

**Everything You Always Wanted to Know About the Department,
But Didn't Know You Wanted to Ask**

I. Who's Who

1. Who is the staff that I should know and what are their positions?

<u>Name</u>	<u>Position</u>	<u>Phone No.</u>
Jerry Rudy	Chair	2-3306
Patty Berger	Assistant to Chair	2-8708
Irene Blair	Director of Undergrad Studies	2-4563
Tiffany Ito	Director of Graduate Studies	2-5879
Lily Welch	Curriculum Coordinator	2-7358
Olga Platitsyna	Business Office Professional	5-0163
Denise Bender	Business Office Manager	2-8077
Nancy Coleman	Business Office Professional	2-8080
John Carroll	Business Office Professional	2-8839
Kate Bell	Building Manager	2-8092
Amanda Meyer	Clinical Grad Assistant	2-8805
Tim Greeson	BN, BG, Social and Cog Grad Asst.	2-3888
Jude Cass deLaubenfels	Front Office Manager	2-8662
Jon Roberts	IT Support	2-4280
Ernie Mross	IT Support	2-3297
Alicia Segal	Human Research Coordinator	2-7510

II. Staff Office Policies

1. What are the operating hours of the department?

The department office is open from 8:00-5:00.

Summer hours are 7:30 am – 4:30 pm. These hours begin after graduation in May and end before Fall semester begins.

2. Is there photocopying available?

We have two copiers in the front office. Please talk to Jude at the front desk for training. You can submit a request to have exams and other classroom materials copied. Jude can show the request forms to you. Once you know the information that is needed to make the request you can email it to copies-pdf-requests@psych.colorado.edu.

3. What are the rules and procedures for use of office equipment and supplies?

There is a fax machine in the front office that is available for your use. Please ask office staff for assistance.

There are office supplies in the front office. There are adaptors, projectors, laser printers and more that you can check out in the main office.

4. How do I go about getting keys to my office and the building?

You email Jude at the front desk (judith.cass@colorado.edu). Include in your email the room # (#'s) that you need a key for along with the last seven #'s on your BuffOne card. (You must wait 48 hours after receiving your BuffOne card before you can order keys or scanner access to the building.)

Jude submits a request to Access Services (the key shop) electronically. She will send you an email letting you know when the key(s) will be available for pick up. You must take your BuffOne card with you when you pick up your keys.

Access Services is located on the east side of Folsom Stadium. The office is on the lower level under the gate area at the level of the training field. Follow signs indicating where to turn left into the office.

Jude can also give you after hours access to Muenzinger and CINC. You must send her the last seven #'s on your BuffOne card. The card scanner is located on the west side entrance of MUEN and at the front of CINC.

5. How do I go about reserving rooms for review sessions and special needs testing?
Rooms can be reserved by filling out a form or emailing the necessary information. Jude has a form at the front desk with the information that she needs to reserve a room. Once you know the information that is needed you can email it to room-reservations@psych.colorado.edu.
6. Who do I notify in the office if I must cancel a recitation, lab, or class due to an emergency or illness?
Email the course roster to make the students aware of your absence. You also need to cc the Director of Undergraduate Education (Irene Blaire Irene.Blair@colorado.edu). Then call or email the front office- 303-492-8662, judith.cass@colorado.edu. Jude will post a sign on your classroom door.
7. Where is my mailbox?
If you are a cognitive, social, BN, or BG graduate student, the mailboxes are in the front office MUEN D244A. The clinical graduate student mailboxes are in D244C.
8. What should I know about security in the building? When is the building open?
The CU police department is in charge of security for the building. If you need to call them, their number is: 303-492-6666. They open the building at 6:30 am and lock the building at 8:00 pm. The building is locked on weekends unless it is during finals week or an outside group has reserved a room(s) and made arrangements to have the building unlocked. Classrooms are never locked by campus security. If a classroom is found locked, you can borrow a master key from the front desk and return it immediately.
9. How do I get a light bulb replaced? Etc.?
As building manager, Kate Bell is the person to contact if something needs to be repaired, i.e. light bulbs are out or you have furniture or outdated computers you no longer want. Kate can be reached at 303-492-8092 or kate.bell@colorado.edu. Always contact Kate rather than leaving unwanted items sitting in the hallways.

10. Are there other facilities in the building? (library, food vendors, coffee shops)
There are no libraries here but Norlin Library is not too far away. The UMC (University Memorial Center or student union) has a huge variety of foods available for students most hours of the day. There is a coffee shop in the Atlas Building, the Norlin Library and the main level of Porter just across the patio from Muenzinger. All of these buildings are close to Muenzinger.
11. Where are the computer labs in the building?
We have a computer lab for grad students called CLIPR (Computer Lab for Instruction in Psychological Research) in E321 and E329. There are computer labs managed by the campus central IT people (OIT) in E311, D346 and E0014 that are used for classes, but you can use them whenever there are no classes being held. There is no charge for printing in the CLIPR lab. More information is available at: <http://oit.colorado.edu/printing>. Please try not to be wasteful with printing in CLIPR, and use the main office for copying tasks rather than printing multiple copies in CLIPR.
12. Is there parking on campus?
Email Kate Bell to request parking on campus. Parking is expensive, and there is limited availability in some campus lots. Also, prices vary depending on the lot.
13. Where are recycling containers?
There are cardboard recycling carts on each floor D-wing. Please flatten all corrugated cardboard.
- There is a cart for Styrofoam just outside the elevator on the 00-level. Please remove all tape from the Styrofoam. Styrofoam that has black foam material glued to it cannot be recycled.**
- Deskside recycling bins are available. During the semester a work study student empties these bins weekly. There are larger blue bins available for paper and mixed containers in the hallways and the front office.**
14. Does my deskside trash get emptied by the custodial staff?
No, there are large gray trash bins in the hallways that you use for emptying your trash. DO NOT LEAVE FOOD TRASH in your office. Fruit flies appear almost instantly.
- The custodial staff vacuums offices every two weeks.**