

APPENDIX B: CONTACT LIST BY TOPIC

(as of August 2012)

Who To Contact for...	Contact	Phone	Room	Email
A	Unless otherwise specified, all phone numbers follow the format 215-571-XXXX			
Academic Accommodations	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
	Office of Disability Services	895-1401	3201 Arch St	disability@drexel.edu
Academic Advising	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
	Dean Daniel Filler	4705	263	dmf55@drexel.edu
Academic Regulations and Policies	Dean Daniel Filler	4705	263	dmf55@drexel.edu
Academic Skills and Support	Prof. Nancy Kraybill	4803	418	nck26@drexel.edu
	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
Academic Standing	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Adding a Class	Theresa Gallo	4716	452	tg337@drexel.edu
Administration Issues	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Admissions Information	Office of Admissions	895-1LAW	100	lawadmissions@drexel.edu
Address Change	Online (DrexelOne)			
Audiovisual Equipment	Lawtech	4800	108	lawtech@drexel.edu
B				
Bar Exam				
Bar Certification Forms	Alanna Bridgett	4708	400	abridgett@drexel.edu
Preparation	Prof. Nancy Kraybill	4803	418	nck26@drexel.edu
Budget, Institutional	Zhiying Feng	4816	431	zf22@drexel.edu
Building/Facilities Concerns	Dean Mary McGovern	4815	432	mkm35@drexel.edu
C				
Calendar				
Academic	Dean Daniel Filler	4705	263	dmf55@drexel.edu
Events	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Career Counseling	Career Strategies	4785	320	lawcareer@drexel.edu
Certified Legal Intern	Dean Susan Brooks	4784	409	sb589@drexel.edu
Class Cancellations	Theresa Gallo	4716	452	tg337@drexel.edu
Class Ranking	Theresa Gallo	4716	452	tg337@drexel.edu
Clinical Programs	Dean Susan Brooks	4784	409	sb589@drexel.edu
	Dean Daniel Filler	4705	263	dmf55@drexel.edu
Appellate Litigation Clinic	Prof. Richard Frankel	4807	279	rhf24@drexel.edu
Entrepreneurial Law Clinic	Prof. Karl Okamoto	4761	416	ko54@drexel.edu
Field Clinics	Dean Susan Brooks	4784	409	sb589@drexel.edu
Code of Conduct	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Concentrations	Dean Daniel Filler	4705	263	dmf55@drexel.edu
Business & Entrepreneurship	Prof. Karl Okamoto	4761	416	ko54@drexel.edu
Health Law	Prof. Barry Furrow	4706	262	brf26@drexel.edu
Intellectual Property Law	Dean Daniel Filler (interim)	4705	263	dmf55@drexel.edu
Communications & Publications	Sarah Greenblatt	4804	433	seg46@drexel.edu
Co-Op	Prof. Reena Parambath	4783	280	rep42@drexel.edu
	Dean Susan Brooks	4784	409	sb589@drexel.edu
Counseling, Personal	Dean Kevin Oates	4719	405	kpo25@drexel.edu
	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
	Counseling Center	895-1415	Creese 201	
Course Evaluations	Office of Student Affairs	4756	450	lawosa@drexel.edu
Curriculum				
Course Scheduling	Dean Daniel Filler	4705	263	dmf55@drexel.edu
	Theresa Gallo	4716	452	tg337@drexel.edu
Curriculum Planning	Dean Daniel Filler	4705	263	dmf55@drexel.edu

D				
Disability Services	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
	Office of Disability Services	895-1401	3201 Arch St	disability@drexel.edu
Disciplinary Action/Concerns	Dean Kevin Oates	4719	405	kpo25@drexel.edu
DragonCard (ID)	DragonCard Office	895-6095	Creese 124	
Access	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Dropping a Class	Theresa Gallo	4716	452	tg337@drexel.edu
E				
Emergencies	Front Desk	4766	EMSoL	
	Public Safety	895-2222	3141 Chestnut	
Employment Affidavits (Student)	Office of Student Affairs	4756	450	lawosa@drexel.edu
Equipment Repairs	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Events Planning	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Catering	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Permission (Students)	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Room/Space Reservation	Dana Duggan	4794	430	lawres@drexel.edu
Examinations	Theresa Gallo	4716	452	tg337@drexel.edu
Accommodations	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
Conduct Violations	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Exam Conflicts and Deferrals	Theresa Gallo	4716	452	tg337@drexel.edu
Exam Software (Exam4)	Lawtech	4800	108	lawtech@drexel.edu
Information for Faculty	Theresa Gallo	4716	452	tg337@drexel.edu
F				
Financial Aid	Mary de Rivera	895-1044	451	mmd88@drexel.edu
Scholarships	Dean Kevin Oates	4719	405	kpo25@drexel.edu
	Zhiying Feng	4816	431	zf22@drexel.edu
Federal and Other Outside Aid	Mary de Rivera	895-1044	451	mmd88@drexel.edu
Furniture, Rearranging or Damage	Dean Mary McGovern	4815	432	mkm35@drexel.edu
G				
Good Standing - Letters	Office of Student Affairs	4756	453	lawosa@drexel.edu
Grades (General)	Theresa Gallo	4716	452	tg337@drexel.edu
	Dean Daniel Filler	4705	263	dmf55@drexel.edu
Graduation				
Ceremony	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Procedures	Theresa Gallo	4716	452	tg337@drexel.edu
Regalia	Drexel Bookstore	895-2860	33 rd & Chestnut	
Requirements	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
	Theresa Gallo	4716	452	tg337@drexel.edu
H				
Harassment Complaints	Dean Kevin Oates	4719	405	kpo25@drexel.edu
I				
Information, General	Office of Student Affairs	4756	450	lawosa@drexel.edu
J				
Joint Degree Programs	Leanne Marshall	4739	2nd Floor	lmm368@drexel.edu
K				
Keys	Dean McGovern	4815	432	mkm35@drexel.edu
L				
Law Library (Legal Research Center)	Legal Research Center	4772	3rd Floor	lawlib@drexel.edu
Law Review	Prof. Deborah Gordon	4811	2nd Floor	dsg45@drexel.edu
Leave of Absence	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Loans	Mary de Rivera	895-1044	451	mmd88@drexel.edu
Lockers	Nora Olsewski	4756	450	lawosa@drexel.edu
Lost and Found	Administration Office	4794	430	
M				
Mail Distribution				
Faculty/Staff	Dean Mary McGovern	4815	430	mkm35@drexel.edu
Students	Office of Student Affairs	4756	450	lawosa@drexel.edu

