

Name	Title	Primary Responsibilities	Backup	Reports To
<b>Andrade, Anthony</b> aandrad3@depaul.edu x54566	Associate Director	<ul style="list-style-type: none"> <li>• CRM support, iDePaul , DPCL training on SR topics, DOOR</li> <li>• CRM campaigns, SR Audit, Social Media</li> <li>• Web, Projects, PERC, Waitlist, Immunizations, Delegated Access</li> </ul>	<ul style="list-style-type: none"> <li>• NSC</li> <li>• PS Calendar</li> </ul>	Michael Wright
<b>Blacher, Stacey</b> sblacher@depaul.edu x26769	Assistant Director	<ul style="list-style-type: none"> <li>• Oversees: transcript process, degree conferral, degree verifications, enrollment status changes, grade changes, dismissals, suspensions and personal information changes</li> <li>• ICT Manual updates</li> </ul>	<ul style="list-style-type: none"> <li>• Verifications</li> <li>• Personal Information Changes</li> <li>• ImageNow</li> </ul>	Kristin Westfall
<b>Bray, Jerri</b> jbray1@depaul.edu x25933	Department Assistant	<ul style="list-style-type: none"> <li>• SRSUPPORT, TIER2, CRM tickets</li> <li>• Withdrawal/Leave of Abs Processing</li> </ul>	<ul style="list-style-type: none"> <li>• Email resets</li> <li>• Placement</li> </ul>	Suzi Wachowski
<b>Bucciarelli, Britton</b> bbucciar@depaul.edu	Department Assistant	<ul style="list-style-type: none"> <li>• PS Calendar - data entry</li> <li>• Verifications</li> <li>• Tier2 Floater, Common App contact</li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawal/Leave of Absences</li> <li>• Transcripts</li> <li>• PICS</li> </ul>	Stacey Blacher
<b>Cole, Amanda</b> acole12@depaul.edu x26971	Degree Progress Coordinator	<ul style="list-style-type: none"> <li>• DPR encoding: LAS, CSH, COE</li> <li>• Online Declaration Tool</li> <li>• IS projects: DPR3S</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Structure</li> <li>• DPR encoding: other colleges</li> </ul>	Tanicha Hart
Vacant	Associate Director	<ul style="list-style-type: none"> <li>• University Catalog (SharePoint)</li> <li>• Academic Structure, Courses and Schedule (People Soft)</li> <li>• FERPA training</li> <li>• Ad Astra</li> </ul>		Patricia Huerta
<b>Hart, Tanicha</b> thart@depaul.edu x28285	Associate Director	<ul style="list-style-type: none"> <li>• Manage DPR team</li> <li>• DPR encoding: CDM</li> <li>• IS projects: Limiting Excess Transfer Credit, DPR 3S</li> <li>• Online Declaration Tool</li> <li>• Ad Astra</li> <li>• Transferology Support</li> </ul>	<ul style="list-style-type: none"> <li>• NCAA Eligibility</li> <li>• DPR encoding: other colleges</li> </ul>	Patricia Huerta

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<b>Huerta, Patricia</b> phuerta@depaul.edu x28601	Director of Registration and Records	<ul style="list-style-type: none"> <li>• Policies</li> <li>• FERPA</li> <li>• Curriculum</li> <li>• NCAA</li> <li>• Ad Astra</li> </ul>		Paula Luff
<b>James, Jamaal</b> jjames4@depaul.edu x28318	Department Assistant	<ul style="list-style-type: none"> <li>• Transcripts, Record Maintenance, Conferral</li> <li>• Late Withdrawals, FX stop outs, DAPP Transcripts, R2T4</li> </ul>	<ul style="list-style-type: none"> <li>• Manual Verifications, Grade Changes, Manual Discontinuation</li> <li>• Personal Information Changes, Enrollment Changes</li> </ul>	Stacey Blacher
<b>Janick, Susan</b> sjohns40@depaul.edu x25936	Immunization Coordinator	<ul style="list-style-type: none"> <li>• Immunizations</li> </ul>	<ul style="list-style-type: none"> <li>• Waitlist, PERC</li> </ul>	Anthony Andrade
Vacant	Degree Progress Coordinator	<ul style="list-style-type: none"> <li>• DPR encoding: SNL, CMN, LAW</li> <li>• Data: Summer Orientation DPR/Planner numbers</li> </ul>	<ul style="list-style-type: none"> <li>• DPR encoding: other colleges</li> <li>• DPR Reporting</li> <li>• External transfer resources – Transfer Guides, Transferology, blank PDF DPRs</li> </ul>	Tanicha Hart
<b>Loeza, Liliana</b> lloeza@depaul.edu x26223	Department Assistant	<ul style="list-style-type: none"> <li>• Degree Conferral, Enrollment Changes</li> <li>• Grade Changes, GPA Recalc, Repeats, Manual Discontinuation</li> <li>• Suspension and Dismissals, Student conduct violations and Student Code of Conduct (Law)</li> <li>• Records Maintenance, Academic Integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Law Conferral</li> <li>• Transcripts</li> </ul>	Stacey Blacher
<b>Munroe, Timothy</b> tmunroe@depaul.edu x25842	Department Assistant	<ul style="list-style-type: none"> <li>• Transcripts</li> <li>• Manual Verifications</li> <li>• Tier2 Floater, Common App contact</li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawal/Leave of Absences</li> <li>• NSC Verifications</li> <li>• PICS</li> </ul>	Stacey Blacher
<b>O'Donnell Helfenbein, Deborah</b> dodonnell@depaul.edu x25542	Assistant Director	<ul style="list-style-type: none"> <li>• Diplomas/Certificates</li> <li>• Placement Tests</li> <li>• Email Resets, Tier 2</li> </ul>	<ul style="list-style-type: none"> <li>• Immunizations</li> <li>• Tier 2</li> <li>• Deceased Students</li> </ul>	Suzi Wachowski
<b>Phillips, Talina</b> tphilli4@depaul.edu x27521	Associate Director	<ul style="list-style-type: none"> <li>• PeopleSoft Access/Security</li> <li>• Projects</li> <li>• Student Groups, Service Indicators</li> <li>• ImageNow, SR Batch,Uptivity , Transcript Inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Grading</li> <li>• BlueStar</li> <li>• imacrao, Query, System Issues</li> </ul>	James Wade

