

CATEGORY	NAME	PHONE	EMAIL
<b>Academic Events</b>	Kate Van de Loo (extra class sessions and payments)	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
	<b>Visiting Lecturers:</b> Margaret McVeigh (publicity and logistics)	1-5732	<a href="mailto:margaret.mcveigh@nd.edu">margaret.mcveigh@nd.edu</a>
	Melody Kesler (budget)	1-9225	<a href="mailto:mkesler@nd.edu">mkesler@nd.edu</a>
<b>Announcements</b>	Margaret McVeigh	1-5732	<a href="mailto:margaret.mcveigh@nd.edu">margaret.mcveigh@nd.edu</a>
<b>Awards, presentations, etc.</b>	Kate Van de Loo	1-7811	
<b>Budgets</b>	Melody Kesler	1-9225	<a href="mailto:mkesler@nd.edu">mkesler@nd.edu</a>
<b>Classroom Scheduling</b>	Linda Martellaro, classroom/reporting specialist, Registrar	1-5133	<a href="mailto:Martellaro.1@nd.edu">Martellaro.1@nd.edu</a>
	Margaret McVeigh	1-5732	<a href="mailto:margaret.mcveigh@nd.edu">margaret.mcveigh@nd.edu</a>
<b>Computer problems</b>	Office of Information Technologies Help Desk	1-8111	<a href="mailto:oithelp@nd.edu">oithelp@nd.edu</a>
<b>Facilities Requests</b>	Kate Van de Loo	1-7811	
<b>Faculty Questions</b>	Melody Kesler	1-9225	<a href="mailto:mkesler@nd.edu">mkesler@nd.edu</a>
<b>General department questions</b>	Kate Van de Loo	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
<b>Grant Requests and External Grant Tracking</b>	Internal – College of Arts and Letters/Institute for Scholarship in the Liberal Arts (ISLA) <a href="http://isla.nd.edu/">http://isla.nd.edu/</a>	1-5730	<a href="mailto:isla@nd.edu">isla@nd.edu</a>
	External grant request electronic administration <a href="http://or.nd.edu/era/electronic-research-administration-era/">http://or.nd.edu/era/electronic-research-administration-era/</a>	1-7432	<a href="mailto:research2@nd.edu">research2@nd.edu</a>
<b>Faculty Leaves</b>	Melody Kesler	1-9225	<a href="mailto:mkesler@nd.edu">mkesler@nd.edu</a>
<b>Malloy Hall Chapel Scheduling</b>	Kate Van de Loo	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
<b>MTS/PhD meeting scheduling</b>	Sherry Nadai	1-4254	<a href="mailto:snadai@nd.edu">snadai@nd.edu</a>
<b>New Course Submission</b>	Katie Cavadini	1-6292	<a href="mailto:ccavadin@nd.edu">ccavadin@nd.edu</a>
<b>Office Space</b>	Melody Kesler (assignments)	1-9225	<a href="mailto:mkesler@nd.edu">mkesler@nd.edu</a>
	Kate Van de Loo (keys)	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
<b>Office Supplies</b>	Kate Van de Loo	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
<b>Publications</b>	Margaret McVeigh	1-5732	<a href="mailto:margaret.mcveigh@nd.edu">margaret.mcveigh@nd.edu</a>
<b>Purchase Requisitions</b>	<b>Approval:</b> Melody Kesler	1-9225	<a href="mailto:mkesler@nd.edu">mkesler@nd.edu</a>
	<b>Ordering:</b> Kate Van de Loo	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
<b>Reimbursements</b>	<a href="https://travel.nd.edu/">https://travel.nd.edu/</a>		
	<b>Questions:</b> Kate Van de Loo	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
<b>Room Reservations – non-classroom including Theology Conference Room (134 &amp; 415 Malloy)</b>	Kate Van de Loo	1-7811	<a href="mailto:kvandeloo@nd.edu">kvandeloo@nd.edu</a>
<b>Student Questions, which includes:</b>	<b>Ph.D. related:</b> Sherry Nadai	1-4254	<a href="mailto:snadai@nd.edu">snadai@nd.edu</a>

