

Jeanne Osborne, Assistant Dean for Academic Affairs and College Secretary – 292-1734, Osborne.2

- Academic Advising
- Academic Affairs Office
 - Policy and Procedure; Student Records; Registration; Curriculum; Graduation; Grade Review/Dismissal/Reinstatement; Petitions; Academic Misconduct; ATI Course Equivalency
 - College Committee on Academic Affairs (Chair)
- Student Issues/Crisis
- Enrollment Data Reporting
- Systems Access for Faculty and Staff – SIS, Curriculum.osu.edu, eReports

Ben Carignan, Academic Counselor – 292-7825, Carignan.1

- Student Academic Counseling – Academic Questions/Issues; Policy and Procedure
- Student Orientation Programs – NFYS, Transfer and International
- ATI & Regional Campus Transition Student Liaison
- Military and Veterans Services Liaison

Paul Heimberger, Academic Counselor – 292-2604, Heimberger.5

- Student Academic Counseling – Academic Questions/Issues; Policy and Procedure
- Student Orientation Programs – NFYS, Transfer and International
- Transfer credit
- Transfer Student FAES 1100 instruction
- Student-Athlete Support Services Office (SASSO) Liaison – Questions/Issues

Cynthia Violet, Academic Program Coordinator – 247-2745, Violet.8

- Applications to Graduate
- Degree audits (Exception Processing, etc.)
- Registration and Scheduling (Processes Adds, Drops, Withdrawals, CFAES Holds, etc.)

Kendyl Meadows, Office Associate – 292-1734, Meadows.145

- Academic Affairs and Advising – Curriculum Sheets; New Student Orientation programs; Grade Review communications; Registration and Scheduling (Processes Adds, Drops, Withdrawals, CFAES Holds, etc.)
- Commencement Contact for Seniors
- College Website Maintenance – Academic Affairs

Dr. Warren Flood, Director: Office for Teaching Learning and Assessment - 247-6624, Flood.13

- Learning Outcomes Assessment
- Master Schedule of Course Offerings
- Teaching and Learning Professional Development Experiences

Sarah Brower, Office Associate – 292-6541, Brower.31

- Master Scheduling of Course Offerings
- Event Space Reservations
- Learning Outcomes Assessment

Dr. Pat Whittington, Assistant Dean for Student Development – 247-6236, Whittington.6

- Honors Program
- Dean's List
- Financial Aid
- Scholarships
- Undergraduate Research and Research Distinction

Sarah Williams, Academic Program Coordinator – Williams.4263

- FAES 1100 (for NFYS)
- First Year Experience: Learning Communities
- Peer Mentors

Topic	Primary Contact(s)
Academic Advising	Jeanne Osborne
Academic Counseling	Paul Heimberger, Ben Carignan
Academic Misconduct	Jeanne Osborne
Academic Policies and Procedures	Jeanne Osborne
Applications to Graduate	Cynthia Violet
Assessment	Warren Flood
Athlete Advising questions/issues	Paul Heimberger, Ben Carignan
Athlete Support Services Office (SASSO) Liaison	Paul Heimberger
ATI Course Equivalency	Jeanne Osborne, Paul Heimberger
ATI Student Transition to Columbus Campus	Ben Carignan, Paul Heimberger
College Committee on Academic Affairs	Jeanne Osborne
College Web Site Maintenance – Academic Affairs	Kendyl Meadows
Commencement Contact for Students	Kendyl Meadows, Jeanne Osborne
Consortium Agreements	Paul Heimberger, Ben Carignan
Curriculum.osu.edu (includes systems access requests) <i>Course Changes, New Courses and New Programs</i>	Jeanne Osborne, Cynthia Violet, Kendyl Meadows
Data Requests	Pat Whittington
Dean's List	Pat Whittington, Susie Sheller
Degree Audits <i>Exception Processing (C. Violet)</i> <i>Maintenance (J. Osborne)</i>	Cynthia Violet, Jeanne Osborne
Enrollment Data Reporting	Jeanne Osborne
SIS/eReports Access	Jeanne Osborne
Financial Aid	Pat Whittington
FAES 1100	Sarah Williams
Grade Review – Academic Difficulty, Dismissal	Jeanne Osborne
Graduation Application/Audits – Cynthia Violet <i>Commencement – Kendyl Meadows</i> <i>Issues, Clearing Seniors, etc. – Jeanne Osborne</i>	Cynthia Violet, Kendyl Meadows, Jeanne Osborne
Holds (Remove CFAES Registration Locks, and Below 2.0 GPA Locks)	Cynthia Violet, Kendyl Meadows
Honors Program	Pat Whittington
Learning Communities	Sarah Williams
Leave of Absence	Paul Heimberger, Ben Carignan
Master Schedule of Classes	Warren Flood, Sarah Brower
Military and Veterans Services Questions	Ben Carignan
Orientation – Freshmen/Transfer/International Students	Krista Scott, Jeanne Osborne, Paul Heimberger, Ben Carignan
Peer Mentors	Sarah Williams
Petitions (Change in Major or Minor, Post 10 th Friday Withdrawals, etc.)	Jeanne Osborne, Kendyl Meadows
Reinstatements	Jeanne Osborne, Kendyl Meadows
Regional Campus Transition Students	Ben Carignan, Paul Heimberger
Registration and Scheduling <i>Process Adds, Drops, Withdrawals, etc.(C. Violet, K. Meadows)</i>	Paul Heimberger, Ben Carignan, Cynthia Violet, Kendyl Meadows
Research Distinction	Pat Whittington
Scholarships	Pat Whittington
Student Information System (SIS) Access	Jeanne Osborne
Student Issues/Crisis/Injuries/Deaths	Jeanne Osborne
Transfer Credit	Paul Heimberger

Email for general student inquiries: CFAES-academics@osu.edu