

## Department Responsibilities

Revised July 25, 2022

### Responsibilities

Advising Issues (Graduate)  
Advising Issues (Undergraduate)  
Animal Issues  
Benefits Issues  
Book Orders  
Chair Calendar/Other Chair Issues  
Class Scheduling (Graduate)  
Class Scheduling (Undergraduate)  
Computer Orders  
Copier Repair  
Course Room Assignments  
Facilities  
Foundation  
General Questions  
Grade Changes (Graduate)  
Grade Changes (Undergraduate)  
Graduate Admission Inquiries  
Graduate Program: MPS Clinical Psychological Studies  
Graduate Program: MPS Industrial Organization  
Graduate Program Policies and Procedures  
Graduate TA Assignments  
Grants Management  
IRB Issues  
Keys & Building Access  
Mail  
Maintenance on Computers  
Parking  
Participant Payments  
Payroll  
Personnel Contracts  
Pre-award/Proposal Development  
Printers  
Evaluation, Promotion and Tenure  
Purchases  
Registration Block (Graduate)  
Registration Block (Undergraduate)  
Reimbursements  
Scholarships  
Searches  
Supplies  
Telephone Orders/Issues  
Travel Questions  
Tuition Remission

### Primary Contact

Graduate Office  
Undergraduate Advising Office  
Matthew Roesch  
Samantha Sutton  
University Book Center (301-314-7839)  
Hannah Winfield  
Archilline Tablada  
Jens Herberholz  
Tony Chan  
<http://www.oacs.umd.edu/workorder/index.asp>  
See class scheduling  
Enamul Haque  
Chitra Lekhram  
Front Desk 5-5862  
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Lori Kader  
Chitra Lekhram  
Samantha Sutton  
Robeya Johnson  
Koda Smith  
Tony Chan  
Robeya Johnson or Bill Liden  
Samantha Sutton

### Back up Contact

n/a  
BSOS Advising  
Institutional Animal Care and Use Committee (IACUC)  
Robeya Johnson  
n/a  
Joanne Leffson-Bryant  
Renee James  
Kyle Dorsey  
n/a  
n/a  
n/a  
Joanne Leffson-Bryant  
Joanne Leffson-Bryant  
Koda Smith  
Archilline Tablada  
BSOS Dean's Office (Giselle Denbow)  
Archilline Tablada  
Andrea Chisolm  
Nikita Arun  
L. Robert Slevc  
L. Robert Slevc  
Joanne Leffson-Bryant  
Institutional Review Board (IRB)  
Enamul Haque  
Hannah Winfield  
n/a  
Hannah Winfield  
Merle Henry  
Robeya Johnson  
Robeya Johnson  
Joanne Leffson-Bryant  
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Koda Smith  
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