

Who is Who, What Should I Do? 😊

Johnson Hall Graduate Center We are located in Johnson Hall 131; we will pick up documents after 3pm daily from the Entomology office Brianna, brianna.tasker@wsu.edu , 509-335-0691 Lisa, llujan@wsu.edu , 509-335-9542 Deb, marshdj@wsu.edu , 509-335-2615	Entomology Office Dory, dory.lohrey-birch@wsu.edu , 509-335-5422 Jane, lawford@wsu.edu , 509-335-8089 Adam, adam.williams@wsu.edu , 509-335-5425 Chair: Dr. Sheppard, shepp@wsu.edu , 509-335-0481
Application for Graduate Studies Questions:	Ask:
Inquiries	Brianna
Application processing/review coordination	Brianna
Admission Offers	Lisa
New student checklist /incoming students	Lisa
Academic Questions:	Ask:
<i>All Graduate School forms must be submitted to the JHGC who will review, collect Chair signature, then send to the Graduate School electronically with cc to student</i>	
Enrollment /registration	Brianna, Lisa, or Deb
Continuous enrollment/graduate leave	Deb or Lisa
Committee composition	Deb
Graduate School deadlines and procedures	Deb or Lisa
Questions on degree requirements	Deb or Lisa
General advice in navigating your degree requirements	Deb or Lisa
Program of study preparation, review, Chair signature, send to the Graduate School	Deb
Program or committee changes, review, Chair signature, send to the Graduate School	Deb
Presentation scheduling	Dory and/or Colloquium faculty organizer
Prelim and final exam scheduling form review, Chair signature, send to the Graduate School (<i>students should make room and videoconferencing arrangements with the Entomology office</i>)	Deb or Lisa
Problems /grievances	First speak with your advisor; if you are not able to speak with your advisor or need further resolution contact the Dept Chair, Dept Administrative Manager, or if further resolution is needed contact the Graduate School/University Ombudsman
Student Finance Questions:	Ask:
Graduate appointment questions including waivers	Adam or Deb
Student account questions	Deb or Adam
Entomology/ARCS Scholarships	Adam
Administrative Questions:	Ask:
Space Requests	Dory or Adam
Keys	Dory/Jane or Adam
Email ListServ's	Dory, Jane or Adam
Graduate Student Mailbox	Dory or Adam
Purchasing	FSHN-Clark Business Center or Jane/Adam
Travel	FSHN-Clark Business Center or Jane/Adam
Shipping	Dory or Jane
Videoconference arrangements	Dory or Jane
Videoconferencing (AMS) Help	Jane or Adam
Conference Room and Classroom Space Reservation	Dory/Jane or Adam