SPEECH & HEARING SCIENCES
UNIVERSITY of WASHINGTON

Who Do I Contact?

ADMINISTRATIVE SUPPORT

Inquiry Type	Eagleson Contact	Clinic Contact
General building inquiries (regarding maintenance, cleaning, and security)	Andrea Loren (loren67@uw.edu) or Jessica Preboski (preboski@uw.edu)	Leila Nikamal (leilais@uw.edu)
Specific building requests (regarding maintenance, cleaning, or urgent issue*) *Custodial, NOT emergency	Request a service here: https://facilities.uw.edu/services/requests **List building coordinator as the contact:** Contact Name: Andrea Loren Contact Phone: 206-685-7400 Contact : loren67@uw.edu	Request a service here: https://facilities.uw.edu/services/requests **List building coordinator as the contact:** Contact Name: Leila Nikamal Contact Phone: 206-543-5440 Contact : leilais@uw.edu
Office Equipment (including issues with printers, copiers, etc.)	Andrea Loren (loren67@uw.edu)	Leila Nikamal (leilais@uw.edu)
Inventory Surplus	Jessica Preboski (preboski@uw.edu)	Leila Nikamal (leilais@uw.edu)
Office Assignments	Andrea Loren (loren67@uw.edu)	Amy Rodda (amyrodda@uw.edu)
Room Reservations (non-course reservations)	To reserve EGL 211, 154, 111, G05, or SPHSC 067 in Outlook. If you do not have access to Outlook, contact Andrea Loren (loren67@uw.edu) To reserve EGL G01, contact Event Services: https://eventservices.uw.edu/reservation-process/room-request/	Reserve treatment rooms in ClinicNote. If you do not have access to ClinicNote, contact Leila Nikamal (leilais@uw.edu)
Lost and Found	Andrea Loren (loren67@uw.edu)	Leila Nikamal (leilais@uw.edu)
Eagleson Keys & Lockers	Andrea Loren (loren67@uw.edu)	
Lab Keys and Clinic Fobs* *Programmed quarterly	Ask your lab supervisor to request keys and fobs from Leila Nikamal (leilais@uw.edu)	
Memberships/Subscriptions	Andrea Loren (loren67@uw.edu)	
Incoming / outgoing mail and packages with postage	Leila Nikamal (leilais@uw.edu)	
Purchasing and Express or FedEx Shipping (for departmental business)	For purchases and express mail or shipping, contact sphscadm@uw.edu)	
Travel	For assistance with travel arrangements for yourself or an SPHSC guest (flight, hotel, conference registration, ground transportation), contact (sphscadm@uw.edu)	

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FISCAL SERVICES

Budget Questions (department, programs, grants)
For questions about the department's budgets (non-grant), contact Jessica Preboski (preboski@uw.edu)
For questions about the department's grant process and or grant budgets, contact Jessica Preboski (preboski@uw.edu)

FDF, IDC, Startup Funds, Miscellaneous Allocations
Questions regarding allotment, balance to date, etc., contact Jessica Preboski (preboski@uw.edu)

Grant Applications, Renewals, Progress Reports
For help/assistance with grant applications, renewals, progress reports, contact Jessica Preboski (preboski@uw.edu)

Payroll / Timecards
For payroll questions, contact Andrea Loren (loren67@uw.edu)

Purchasing - Office, Equipment and Lab Supplies
For help with purchasing office, equipment or lab supplies, contact sphscadm@uw.edu.

Reimbursements
For assistance being reimbursed for expenses, contact sphscadm@uw.edu.

Revolving Fund Account
Questions regarding fund account – new account, set up, and reports, contact Jessica Preboski ((preboski@uw.edu)

HUMAN RESOURCES

Faculty Affairs
For any faculty affairs – new appointment, re-appointment, promotions, etc. contact Jessica Preboski (preboski@uw.edu) or Andrea Loren (loren67@uw.edu)

Faculty Effort Certification, and Grant and Contract Certification Reports
Questions regarding eFECs, and GCCRs reports, contact Jessica Preboski (preboski@uw.edu)

Leave issues
For questions about leave (e.g. FMLA, leave without pay, etc.), contact Jessica Preboski (preboski@uw.edu)

Professional and Classified Staff, Hourly, and Work Study Appointments
For assistance with hiring professional and classified staff, contact Jessica Preboski (preboski@uw.edu)
For assistance with hiring hourly staff, work study students, contact Andrea Loren (loren67@uw.edu)

ACADEMIC & STUDENT SERVICES

Academic Progress or Degree Program Concerns
Undergraduate students–Yi Shen or Julie Dalessio (jadaless@uw.edu).
Graduate students – Kristie Spencer (kas@uw.edu) or Julie Dalessio (jadaless@uw.edu).

