

## Department of Sociology Contact List:

|                                                       | Front Office<br>Student Assistants | Grad Program Manager<br>Brigitte | Undergrad Program Professional<br>Sierra | Budget Payroll Liaison<br>Patti | CU Office – see glossary below |
|-------------------------------------------------------|------------------------------------|----------------------------------|------------------------------------------|---------------------------------|--------------------------------|
| Benefits                                              |                                    |                                  |                                          |                                 | Benefits                       |
| Building Keys/Access                                  |                                    |                                  |                                          | *                               |                                |
| Campus room booking                                   | *                                  |                                  |                                          |                                 |                                |
| Copying/Printing                                      | *                                  |                                  |                                          |                                 |                                |
| Course Scheduling                                     |                                    |                                  | *                                        |                                 |                                |
| Direct Deposit                                        |                                    |                                  |                                          |                                 | ES                             |
| Drop/Add UG– Waitlist – course registration           |                                    |                                  | *                                        |                                 |                                |
| Drop/Add Graduate                                     |                                    | *                                |                                          |                                 |                                |
| Email problems                                        |                                    |                                  |                                          |                                 | OIT                            |
| Employment Verification                               |                                    |                                  |                                          |                                 | ES                             |
| Faculty processes (sabbatical, course buy out, leave) |                                    |                                  |                                          | *                               |                                |
| Faculty Travel                                        |                                    |                                  |                                          | *                               |                                |
| Graduate Program                                      |                                    | *                                |                                          |                                 |                                |
| Graduate fellowship expense/reconcile                 |                                    | *                                |                                          |                                 |                                |
| Graduate Travel                                       |                                    | *                                |                                          |                                 |                                |
| Identikey                                             |                                    |                                  |                                          |                                 | OIT                            |
| Ketchum Room Booking                                  | *                                  |                                  |                                          |                                 |                                |
| Miscellaneous                                         | *                                  |                                  |                                          |                                 |                                |
| Offices Directory                                     | *                                  |                                  |                                          |                                 |                                |
| Parking Pass employee                                 |                                    |                                  |                                          | *                               |                                |
| Parking pass visitor                                  |                                    |                                  | *                                        |                                 |                                |
| Payroll Issues                                        |                                    |                                  |                                          | *                               | ES                             |
| Registration questions                                |                                    | *                                | *                                        |                                 |                                |
| Undergrad Program                                     |                                    |                                  | *                                        |                                 |                                |
| Website updates                                       |                                    |                                  | *                                        |                                 |                                |
| Speedtype balances                                    |                                    |                                  |                                          | *                               |                                |
| Honorarium requests                                   |                                    |                                  |                                          | *                               |                                |

OIT – Office of Information Technology: <https://oit.colorado.edu/>

ES – Employee Services: <https://www.cu.edu/employee-services>

Benefits: <https://www.cu.edu/employee-services/benefits-wellness>

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**Employment Verification, Employee Services** <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/employment-verification>

**Graduate School:** <https://www.colorado.edu/graduateschool/>

### **Building Issues/Building Access:**

Building Proctor

**Patti Burton**

Email: [Patricia.burton@colorado.edu](mailto:Patricia.burton@colorado.edu)

Office: KTCH 195

### **Department Contact Emails/Phone Numbers**

Student Assistants: [sociology@colorado.edu](mailto:sociology@colorado.edu) / Front Desk

Executive Program Manager

- Patti Burton: [Patricia.burton@colorado.edu](mailto:Patricia.burton@colorado.edu) / KTCH 195

Graduate Program Manager

- Brigitte Sellinger: [Brigitte.sellinger@colorado.edu](mailto:Brigitte.sellinger@colorado.edu) / KTCH 195D

Undergraduate Program Professional

- Sierra Williams: [Sierra.williams-1@colorado.edu](mailto:Sierra.williams-1@colorado.edu) / KTCH 195B

### **Office of Information Technology (OIT)**

Email: [help@colorado.edu](mailto:help@colorado.edu)

Phone: 303-735-4357 (5-HELP)