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<b>Picazo, Ruben</b> rpicazo@depaul.edu x28156	Associate Director	<ul style="list-style-type: none"> <li>• Advising Support, Advising Assignments, IN and R expirations, Probation Holds, Probation Placement, BlueStar Security Access &amp; Configuration</li> <li>Attendance Verification Survey, Affiliations, BlueStar communication</li> <li>Academic Progress Survey</li> </ul>		Michael Wright
<b>Schell, Lucina</b> lschell1@depaul.edu x28637	Department Assistant	<ul style="list-style-type: none"> <li>• Personal Information Changes</li> <li>• Record Maintenance, Conferral</li> <li>* NSC verifications</li> </ul>	<ul style="list-style-type: none"> <li>• Verifications</li> <li>• Manual interventions for transcript processing</li> <li>• Transcript processing</li> <li>* Grade changes</li> </ul>	Stacey Blacher
Vacant	Special Projects Assistant	<ul style="list-style-type: none"> <li>• Immunizations - 2 hours</li> <li>• Assist: Course description (PeopleSoft)</li> <li>• Assist: Class schedule (PeopleSoft)</li> <li>• Assist: University Catalog editor/approver</li> </ul>	<ul style="list-style-type: none"> <li>• Immunizations</li> <li>• Schedule of Classes Process</li> </ul>	Paula Luff
<b>Setnes, Jeffrey</b> jsetnes@depaul.edu x28158	Department Assistant	<ul style="list-style-type: none"> <li>• Degree Conferral, Leadership Certificates</li> <li>• Grade Changes, GPA Recalc, Repeats</li> <li>• Enrollment Changes, Records Maintenance, Manual Discontinuation</li> <li>• Forgiveness, Law Conferral, NSC Verifications</li> </ul>	<ul style="list-style-type: none"> <li>• Registration, Grading</li> <li>• Transcripts</li> <li>• Immunizations</li> <li>• NSC exceptions, Historical Records,</li> </ul>	Stacey Blacher
<b>Taflan, John</b> jtaflan@depaul.edu x26142	Degree Progress Coordinator	<ul style="list-style-type: none"> <li>• DPR encoding: BUS, THR, MUS</li> <li>• IS projects: Limiting Excess Transfer Credit</li> <li>• Audit: GRAD students taking UGRD classes</li> </ul>	<ul style="list-style-type: none"> <li>• DPR encoding: other colleges</li> </ul>	Tanicha Hart
<b>Tolefree, Lisa</b> ltolefre@depaul.edu x27594	Assistant Degree Progress Coordinator	<ul style="list-style-type: none"> <li>• Schedule of Classes Process</li> <li>• DPR Reporting</li> <li>• External transfer resources – Transfer Guides, Transferology, blank PDF DPRs</li> <li>• Class Updates: Community Based Service Learning, Study Abroad</li> </ul>	<ul style="list-style-type: none"> <li>• Data: Summer Orientation DPR/Planner numbers</li> </ul>	Tanicha Hart

## SR Responsibilities

Updated: 2/2015

Name	Title	Primary Responsibilities	Backup	Reports To
<b>Wachowski, Suzi</b> swachows@depaul.edu x28705	Associate Director	<ul style="list-style-type: none"> <li>• Grading, Discontinuation, Deceased Students</li> <li>• Registration, Historical Records</li> <li>• Student E-mail Changes</li> <li>• Tier2 Srsupport, Placement , Diplomas, Certificates</li> </ul>	<ul style="list-style-type: none"> <li>• PS Calendar</li> <li>• Probation Process</li> <li>• IN/R Grade expirations</li> </ul>	Michael Wright
<b>Wade, James</b> jwade7@depaul.edu x25987	Associate Director	<ul style="list-style-type: none"> <li>• Reporting</li> <li>• Queries</li> <li>• National Student Clearinghouse</li> <li>• iMacro1, FedEx, Misc Tech Support</li> </ul>	<ul style="list-style-type: none"> <li>• Web Updates</li> <li>• Patch Testing</li> <li>• PeopleSoft Access/Security</li> <li>• Student Groups</li> <li>• Service Indicators</li> </ul>	Michael Wright
<b>Westfall, Kristin</b> kwestfa2@depaul.edu x28703	Associate Director	<ul style="list-style-type: none"> <li>• Coordinates Patch Testing</li> <li>• System Issues</li> <li>• Records/Transcripts/Conferral</li> <li>• PS Calendar</li> </ul>		Michael Wright
<b>Wright, Michael</b> mwrigh21@depaul.edu x28488	Senior Director	<ul style="list-style-type: none"> <li>• Student Records operations and services</li> </ul>		Paula Luff