**CONTACT PEOPLE**
and their relationship to you as students

Faculty and Staff of the Graduate Program in Endocrinology and Animal Biosciences (EAB) and Department of Animal Sciences:

**Carol Bagnell, EAB Graduate Program Director** ([bagnell@aesop.rutgers.edu](mailto:bagnell@aesop.rutgers.edu), FOR-126A; 848-932-6334)
- Representative of Endocrinology and Animal Biosciences (EAB) students and faculty to the Graduate School–New Brunswick (GSNB) and the School of Environmental and Biological Sciences (SEBS)
- Sets policy for the program in consultation with faculty
- Advises new students re: first-year coursework and rotations
- Signs “Committee Information” form, Ph.D. and M.S. candidacy forms, etc.
- Door is “always open” for graduate students with any concerns.

**Kathy Manger, Grad Program Asst/Dept AA/Editor** ([manger@aesop.rutgers.edu](mailto:manger@aesop.rutgers.edu), BT-105; 848-932-3879)
- Contact person for Endocrinology and Animal Biosciences graduate students and faculty
- Liaison with the GSNB for students’ questions
- Keeps graduate student files up-to-date; provides support to GPD and committee chairs
- Reviews fellowship acknowledgment letters; creates/coordinates program reports, nomination packages, and other communications; helps update program website

**Wendie Cohick, Animal Sciences Dept Chair** ([cohick@aesop.rutgers.edu](mailto:cohick@aesop.rutgers.edu), BT-106, FOR-108; 848-932-6319)
- Any issues related to the department in general or graduate appointments
- Door is “always open” for graduate students with any concerns.

**Damien Carroll-DeBose, Business Specialist** ([dcdebose@aesop.rutgers.edu](mailto:dcdebose@aesop.rutgers.edu), BT-118; 848-932-9793)
- All payroll questions, appointments and tuition remission (SEBS TAs and GAs), visas, travel reimbursements, purchase orders, supply orders
- Purchase orders, account questions, TABERs, travel orders
- Building issues (i.e., facilities-related concerns) – **Damien only**

**Tory Gombosi, Dept Secretary** ([toryg@aesop.rutgers.edu](mailto:toryg@aesop.rutgers.edu), BT-105; 848-932-1937)
- Keys, mail, Xerox and fax machines, supply closet, seminar announcements
- Other office/administrative functions (including deliveries)

**Aaron DeLaRosa, Multimedia Services Coordinator** ([delarosa@aesop.rutgers.edu](mailto:delarosa@aesop.rutgers.edu), BT-209B; 848-932-8948)
- Email and server accounts; poster printing; webpages
- Computer-related concerns (including software and technical issues)
**CONTACT PEOPLE** (continued)

Administrators at Other Rutgers University Offices:

**Jana Curry**—*Life Sciences TA Contact, Senior Administrative Assistant*, Nelson Bio Labs A108, 604 Allison Rd, Busch Campus; [curry@dls.rutgers.edu](mailto:curry@dls.rutgers.edu) 732-445-5536

• Any and all questions relating to your Life Sciences TAs (if you have one)

**Barbara Sirman**—*Senior Administrator for Degree Certification*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; [sirman@rci.rutgers.edu](mailto:sirman@rci.rutgers.edu) 732-932-8122

• Any questions relating to your thesis format or degree certification

**Alexandra Bachmann**—*Senior Administrator for Student Services*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; [abachman@rci.rutgers.edu](mailto:abachman@rci.rutgers.edu) 732-932-7449

• Registration questions; drop/adds
• Monitors ESL

**Allison Mera**—*Administrative Assistant*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; [allimera@scarletmail.rutgers.edu](mailto:allimera@scarletmail.rutgers.edu) 732-932-7034

• Candidacy forms, general information

**Teresa Delcorso**—*Assistant Dean and Director of GradFund (Resource Center for Graduate Student External Support)*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; [delcorso@rci.rutgers.edu](mailto:delcorso@rci.rutgers.edu) [http://gradfund.rutgers.edu](http://gradfund.rutgers.edu) 848-932-2705

• Web-based resources
• Individual and group meetings to develop proposals for external funding

**Urmi Otiv**—*Director, Center for Global Services*, 180 College Avenue, College Ave. Campus; [uotiv@gaiacenters.rutgers.edu](mailto:uotiv@gaiacenters.rutgers.edu) [http://internationalservices.rutgers.edu](http://internationalservices.rutgers.edu) 848-932-7015; General email: [globalservices@gaiacenters.rutgers.edu](mailto:globalservices@gaiacenters.rutgers.edu)

• Cultural programs and immigration-related services for international students, scholars, faculty, and their dependents
• Help in the cultural adjustment process

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