HERE, OR THERE?

Check if you need to be here, or if you can complete your task remotely

If... → Then...

**Undergraduate students**

**Nancy Herman, Undergraduate Student Administrative Assistant**

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:nherman1@nd.edu">nherman1@nd.edu</a></td>
<td>574-631-5689</td>
</tr>
</tbody>
</table>

...you need help with an override → ...email Nancy your 9-digit NDID number, the CRN for the course, and any error message

...you need help adding/dropping a course → ...email Nancy your 9-digit NDID number and the name of the course

...you need to schedule a meeting with the DUS → ...email Nancy your availability for a zoom meeting

...you have a question about Ultratime → ...email Nancy your question

...you need to declare a major → ...email Nancy your NDID number and your intent to declare the ACMS, STAT, STT2 or ACM2 major

...you have a question about study abroad → ...visit: acms.nd.edu/undergraduate/faq/

...an office supply is out of stock → ...email Nancy a description or photo of the item

**Graduate students**

**Melissa Ornat, Graduate Administrative Assistant**

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<tbody>
<tr>
<td><a href="mailto:mornat@nd.edu">mornat@nd.edu</a></td>
<td>574-631-1139</td>
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...you need help registering for classes → ...email Melissa your 9-digit NDID number, the CRN for the course and any error message

...you have a question about program requirements, selecting an advisor or about your stipend → ...email Melissa your detailed question

...you would like to schedule an oral candidacy exam → ...email Melissa

...you have a question about expense reimbursement → ...email Melissa

...you would like to reserve a room in the Crowley, HHC or Hurley building → ...email Melissa the room number, time, date, purpose of meeting

...you have an issue with your office or a common space → ...email Melissa your issue

**Faculty & Postdocs**

**Kathy Phillips, Department Administration Manager**

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<tr>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td><a href="mailto:kphil@nd.edu">kphil@nd.edu</a></td>
<td>574-631-8630</td>
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...you have a question about your discretionary or grant fund → ...email Kathy your question

...you would like to purchase supplies/books → ...email Kathy the link to the item and the foapal to charge

...you need help with an expense reimbursement → ...email Kathy your question

...you would like to reserve a room in the Crowley, HHC or Hurley building → ...email Kathy the room number, time, date, purpose of meeting

...you have an issue with your office or a common space → ...email Kathy your issue

...you want to hire an undergraduate researcher → ...email Kathy the details

...you have a question about the online Data Science Program → email Samantha Adamczewski: sadamcze@nd.edu

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acms.nd.edu | 574-631-8630