

HERE, OR THERE?

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

If...




Then...

Undergraduate students

Lori Fuson, Undergraduate Student Administrative Assistant


 fuson.1@nd.edu | 574-631-6386 

- ...you need help with an override, or to add or drop a course → ...email Lori your 9-digit NDID number, the CRN for the course, and any error message
- ...you have a question about the physics program → ...visit physics.nd.edu/undergraduate-program 
- ...you have a question about Ultratime → ...email Lori the question with your and your faculty supervisor's names
- ...you want to find someone to do research with → ...email Lori with your area of research interest

Graduate students

Shari Herman, Graduate Student Administrative Assistant

 sherman@nd.edu | 574-631-6386 

- ...you need help registering for classes → ...email Shari what the particular problem is along with the class number.
- ...you have a question about program requirements, selecting an advisor, or about your stipends → ...email Shari your detailed questions
- ...you need a list of class requirements → ...refer to The Guide for Graduate Students 

Faculty & Staff

Kristen Amsler, Office Coordinator


 kamsler@nd.edu | 574-631-6386 

- ...you need help with an expense reimbursement for travel or a purchase of supplies → ...email Kristen your receipts
- ...you are looking for office supplies, or need help with a print, or copy job → ...email Kristen your request
- ...you need to ship something via FedEx → ...email Kristen to so she can assist with information required
- ...you need to schedule a committee meeting → ...email Kristen the participants' names and topic

Faculty, Staff, Post-docs, and Students

Shelly Goethals, Department Administrator

 sgoethal@nd.edu | 574-631-6386 

- ...you have a question about your research grant or discretionary fund → ...email Shelly your question
- ...you need to order lab supplies through BuyND or another source → ...email Shelly the order details and the fund number
- ...your office or lab is too hot/cold, you need something fixed in your lab, your key isn't working → ...email Shelly the details
- ...you want to hire an undergraduate → Complete the google form here:  physics.nd.edu/resources-for-physics-faculty-staff-postdocs-students/
- ...you have another concern, and it's not listed here → ...email Shelly

...you want to order Notre Dame Physics apparel → physics.nd.edu/about/physics-apparel 

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