

**SAMUEL MERRITT UNIVERSITY  
QUICK REFERENCE GUIDE**

Unless otherwise noted all numbers listed below are (510) 869-XXXX

<b><u>INQUIRY CONCERNING</u></b>	<b><u>OFFICE</u></b>	<b><u>NAME</u></b>	<b><u>PHONE*</u></b>
Academic Affairs	Office of Academic Affairs	Veronica Paniagua Jamie Hirota	6744
Academic Calendar	Registrar	Anne Scher	6110
Academic Departments	Nursing <b>Oakland</b> – Graduate	TBD	8926
	Nursing <b>Oakland</b> – Undergraduate	Christina Gray	6129
	Nursing <b>Sacramento</b>	Laurie Roina	916-646-2769
	Nursing <b>San Francisco</b>	Nancy Stollon	415-869-3220
	Nursing <b>San Mateo</b>	Karin Kasper	650-292-5575
	Occupational Therapy	Drew Ward	8925
	Physical Therapy	Claudia Duenas	6241
	Physician Assistant	Dawn Eaglin	6623
	Podiatric Medicine	Elena Sanchez	8727
Academic Policy	Registrar	Anne Scher	6110
Academic Record Review	Registrar	Anne Scher	6110
Admission	Admission Office	Anne Seed	6610
Advisor Assignments	Department/Program Chairs	Use Academic Dept.	listings above
Alumni Affairs	Alumni Affairs	Carla Ross	6618
Alumni Surveys	Institutional Research	Nandini Dasgupta	6597
Announcements	AVP - Enrollment & Student Services	Craig Elliott	6627
Audiovisual Equipment	Media Services	Mark Reynolds	6575
Audit Petition	Registrar	Marie Ma	8831
Billing/Tuition Payments	Campus Service Center		1550
BlackBoard	Academic and Instructional Innovation	Ted Curran	6836, Option 1
Books/Supplies	Bookstore	William Crawford	1504
Challenge Petition	Registrar	Anne Scher	6110
Change of Name/Address	Campus Service Center		1550
Classroom Scheduling	HEC Front Desk	Terrisia Robinson	6161
Computers (Hardware)	Information Technology	Help Desk	6836
Computers (Labs)	Information Technology	Help Desk	6836
Computers (Software)	Information Technology	Help Desk	6836
Community Learning Series	Academic Support Services	Diane Hansen	6616
Course Evaluations	Institutional Research	Nandini Dasgupta	6597
Course Issues & Questions	Course Faculty of Record or Department Chair		
Course Scheduling	Registrar	Marie Ma	8831
Degree Planning	Academic Advisor		
Degree Verification	Campus Service Center		1550
Diplomas/Degree Clearance	Registrar	Anne Scher	6110
Disabled Student Issues	Disability Support Services	Diane Hansen	6616
Disqualification (Behavior)	VP Enrollment & Student Services	John Garten-Shuman	6727