Advising & Academic Records (e.g., degree questions, funding, course offerings, schedules, course waivers/substitutions, independent studies, electives, committees, thesis/capstone/dissertation questions, final exams, graduation steps/deadlines, campus resources, leaves, withdrawals, etc.)
Graduate: Stanley Choi (shgradv@uw.edu)
Undergraduate: Gabrielle Gruber (gruber@uw.edu)

Course / Instructor Evaluations
Chrissie Chang (chrissie@uw.edu)

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Course Schedule or Room Changes
Graduate Courses: Stanley Choi (shgradv@uw.edu)
Undergraduate Courses: Gabrielle Gruber (gruber@uw.edu)

Curriculum Management - New Courses, Course Change Requests, Catalogue Updates, Curriculum Revisions, Quarterly Curriculum Planning
Julie Dalessio (jadaless@uw.edu)

Degree Program & Student Surveys
General Questions: Chrissie Chang (chrissie@uw.edu)
Graduate Program: Stanley Choi (shgradv@uw.edu)
Undergraduate Program: Gabrielle Gruber (gruber@uw.edu).

Degree Program Marketing & Recruiting
Chrissie Chang (chrissie@uw.edu)

Disability Accommodations
Chrissie Chang (chrissie@uw.edu)

Fee-Based Degree Program Questions (PCE)
Chrissie Chang (chrissie@uw.edu)
Instructional Support (e.g., grading, syllabi requirements, textbooks, labs, etc.)
Graduate Courses: Stanley Choi (shgradv@uw.edu)
Undergraduate Courses: Gabrielle Gruber (gruber@uw.edu).

New Student Orientation
General Questions: Chrissie Chang (chrissie@uw.edu)
Graduate Orientation Stanley Choi (shgradv@uw.edu)
Undergraduate Orientation: Gabrielle Gruber (gruber@uw.edu)

Registration Issues or Questions
Graduate Students: Stanley Choi (shgradv@uw.edu)
Undergraduate Students: Gabrielle Gruber (gruber@uw.edu).

SPHSC Recognition Ceremony
General Planning: Chrissie Chang (chrissie@uw.edu)
Graduate Students: Stanley Choi (shgradv@uw.edu)
Undergraduate Students: Gabrielle Gruber (gruber@uw.edu)

TA/RA Appointments
Kristie Spencer/Graduate Program Coordinator (GPC) (kas@uw.edu) or
Stanley Choi/Graduate Program Advisor (GPA) (shgradv@uw.edu)

Tuition & Fee Questions
Graduate/ Stanley Choi (shgradv@uw.edu)
Undergraduate/Gabrielle Gruber (gruber@uw.edu).

University and/or Department Policies & Procedures
General - Chrissie Chang (chrissie@uw.edu)
Undergraduate – Tanya Eadie (teadie@uw.edu)
Graduate – Kristie Spencer (kas@uw.edu).

Work-Study Positions
Graduate Advisor: Stanley Choi (shgradv@uw.edu)
Undergraduate Advisor: Gabrielle Gruber (gruber@uw.edu)

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CLINICAL EDUCATION

ASHA/CAA Accreditation and ASHA/CFCC Questions
Amy Rodda (amyrodda@uw.edu), Julie Dalessio (jadaless@uw.edu), or Kristie Spencer/GPC (kas@uw.edu)

Clinical Education Affiliation Agreements
Amy Rodda (amyrodda@uw.edu)

Clinical Compliance Questions (e.g., immunizations, CPR, background checks, bloodborne pathogens, etc.)
Amy Rodda (amyrodda@uw.edu)

HIPAA Privacy & Security Training
Amy Rodda (amyrodda@uw.edu)

Health Sciences Immunization Program (HSIP)
Amy Rodda (amyrodda@uw.edu)

Typhon Access and Training
Amy Rodda (amyrodda@uw.edu)

INFORMATION TECHNOLOGY

Audio-Video, Camera, Projector, Laptop
For issues with presentation equipment in EGL 001, contact UW-IT (help@uw.edu).
For issues with presentation equipment in all other rooms, contact CAS IT (cas-ithelp@uw.edu)
To reserve clinical equipment (iPads, audiometers, pocket talkers, etc. for treatment) use ClinicNote.

Computer Technology Problems/Issues
For computer problems or questions, contact CAS IT (cas-ithelp@uw.edu)

Department Website Assistance
Chrissie Chang (chrissie@uw.edu)

Equipment Inventory
Contact sphscadm@uw.edu

HIPAA Security
Contact CAS IT (cas-ithelp@uw.edu)

Student Computer Lab (SCL)
For computer/printer problems or questions, contact the clinic front desk at shclinic@uw.edu