

# DIRECTORY OF SERVICES

## DEPARTMENTAL STAFF & ADMINISTRATION

<b>Department Chair</b>	Professor Thomas Loughin	Room SC K10549	Phone 778-782-8037
<b>Manager; Academic &amp; Administrative Services</b>	Ms. Sadika Jungic	Room SC K10543	Phone 778-782-3665
<b>Chair's/Graduate Secretary</b>	Ms. Kelly Jay	Room SC K10547	Phone 778-782-3801
<b>Undergraduate Secretary/Financial Clerk</b>	Ms. Charlene Bradbury	Room SC K10545	Phone 778-782-3803
<b>Graduate Chair</b>	Professor Jinko Graham	Room SC K10553	Phone 778-782-3155
<b>Undergraduate Chair</b>	Professor Rachel Altman	Room SC K 10551	Phone 778-782-3288
<b>System Administrator</b>	Dave Carmean	<a href="http://at.sfu.ca/FYdGcJ">http://at.sfu.ca/FYdGcJ</a>	Phone 778-782-2030
<b>Technician</b>	Steve Obadia	Dean's Office	Phone 778-782-2469
<b>Coop Coordinator</b>	Natalie Erickson	Room SC P9441	Phone 778-782-4654

*The following is a list of staff members whom you should see in regards to various office tasks.*

*If you are not certain who to approach with a particular query please contact Sadika Jungic, the Department Manager*

## DEPARTMENTAL SERVICES

Cleanup & Repairs - Ordering	Charlene Bradbury
Computer Accounts	Sadika Jungic
Conferences	Charlene Bradbury
Courier Service	Charlene Bradbury
Course Conflicts	Sadika Jungic/Charlene Bradbury
Course Scheduling/Scheduling Changes/Queries	Sadika Jungic
Course Withdrawals/Registration Issues	Charlene Bradbury
Departmental Events	Kelly Jay
Directories: Phone / Office	Charlene Bradbury
Duplicating & Photocopying	Charlene Bradbury
Duplicating of Exams	Charlene Bradbury
FAST Accounts: Information/Discrepancies/Transfers	Charlene Bradbury
FAST Training/Questions/Account Information	Charlene Bradbury
Fax	Charlene Bradbury
Final Exams & Midterms	Sadika Jungic/Charlene Bradbury
Final Exams Make Up	Charlene Bradbury
Financial Reimbursements/Payments	Sadika Jungic
Grades – Submission	Charlene Bradbury
Grades – Chair's Approval - procedure	Kelly Jay
Graduands	Sadika Jungic
Graduate Program/Student Queries	Kelly Jay
Grants	Sadika Jungic/Charlene Bradbury
Hotel Room Reservations	Kelly Jay
Keys	Sadika Jungic/Charlene Bradbury
Library I.D. Cards/Memo/Access	Kelly Jay
Library Photocopy Cards	Charlene Bradbury
Mail	Charlene Bradbury
NSERC	Sadika Jungic & Charlene Bradbury (Use of)/Kelly Jay (Application Process)
Office Assignments	Sadika Jungic
Office Hours	Charlene Bradbury
Parking Permit	Charlene Bradbury
Payroll/Benefits queries	Sadika Jungic
Petty Cash	Charlene Bradbury
Program Approvals	Sadika Jungic/Faculty Advisors
Program Approvals-Processing	Charlene Bradbury
Purchase Orders	Sadika Jungic/Charlene Bradbury
RA/TA Appointments	Sadika Jungic
Registration Queries/Problems	Sadika Jungic & Charlene Bradbury (Undergraduate)/Kelly Jay (Graduate)
Repairs/Cleanup/Ordering	Charlene Bradbury
Scheduling/Scheduling Changes	Sadika Jungic
Seminars	Kelly Jay
Sessional Appointment Queries	Sadika Jungic/Kelly Jay
Supplies Requests	Sadika Jungic/Charlene Bradbury
Teaching Evaluation Forms	Kelly Jay
Textbooks	Charlene Bradbury
TLC Work Orders	Charlene Bradbury
Transfer Credit	Undergraduate Studies Chair/Charlene Bradbury
Travel/Expense Claim Forms – Completion/Submission	Charlene Bradbury
TUG Forms/Workload Review	Sadika Jungic
Tuition Waiver Forms	Kelly Jay
Undergraduate Queries	Sadika Jungic
Undergraduate Transcripts	Charlene Bradbury
Visitors	Sadika Jungic