

Staff Contacts for EPC Areas/Tasks

Area/Task	Primary Contact	Backup Contact
Account Balances	Beverly	Bonnie
Adult Education MS Program	Christine	
Adult Learning PhD Program	Christine	
Applied Educational Psychology MS Program	Christine	
Applied Educational Psychology PhD Program	Christine	
Assistantship Coordination	Whitney	Bonnie
Bank Deposits	Bonnie	Beverly
BEC 502A Room Scheduling (not for courses)	<i>Program Secretary</i>	
Budget Prep/Monitoring	Whitney	
Clinical Mental Health Counseling MS Program	Kathi	
Copier/Printer in Claxton Breakroom*	Kathi	Christine
Copier/Printer in BEC 525*	Synthia	Christine
Copies/PDFs/Faxes	<i>Program Secretary</i>	
Counselor Education PhD Program	Kathi	
Course Room Scheduling (Timetable)*	Christine	Kathi
Course Title/Time Changes (Timetable)*	Christine	Kathi
CRC Support	Christine	Synthia
Data Reporting*	Christine	
Department Head's Assistant	Whitney	
Departmental Contact List	Synthia	
Desktop Publishing/Design	Synthia	
Dissertation Defense Announcement	<i>Program Secretary</i>	
EPC All Listserv	Christine	Synthia
EPC Alumni Listserv	Synthia	Christine
EPC Facebook page	Synthia	
EPC Faculty Listserv	Christine	Synthia
EPC Student Listserv	Christine	Synthia
EPC Website	Synthia	
Equipment Inventory	Bonnie	
Evaluation, Statistics & Measurement Graduate Certificate	Synthia	
Evaluation, Statistics & Measurement PhD Program	Synthia	
Faculty Appointments	Whitney	Bonnie
Faculty Discretionary Funds	Beverly	
Faculty Searches	Bonnie	
Faculty Startup Accounts	Whitney	Beverly
Form Assistance	<i>Program Secretary</i>	
Friends of EPC	Synthia	
GA Contact List	Whitney	Bonnie
GA Hire Paperwork	Whitney	Bonnie
Grade Change Forms*	<i>Program Secretary</i>	
Graduate School Liaison	Christine	
Grants & Contracts	Christine/Whitney	
Grief, Loss & Trauma Graduate Certificate	Kathi	
Human Resources Forms	Whitney	Dean's Office
Instructional Technology MS Program	Christine	
Invoices	Beverly	Bonnie
Key Requests	<i>Program Secretary</i>	
Learning, Design & Technology PhD Program	Christine	
Learning Environments & Educational Studies PhD Program	Christine	
Logos/Brand Guidelines	Synthia	

Area/Task	Primary Contact	Backup Contact
Main Office (4-8145) - phones	Synthia	Christine
Main Office (BEC 535) - physical visitors	Synthia	Christine
Manual Student Registration*	<i>Program Secretary</i>	
Online Teaching & Learning Graduate Certificate	Christine	
Orange Dot Permit (parking in any staff lot)	Synthia	Christine
Ordering	<i>Program Secretary</i>	
Parking Garage Voucher for Guests of EPC	Synthia	
Payroll Processing	Whitney	Dean's Office
Printer/Copier in BEC 525*	Synthia	Christine
Printer/Copier in Claxton Breakroom*	Kathi	Christine
Printer/Printer Supply Inventory	Synthia	
Program Cheat Sheet	Synthia	
Promotion & Tenure Assistant	Whitney	
QUAL Talk Listserv	Synthia	
Qualitative Research Methods in Education Graduate Certificate	Synthia	
Reimbursement (General)	Beverly	Bonnie
Reporting of Student Data	Christine	
Room Scheduling (not for courses)	<i>Program Secretary</i>	
School Counseling MS Program	Kathi	
School Psychology PhD Program	Synthia	
Shred It Container on Claxton Side	Kathi	Christine
Student Contact List	Christine	
Student Files	<i>Program Secretary</i>	
Student Professional Liability Insurance	<i>Program Secretary</i>	
Student Registration*	<i>Program Secretary</i>	
Student Workers	Christine	Synthia
Supplementary Grade Change Forms*	<i>Program Secretary</i>	
Textbook Coordinator	Christine	
Timetable Coordinator*	Christine	
Travel Request/Reimbursement	Beverly	Bonnie
<i>*cross listed</i>		
Other Contacts for Other Areas/Tasks		
Area/Task	Contact Department/Name	Contact Number
Canvas/Zoom Issues	OIT	974-9900
EPC Printer/Computer Malfunction	OCC IT - Cody/Steven	974-2443/974-0910
Heating/Air Issues	Facilities Services	946-7777
Human Resources - Retirement	Human Resources	946-8847
Insurance & Payroll	Payroll Office	974-5251
Parking Questions	Parking & Transit	974-6031