**Whom to Call for Help with Undergraduate and Graduate Matters**

2024-2025

In partnership with Deans, Associate Deans, and Chairs, our goal is to provide outstanding leadership, support and oversight of graduate and undergraduate education during the 2024-2025 academic year.

*Please use the following document as a quick reference for AY2024-2025 initial point of contact for graduate and undergraduate education issues. If your particular area of concern is not listed, please feel free to contact Beth Kotchick, Associate Vice President for Graduate Academic Affairs, or Michael Puma, Dean of Undergraduate Studies.*

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| **Area/Issue** | **Department** | **Contact Person** | **Office Extension** |
| [Academic Support Services/Tutoring](https://www.loyola.edu/department/the-study) | The Study | Justine Khadduri | 2623 |
| [ALANA (African, Latino, Asian and Native American) Services](https://www.loyola.edu/department/alana) | ALANA Services | Raven Williams | 5424 |
| [Alcohol Issues](https://www.loyola.edu/department/sswp/information-partnerships/alcohol) | Student Support and Wellness |  | 2613 |
| [Bias Reporting](https://www.loyola.edu/department/student-development) | Student Development | Michelle Cheatem | 5171 |
| [Billing/Evergreen Card Issues](https://www.loyola.edu/department/financial-services) | Student Administrative Services (SAS) |  | 5806 |
| [Career Planning Questions](https://www.loyola.edu/department/career-center) | Career Center |  | 2232 |
| [Community Service](https://www.loyola.edu/department/ccsj) | Center for Community, Service, and Justice |  | 2380 |
| [Digital Teaching & Learning](https://www.loyola.edu/department/digital-teaching-learning) | Office of Digital Teaching and Learning | Patrick Dempsey | 1668 |
| [Disability Support Services](https://www.loyola.edu/department/dss) | Disability Support Services (DSS) | Marcia Wiedefeld | 2062 |
| [Disruptive Student Behavior](https://www.loyola.edu/department/student-development) | Student Development |  |  |
| [Emotional/Personal Problem](https://www.loyola.edu/department/counseling-center) | Counseling Center | Jason Parcover | 2273 |
| [Health Problems](https://www.loyola.edu/department/dss) | Student Health and Education Services | Julie Sanz | 5055 |
| [Hospital or Death in the Family](https://www.loyola.edu/department/campus-ministry) | Campus Ministry |  | 2768 |
| [International Student Issues](https://www.loyola.edu/department/international-student-services) | International Student Services | Sunanda Bhatia | 2910 |
| [National Fellowships](https://www.loyola.edu/department/national-fellowships) |  | Teresa (Terre) Ryan | 2807 |
| [New Program Approval Process](https://www.loyola.edu/department/academic-affairs/resources/academic-program-development-compliance) | Academic Affairs | David Mack | 2317 |
| [Parking](https://www.loyola.edu/department/parking-transportation) | Student Administrative Services (SAS) / Department of Transportation and Parking |  | 5047 |
| [Program Change](https://www.loyola.edu/department/academic-affairs/resources/academic-program-development-compliance) | Academic Affairs | David Mack | 2317 |
| [Safety Issues/Escort Services](https://www.loyola.edu/department/public-safety) | Campus Police |  | 5010 or 5566 |
| [Spiritual/Religious Questions](https://www.loyola.edu/department/campus-ministry) | Campus Ministry |  | 2768 |
| [Student Athlete Academic Issues](https://www.loyola.edu/department/student-athletes/support) | Student-Athlete Support Services (SASS) | Colleen Campbell | 5391 |
| [Student Conduct/Judicial Board](https://www.loyola.edu/department/student-life) | Student Life | Marian Aden | 5153 |
| [Student Engagement/ Student Activities Questions](https://www.loyola.edu/department/student-engagement) | Office of Student Engagement | Sara Scalzo  | 2032 |
| [Students in Distress](https://www.loyola.edu/department/counseling-center) | Counseling Center | Jason Parcover | 2273 |
| [Study Abroad](https://www.loyola.edu/department/international-programs) | Office of International Programs |  | 2930 |
| [Support for Survivors of Sexual Assault](https://www.loyola.edu/department/womens-center) | Women’s Center | Melissa Lees | 6769 |
| [Technology Issues](https://loyola.teamdynamix.com/TDClient/1866/Portal/Home/) | Office of Technology Services |  | 5555 |
| [Time Management Coaching & Study Skills](https://www.loyola.edu/department/the-study) | The Study | Justine Khadduri | 2623 |
| [Title IX Matters](https://www.loyola.edu/department/title-ix) | Office of Title IX Compliance and Assessment | David Tiscione | 2763 |
| [Transcript Requests](https://www.loyola.edu/department/records) | Records Office |  | 2682 |
| [Tutoring (Content)](https://www.loyola.edu/department/the-study) | The Study | Blake Lubinski | 5206 |
| [Writing Center](https://www.loyola.edu/department/writing-center) | Writing Center | Lucas Southworth | 5053 |

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| **Undergraduate Issues** |
| **Area/Issue** | **Department** | **Contact Person** | **Office Extension** |

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| [Absences (Student)](https://www.loyola.edu/department/undergraduate-deans) | Office of the Dean of Undergraduate Studies | Sandra Dargakisodugs@loyola.edu  | 5547 |
| [Academic Integrity Violations](https://www.loyola.edu/academics/honor-code) | Technology and Graduate Student Services (Honor Council) | Mark Lee | 2353 |
| [Academic Policies & Class Schedules](https://www.loyola.edu/department/academic-advising) | Academic Advising and Support Center |  | 5050 |
| [Academic Student Concerns](https://www.loyola.edu/department/undergraduate-deans) | Office of the Dean of Undergraduate Studies | Michael Puma (junior and seniors) Mary Beth Mudric (first-year students and sophomores) ORodugs@loyola.edu | 5547 |
| [Advising Questions](https://www.loyola.edu/department/academic-advising) | Academic Advising and Support Center (AASC) |  | 5050 |
| [Financial Aid/Work Study Issues](https://www.loyola.edu/department/financial-aid) | Office of Financial Aid |  | 2061 |
| [Graduation Issues](https://www.loyola.edu/department/undergraduate-deans) | Office of the Dean of Undergraduate Studies | Michael Puma | 2190 |
| [Honors Program Questions](https://www.loyola.edu/academics/honors-program) |  | Gayla McGlameryJoseph Walsh | 23212896 |
| [Learning Disabilities](https://www.loyola.edu/department/undergraduate-deans) | Disability & Accessibility Services (DAS) | Marcia Wiedefeld | 2062 |
| [Leave of Absence Questions](https://www.loyola.edu/department/undergraduate-deans) | Office of the Dean of Undergraduate Studies | Michael Pumaor odugs@loyola.edu | 2190or5547 |
| [Messina](https://www.loyola.edu/department/messina) | Messina | Moesha Graham | 2225 |
| [Parent Matters](https://www.loyola.edu/department/undergraduate-deans) | Office of the Dean of Undergraduate Studies | odugs@loyola.edu | 5547 |
| [Pre-Health Program](https://www.loyola.edu/academics/pre-health) |  | Maiju Wetzel | 2218 |
| [Pre-Law Questions](https://www.loyola.edu/academics/pre-law) |  | Matt Beverlin | 2224 |
| Probation Students | Office of the Dean of Undergraduate Studies | Leslie Chiles | 2663 |
| [Resident Life/ Housing Issues](https://www.loyola.edu/department/student-life) | Student Life | Evan Huckfeldt | 5081 |
| [Transfer Questions](https://www.loyola.edu/department/undergraduate-deans) | Office of the Dean of Undergraduate Studies | Sandra Dargakisodugs@loyola.edu | 5547 |
| [Transfer Students Orientation](https://www.loyola.edu/department/student-engagement) | Office of Student Engagement | Luke Haus | 2365 |

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| **Graduate Issues** |
| **Area/Issue** | **Department** | **Contact Person** | **Office Extension** |

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| DPO Meetings & Agenda Items | Academic Affairs | Beth Kotchick | 5290 |
| [Graduate Academic Standards and Dismissal](https://www.loyola.edu/department/records/graduate/related-registration/incomplete-grade-policy)\* | Academic Affairs | Beth Kotchick | 5290 |
| Graduate Assistantships |  | TBD | TBD |
| Graduate Curriculum Committee (GCC) |  | Marie Yeh | 2620 |
| [Graduate Education Policy](https://catalogue.loyola.edu/index.php?catoid=27) (Including the Grad Catalog) | Academic Affairs | Beth Kotchick | 5290 |
| [Graduate Student Services](https://www.loyola.edu/department/graduate-students/services) | Technology and Graduate Student Services | Mark Lee | 2353 |