Moot Court Board	Prof. Lisa McElroy	4787	2nd Floor	ltm35@drexel.edu
N				
Newsletter	Alanna Bridgett	4708	400	abridgett@drexel.edu
Notary Services	Bernadette McCloskey	4717	430	bm357@drexel.edu
O				
Orientation, New and Transfer	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
	Dean Kevin Oates	4719	405	kpo25@drexel.edu
P				
Parking	Parking Services	895-2813	34 th & Market	
	Dean Mary McGovern	4815	430	mkm35@drexel.edu
Pre-Law Advising	Michael Vitlip	895-1632	3201 Arch	vitlip@drexel.edu
Pro Bono Program	Karen Pearlman Raab	4722	412	kap58@drexel.edu
Public Interest Law	Rashida West	4805	321	rtw27@drexel.edu
Public Relations/Communications	Sarah Greenblatt	4804	433	seg46@drexel.edu
Q				
R				
Readmission/Reinstatement	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Registration	Theresa Gallo	4716	452	tg337@drexel.edu
Overload Permissions	Dean Daniel Filler	4705	263	dmf55@drexel.edu
Room Reservations	Dana Duggan	4756	450	lawres@drexel.edu
	Dean Mary McGovern	4815	432	mkm35@drexel.edu
S				
Safety Escort & Transportation	Public Safety	895-2822	3141 Chestnut	
Scholarship Information				
Earle Mack School of Law	Dean Kevin Oates	4719	405	kpo25@drexel.edu
	Zhiying Feng	4816	431	zf22@drexel.edu
Signs	Jerry Arrison	4750	130	jla45@drexel.edu
Snow Emergency - School Closing	Via e-mail, website	895-MELT		
Student Bar Association	Student Bar Association		213	emsol.sba@gmail.com
	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Student Employment				
Career Counseling	Career Strategies	4785	320	lawcareer@drexel.edu
Work-Study	Zhiying Feng	4816	431	zf22@drexel.edu
Student Organizations	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
	Student Bar Association		213	sbalaw@drexel.edu
Student Practice	Dean Susan Brooks	4784	409	sb589@drexel.edu
Student Records	Office of Student Affairs	4756	450	lawosa@drexel.edu
Study Rooms	Legal Research Center	4772	3 rd Fl	lawlib@drexel.edu
Study Skills Assistance	Prof. Nancy Kraybill	4803	418	nck26@drexel.edu
Summer Abroad Programs				
Search	Christine McCarry	4702	320	cbm43@drexel.edu
Process	Theresa Gallo	4716	452	tg337@drexel.edu
T				
Technical Support	Lawtech	4800	108	lawtech@drexel.edu
Textbooks				
Booklist	Nora Olsewski	4756	450	lawosa@drexel.edu
Ordering for Faculty	Nora Olsewski	4756	450	lawosa@drexel.edu
Purchases	Drexel Bookstore	895-2860	33 rd & Chestnut	
Thefts	Public Safety	895-2822	3141 Chestnut	
	Dean Mary McGovern	4815	432	mkm35@drexel.edu

Transcripts				
Official	University Registrar	895-2300	Curtis 261	DrexelOne
Unofficial	Office of Student Affairs	4756	450	lawosa@drexel.edu
Transfer Credits	Theresa Gallo	4716	452	tg337@drexel.edu
Trial Team	Prof. Gwen Stern	4764	235	grs29@drexel.edu
U				
V				
Vending Machines	Dean Mary McGovern	4815	432	mkm35@drexel.edu
Visiting Students				
Academic Year, visiting at EMSoL	Admissions	895-7583	100	lawadmissions@drexel.edu
Academic Year, visiting outside EMSoL	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Summer School, EMSoL students or visitors	Theresa Gallo	4716	452	tg337@drexel.edu
W				
Website	Sarah Greenblatt	4804	433	seg46@drexel.edu
	Corey Acri	4723	130	ca458@drexel.edu
Withdrawal				
From courses (with a W)	Prof. Clare Coleman	4731	453	ckc32@drexel.edu
From the School of Law	Dean Kevin Oates	4719	405	kpo25@drexel.edu
Work-Study Program (Law Students)	Zhiying Feng	4816	431	zf22@drexel.edu
Writing Support	Prof. Clare Coleman	4731	332	ckc32@drexel.edu
X, Y, Z				