Academic Programs Office  
Primary Contacts  

PROGRAMS  

Geophysical Fluid Dynamics Program – Fellowships  Janet Fields  
Global Learning and Observations to Benefit the Environment (GLOBE) Partnership  Kama Thieler  
Guest Students  Tricia Gebbie  
(Undergraduate, Graduate)  
K-12 Curriculum  Kama Thieler  
MIT-WHOI Joint Program:  
Admissions  Delia Oppo  
- oversight  Lea Fraser  
- logistics  Meredith Bittrich  
Alumni Association  Meredith Bittrich  
Check-in and check-out  Lea Fraser  
Class scheduling  Meredith Bittrich  
Computer loans  M. Bittrich, T. Resende  
Course evaluations  Meredith Bittrich  
Degree lists  Lea Fraser  
Grades  Meredith Bittrich  
Health insurance  Meredith Bittrich  
Joint Committee support  Lea Fraser  
Loan deferment forms  Lea Fraser  
Ocean Ventures Fund coordination  Christine Charette  
Registration  Meredith Bittrich  
Steinbach Visiting Scholar Program  Lea Fraser  
Student verification letters  Lea Fraser  
Thesis committee meeting reservations  Lea Fraser  
Thesis defense notices  Lea Fraser  
Thesis reproduction  Lea Fraser  
Travel Reimbursement  
- Conference travel  Meredith Bittrich  
- Faculty intercampus travel  Meredith Bittrich  
- MIT-WHOI intercampus travel  Tricia Gebbie  
Tuition and stipend management  Christine Charette
Ocean Research Experience for Liberal Arts Undergraduates  
- Tricia Gebbie

Postdoctoral Scholars, Fellows, and Investigators  
- Janet Fields

Semester at WHOI Program  
- Kama Thieler

Summer Student Fellowship Program  
- Kama Thieler

**SERVICES**

Accreditation (Institution)  
- Meg Tivey, et al

APO Administrative Support  
- Tatiana Resende

Appointment and promotion memos  
- