

**Undergraduate Programs and Records Office reference sheet.**

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Kat Mor	Director, UPO	Study Abroad, Bulletin, Title IX	<a href="mailto:kmor@bu.edu">kmor@bu.edu</a>
Dan Tyburski	Associate Director	First years, open house, orientation	<a href="mailto:dht@bu.edu">dht@bu.edu</a>
Sandy White	Academic Counselor	First years, open house, orientation	<a href="mailto:sbonfigl@bu.edu">sbonfigl@bu.edu</a>
Carmel Barrau	Academic Counselor	Transfers, IUTs, CGS, tours, student orgs	<a href="mailto:barrau@bu.edu">barrau@bu.edu</a>
Quinton Callahan	Academic Counselor	Sophomores, tutoring, dual degree, MMEDIC	<a href="mailto:quintonc@bu.edu">quintonc@bu.edu</a>
Carole Dutchka	Assistant Director	Juniors, Seniors, Hub	<a href="mailto:caroled@bu.edu">caroled@bu.edu</a>
Amanda Barba	Asst. Director of First Year Success	First year probation meetings	<a href="mailto:abarba@bu.edu">abarba@bu.edu</a>
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Cameron Ickes (A-L)	Sr. Programs Coord.	Student records A-L	<a href="mailto:cickes@bu.edu">cickes@bu.edu</a>
Dawn Cardoso (M-Z)	Sr. Programs Coord.	Student records M-Z	<a href="mailto:cardosod@bu.edu">cardosod@bu.edu</a>

Academic Misconduct/Review	Carole
Advising (general, LOA/WD, time management)	First-year students - Dan/Sandy Sophomores – Quinton Juniors, Seniors - Carole
Applications for Minors	Records Office* A-L: Cameron, M-Z: Dawn
Class Scheduling	Jackie
GST Evaluations	Nitsa
Dean's List	Certificates - Nitsa Eligibility - Carole
Dual Degree, MMEDIC	Quinton
UPO/College Events and Commencement	Nitsa
Grade Changes	Jackie
Graduation Reviews	Records Office* A-L: Cameron, M-Z: Dawn
Hub questions	Carole
IUTs in/out (inc. continuations from CGS)	Carmel
Non-Degree Student Course Enrollment	Jackie
Open House and Orientation	Dan/Sandy
Pass/Fail	Jackie
Petitions	Records Office* A-L: Cameron, M-Z: Dawn
Probation Meetings	First-year – Amanda Sophomores – Quinton Juniors/seniors - Carole
Scholarships	Financial Aid (3-2965)
Student Organizations	Carmel
Study Abroad	Kat
Title IX	Kat (or <a href="#">Stacey Herman</a> in Grad Programs)
Transfer Credit	Records Office* A-L: Cameron, M-Z: Dawn
Transfer Students (coming into BU)	Carmel
Tutoring	Quinton
Tours/Engineering Ambassadors	Carmel