

**WHOM TO CALL OR E-MAIL FOR ROUTINE QUESTIONS/REQUESTS
LANCASTER CAMPUS**

Accessibility for students w/disabilities	Heidi Cottrill	13325	cottrillh@ohio.edu
Accessibility Physical barriers	Rick Wilkins	13391	wilkinsr@ohio.edu
Admissions	Amy Miller	13313	millera2@ohio.edu
Affirmative Action issues	Dean's Office	13302	bateson@ohio.edu
Classroom scheduling	Kathy Holt	13305	holtk@ohio.edu
Meeting/Event room scheduling	Maryann Lape	13339	lape@ohio.edu
Cleanliness, restrooms and elsewhere	Rick Wilkins	13391	wilkinsr@ohio.edu
Computer, network and email issues	Computer Help Desk	13700	oulhelpdesk@ohio.edu
Concur & Bobcat Buy info.	Gwen Whitehead	13308	whitehea@ohio.edu
Copy, printing & scanning services	Faculty Secretaries	13345	landis@ohio.edu
Copier/printer issues	Computer Help Desk	13700	oulhelpdesk@ohio.edu
Course scheduling and grades	Kathy Holt	13305	holtk@ohio.edu
Exercise facilities	Jeff Whitehead	13337	whitehej@ohio.edu
Financial aid	Pat Fox	13311	fox@ohio.edu
Harassment issues (sexual, racial, etc.)	Dean's Office	13302	
ID cards	Student Services	13311	maylec@ohio.edu
Keys	Carolyn Bateson	13302	bateson@ohio.edu
Library	Circulation Desk	13350	oul-library@ohio.edu
Locks	Rick Wilkins	13391	wilkinsr@ohio.edu
Locked classrooms	Information Office	13347	

Media/AV equipment requests	Joyce Mohler	13349	mohler@ohio.edu
Moving heavy things	Rick Wilkins	13391	wilkinsr@ohio.edu
Paying for things	Gwen Whitehead	13308	whitehea@ohio.edu
Payroll	Gwen Whitehead or Kathy Holt	13308 13305	whitehea@ohio.edu holtk@ohio.edu
Personnel & Insurance	Carolyn Bateson	13302	bateson@ohio.edu
Pickerington Center	Ron Cullums Brad Sayers	13341 13702	cullums@ohio.edu sayersb@ohio.edu
Student registration	Cindy Mayle	13314	maylec@ohio.edu
Student behavior	Pat Fox	13311	fox@ohio.edu
Telephone issues	Computer Help Desk	13700	oulhelpdesk@ohio.edu
Testing Center	Cinda Friend	13362	friendc@ohio.edu
Textbook orders/issues	OUL Bookstore	12631	
Travel funds and arrangements	Gwen Whitehead Amber Landis	13308 13345	whitehea@ohio.edu landis@ohio.edu
Tuition payments and employee fee waivers	Accounting Office Cashier	13308 13314	
Tuition refunds	Athens Bursar's Office 740-593-4130		

For campus emergencies (health, danger, fire, serious injury, etc.), call 9-911.

STUDENT SERVICES STAFF INFORMATION

Pam Allen..... **Academic Advisor**..... **13311**
Works with undecided students, new students and advising.

Pat Fox **Enrollment Manager** **13311**
Coordinates the admission, registration, financial aid and advising efforts of the Student Services Office.

Kim Jeffers..... **Academic Advisor**..... **13311**
Works with undecided and BSS students and career services

Phyllis Lanier..... **Student Services Advisor**..... **13311**
Assists students who are in academic difficulty and other issues dealing with successfully attending college and advises in the area of education.

Cindy Mayle Administrative Services Assoc..... 13314

Assists students with registration issues and collects tuition payments.

Amy Miller Records Mgt. Specialist..... 13313

Processes all admission paperwork and acts as liaison between various offices in Athens and the Lancaster students.

Nathan Thomas Admissions Recruiter 13311

Works with recruitment, meets with prospective students and conducts high school visits.

Jeff Whitehead..... Student Activities & Athletic Dir. 13337

Coordinates all intercollegiate athletic programs and promotes various student organizations on campus.

Receptionist..... Office Assistant..... 13311

Greets students and visitors to the office along with other duties including processing permission slips and scheduling appointments.