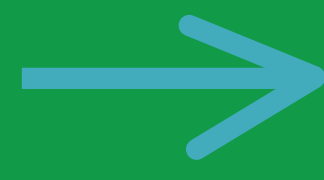


HERE, OR THERE?

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

If...




Then...

Nancy Herman, Undergraduate Student Administrative Assistant

 **nherman1@nd.edu | 574-631-5689** 

Undergraduate students

- ...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

Melissa Ornat, Graduate Administrative Assistant

 **mornat@nd.edu | 574-631-1139** 

Graduate students

- ...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

Kathy Phillips, Department Administration Manager

 **kphilli8@nd.edu | 574-631-8630** 

Faculty & Postdocs

- ...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 

 acms.nd.edu | 574-631-8630 



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