

WHO DO I CALL?  
A DETAILED GUIDE TO THE REGISTRAR'S OFFICE  
FOR DEPARTMENTS

Registrar: Neila Green X2123

Ellen Albert X2125 Office Secretary

CURRICULUM: Veronica DiMeglio X2436

Christine DelGiudice X2331 Curriculum Calendar, DegreeWorks Inquiries, Schedule meetings for Veronica, Undergraduate Catalog, TIPPS, Dept Brochures

Barbara Monaco X2131 Curriculum Calendar, DegreeWorks Inquiries, Graduate Catalog, TIPPS, Dept Brochures

GRADUATION: Vito Zajda X2627

Janet Riley-Williams X2127 Process Graduation applications, Diploma Distribution, Schedule meetings

Nevein Gadesayed X2136 DegreeWorks Exception Management, DegreeWorks inquiries, Diploma Distribution, Process Graduation applications

Shelly Giannina X2128 Process Graduation applications, Diploma Distribution, Schedule meetings

HISTORICAL RECORDS: Jennifer Franco X2129

Ruth Bowden X2137 Course & Standing petitions, Full time student Certification, Grade changes & appeals, change Major/ minor

Mary Ellen O'Rourke X2143 Deferment forms, Grade changes, Full time Student certification, Enrollment certification

Phyllis Volpe X2139 Study Abroad credit, Full time student Certification, Grade changes, major/minor

Lucille Schuster X2134 Change of address, major/minor, Full time Student certification, Grade change appeals, Residency certification

Palma Eadiciccio X2133 Transcript processing

TRANSFER EVALUATION: Vito Zajda X2124

Susan Massara X2138 AP/CLEP/College Now/life experience/NYPD/ NYFD/EMT/Yeshiva/Seymour Joseph credit Evaluations, Schedule meetings

Rose Meyers X2135 Military evaluations, foreign student evaluations, AP/CLEP/College Now/Life Experience/Yeshiva/ Seymour Joseph credit, TAP/TIV, TIPPS

Fran Comito X2132 E-Permit processing, transcript processing

Marion Baiori X2130 E-Permit processing

REGISTRATION: Hernan Green X2126

Marilyn Simon X2147 Registration processing, Re-Admission, Visiting Student processing, Independent study, Schedule meetings

Evelyn Anicito X2144 Registration processing, Re-Admission, Independent study, Visiting Students

Monica Valentine X2141 Registration processing, Medical Withdrawal processing, Independent study, Re-admission

Wendy Moy X2146 Registration processing, Independent study, Re-admission

SCHEDULING: Neila Green X2148

Kathleen Senese X2149

Space assignment academic classes, final exam scheduling, Schedule of classes: days/times/restrictions/ learning communities/ Course caps

Donna Sipp X2150

Room changes, Scheduling of classes, final Exam schedule, instructor updates

Marla Vento X2142

Room Changes, Scheduling of classes, final Exam schedule, instructor updates