

<b>I need .....</b>			
<b>Students</b>			
	<b>Contact</b>		
Information on graduate programs in LRC/TTE	Adriana Miramontez		
Information on Teach AZ, Teachers in Industry, Reading/Math Endorsement, Outreach Graduate Programs	Adriana Miramontez		
Information on ACE minor and L3 major	Dr. Crystal Soltero		
Financial Aid/Student Status/Bursar's account	Adriana Miramontez		
Register students for Graduate/Undergraduate Courses, Dissertation, Independent Studies, Internship, Practicum	Adriana Miramontez		
IRB status/procedures/questions	Adriana Miramontez		
Change of Grade Form graduate/undergraduate	Adriana Miramontez		
Grad Path and Status in Graduate Program	Adriana Miramontez		
Graduate Travel Awards	Sofia Nuno		
Drop/Add Forms - Graduate/Undergraduate	Adriana Miramontez		
Drop/Add Forms - Early Childhood, Elementary Education, DUAL Cats	Dr. Donna Jurich		
Drop/Add Forms - ACE minor and L3 major	Instructor		
TLS Graduate Listserv	Adriana Miramontez		
Early Childhood, Elementary Education, DUAL Cats Listserv	Michelle Tellez		
<b><u>Reimbursements/Travel/Mileage</u></b>			
	<b>Contact</b>		
Mileage Reimbursement Teach AZ & Off Campus Courses	Michelle Tellez		
Mileage Reimbursement Field Experience Supervision	Virginia Gonzalez		
Travel to Conferences and Reimbursements	Sofia Nuno		
Amazon Orders	Sofia Nuno		
<b>Teaching &amp; Course/Office Materials &amp; Supplies</b>			
	<b>Contact</b>		
Off Campus and Teach Arizona	Michelle Tellez		
Field Experience	Virginia Gonzalez		
TLS Graduate Courses	Michelle Tellez		

<b><u>Teaching/Instruction</u></b>			
	<b>Contact</b>		
Graduate Student Teaching Evaluation	Michelle Tellez		
Parking Reservations for Department ( 1 Week Notice)	Michelle Tellez		
Room Request for Course Related Events	Michelle Tellez		
Office Hours	Michelle Tellez		
Undergraduate/Graduate Syllabus	Michelle Tellez		
Teacher Course Evaluations	Michelle Tellez		
Graduate/Undergraduate Course Enrollments	Michelle Tellez		
Desk Copy Text Books	Michelle Tellez		
Graduate/Undergraduate new course submission	Michelle Tellez		
Graduate/Undergraduate Student - Course Lists/Curriculum Changes	Michelle Tellez		
<b><u>Facilities Requests/Keys/Mailboxes/Website</u></b>			
	<b>Contact</b>		
Keys	TLS Staff		
1st/5th/7th/8th Floor Facilities Request	TLS Staff		
Ed North Facilities Request	Georgene Lefkowitz		
Worlds of Words Facilities Request	Rebecca Ballenger		
1st / 5th/7th/8th Faculty Mailboxes	TLS Staff		
TLS Graduate Student Mailboxes	Adriana Miramontez		
Room Request for Non-Course Related Events	Michelle Tellez		
504/530 Room Request	Michelle Tellez		
TLS Website/Calendar	Adriana Miramontez		
<b><u>Department Administration</u></b>			
Appointment with Department Head & Assoc Dept Head	Michelle Tellez		
Appointment - Director of Early Childhood & Elem Educ	Michelle Tellez		
Faculty Annual Reviews	Sofia Nuno		
Promotion and Tenure	Yvonne Gonzalez		
Payroll, Supplemental Compensation, Personnel Files,	Yvonne Gonzalez		
Department Finances and Budget	Yvonne Gonzalez		
Hiring graduate/undergraduate, adjuncts, staff	Yvonne Gonzalez		
<b><u>Projects</u></b>			
Spanish Proficiency Exam	Sofia Nuno		
Cat Literacy Workshop	Sofia Nuno		
Math/Word Cats Tutoring	Michelle Tellez		
<b>Revised 7/21/2016</b>			