Casey Goldston
Departmental Financial Information	Ann Cassady
Departmental Operational Forms	HPEB Web Page (under Resources)
Doctoral qualifying exam	Ken Watkins
Facilities Issues / Space	Ann Cassady (back-up Memory)
Graduate Assistants	Casey Goldston, Ken Watkins
Grant Activity	Ann Cassady
Health Communications Certificate	Daniela Friedman, Casey Goldston, Ken Watkins
Human Resources	Ann Cassady
International Students	Casey Goldston
Keys	Memory Bacon (back-up Ann)
Mailing slips	Tam (back-up Ann)
Masters comprehensive exam (non-MPH)	Ken Watkins
MPH comprehensive exam	Ken Watkins
MPH Practicum	Ken Watkins
MSW/MPH Program	Ken Watkins
Ordering of all supplies	Ann Cassady and Tam
Organizing Events	Memory Bacon
Scanning	Ann Cassady, Memory Bacon, Tam

Who to Contact?

Topic of Interest	Who to contact
Spaces issues to include Telephone Issues	Ann Cassady (back-up Memory Bacon)
Student Files	Casey Goldston, Ken Watkins, and Memory Bacon
Student Forms	HPEB Web Page (current students) / submit all student forms through Casey Goldston
Teaching Assistants	Casey Goldston, and Ken Watkins
Textbooks orders	Andy Shaffer (General Manager-Russell House Bookstore) 803-777-5016
Travel	Ann Cassady
Undergraduate Minor	Sara Corwin and Kara Montgomery
Website Updates	Memory Bacon