

ACADEMIC PROGRAMS OFFICE  
Primary Contacts

PROGRAMS

Center for Ocean Science Education Excellence	Andrea Thorrold
Geophysical Fluid Dynamics Program Fellowships	Janet Fields
Guest Student Program (High school, undergraduate, graduate)	Laishona Vitelli
Joint Program:	
Admissions - oversight	Jim Price
- logistics	Marsha Gomes
Alumni/ae tracking	Valerie Caron
Career seminars and workshops	Julia Westwater
Check-in and check-out	Marsha Gomes
Class scheduling	Julia Westwater
Computer loan processing	Julia Westwater
Course evaluation compilation	Laishona Vitelli
Degree lists	Marsha Gomes
Grades	Marsha Gomes
Joint committee support	Marsha Gomes
Loan deferment forms	Marsha Gomes
Request for Payment forms	Julia Westwater
Registration	Julia Westwater
Steinbach Visiting Scholar Program	Marsha Gomes
Student expense accounts	Christine Charette
Student verification letters	Marsha Gomes
Thesis committee meeting reservations	Laishona Vitelli
Thesis defense notices	Laishona Vitelli
Thesis reproduction	Marsha Gomes
Travel reimbursement	
- Conference travel	Julia Westwater
- MIT/WHOI travel	Laishona Vitelli
Tuition and stipend	Christine Charette
K-12 Curriculum	Kate Madin
Minority Fellowship Program	Laishona Vitelli
Postdoctoral Scholars, Fellows and Investigators	Janet Fields
Summer Student Fellowship Program	Laishona Vitelli

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Summer lecture series coordination	Laishona Vitelli
<u>SERVICES</u>	
Appointments and promotions memos	
Current scientific staff/faculty	Jim Price, Julia Westwater
Postdoc to Assistant Scientist	Jim Yoder, Janet Fields
Budgets	
Coordination of all budgets	Christine Charette
- Academic Programs	Christine Charette
Faculty	Julia Westwater
Postdoctoral Program	Janet Fields
- Housing	Valerie Caron
- Library	Christine Charette
Faculty support	Julia Westwater
General AP Office information	Laishona Vitelli, Valerie Caron
Housing	Valerie Caron
Meeting coordination	Christine Charette
(Educational Assembly, Educational Council, Trustees' Education Committee)	
Proposal preparation for AP Office	Christine Charette, Janet Fields
Statistics	
- Graduate & undergraduate	Julia Westwater
- Postdoctoral	Janet Fields
Webmaster	Janet Fields

VICE PRESIDENT FOR ACADEMIC PROGRAMS & DEAN

Executive Assistant	Christine Charette
VP/Dean administrative support	
- Dean's appointments and calendar	Valerie Caron
- Dean's event planning	Valerie Caron
- Dean's travel arrangements	Valerie Caron