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Drop/Add	Campus Service Center		1550
Diversity	Chief Diversity Officer	Kathleen Roberts	1544
E-mail	Information Technology	Help Desk	6836
Emergency Loan Fund	Financial Aid	Tanya Grigg	6276
Enrollment Data	VP Enrollment & Student Services	John Garten-Shuman	6727
Enrollment Verification	Campus Service Center		1550
Federal Work Study	Campus Service Center		1550
Financial Aid	Campus Service Center		1550
Financial Aid Office	Financial Aid	Ron Salazar	1590
Fundraising Approval	Development	Sue Valencia	1507
Grades	Registrar	Marie Ma	8831
Commencement Ceremonies	Office of Academic Affairs		6744
Health Insurance Coverage	Student Health Coordinator	Jeanne Lam	6629
Health Requirements	Student Health	Phyllis Nissenoff	6629
Health Science Simulation Center -HSSC	Nursing	Kevin Archibald	5530
HEC Scheduling	Health Education Center	Terrisia Robinson	6161
Housing	Student Housing Services	Kathryne Henderson	6511
ID Badges	Media Services		6575
Illness	Student Health	Phyllis Nissenoff	6629
Incomplete Petition	Registrar	Marie Ma	8831
Independent Study Petition	Registrar	Marie Ma	8831
Institutional Research	Office of Institutional Research	Nandini Dasgupta	6597
International Students	VP Enrollment & Student Services	John Garten-Shuman	6727
Leave of Absence	Registrar	Marie Ma	8831
Library – Accounts	John A. Graziano Memorial Library	Huyen Ho	8694
Library – Circulation Desk & General Questions	John A. Graziano Memorial Library		8900
Library – Document Delivery	John A. Graziano Memorial Library	Thom Tran	8900
Library – Reference Librarian	John A. Graziano Memorial Library	Barbara Ryken	8692
Library - <b>Sacramento</b>	2710N Gateway Oaks, Suite 360	Jennifer Scolari	916-646-2767
Library – <b>San Francisco</b>	555 San Jose Avenue	Debbie Sommer	415-869-3207
Library – <b>San Mateo</b>	1720 S. Amphlett Blvd, Suite 300	Geri Bodeker	650-292-5578
Library – Director	John A. Graziano Memorial Library	Marcus Banks	510-655-4000 x5732
Licensure/Certification	Registrar	Anne Scher	6110
Loan Check Disbursement	Campus Service Center		1550
Loan Check Status	Campus Service Center		1550
Loan Promissory Notes	Business Office	Karrie Henry-Cherry	6728
Lost and Found	Campus Service Center		1550
Maintenance/Repairs	Assistant Director of Facilities	Maurice Borden	8673
Media Services	Media Services	Mark Reynolds	6575
Name Change	Campus Service Center		1550
Orientation— <b>Oakland</b>	Student Services	Kira Allen	1592

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Orientation— <b>Sacramento</b>	Student Services	Liza Osoteo	916-646-2784
Orientation— <b>San Francisco</b>	Student Services	Kathryn Ward	650-292-5564
Orientation— <b>San Mateo</b>	Student Services	Kathryn Ward	650-292-5564
Parking – Oakland	Security Office/South Pavilion		510-655-4000 x2126
Personal Concerns	VP Enrollment & Student Services	John Garten-Shuman	6727
Personal Counseling – <b>Oakland and San Francisco</b>	Counseling Services		1516
Personal Counseling – <b>Sacramento and San Mateo</b>	Sutter EAP		916-447-3277
Petitions	Registrar	Anne Scher	6110
Progression Issues	Registrar	Anne Scher	6110
Reading/Writing Skills	Academic Support Services	Diane Hansen	6616
Registration	Registrar	Marie Ma	8831
Resume Support	Academic Support Services	Kira Allen	1592
Room Reservations	HEC	Terrisia Robinson	6161
Scholarships	Financial Aid		1550
Scholars in Service Program	Associate Director of Diversity	Kira Allen	1572
Security – Oakland	Escort Service		7847 / 7848
Security Reports	Director of Facilities	Lillian Harvin	8785
Student Concerns	AVP - Enrollment & Student Services	Craig Elliott	6627
Student Directory (Privacy)	Registrar	Anne Scher	6110
Student Employment	Campus Service Center		1550
Student Body Association	AVP - Enrollment & Student Services	Craig Elliott	6627
Student Health – Oakland	Student Health Center		6629
Student Health - Sacramento	Sutter @ Work		916-565-8600
Student Health – SF	Student Health Center		6629
Student Health – San Mateo	Student Health Center		6629
Student Refund Checks	Campus Service Center		1550
Study Skills/Test Taking	Tutorial Services	Diane Hansen	6616
Student Time Cards	Campus Service Center		1550
Support Groups	Counseling Services	Jeanne Zeamba	1516
Student Tuition Accounts	Campus Service Center		1550
Student Wellness Counseling	Counseling Services	Jeanne Zeamba	1516
Textbooks	Campus Bookstore	William Crawford	1504
Transcripts	Campus Service Center		1550
Transfer Credit	Registrar	Anne Scher	6110
Tuition/Fees	Business Office	Tami Bechtle	6702
Tutoring	Academic Support Services	Diane Hansen	6616
Veterans Administration	Registrar	Anne Scher	6110
Website	Information Technology	Helpdesk	6836
Withdrawal	Registrar	Marie Ma	8831

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Work Study	Campus Service Center		1550
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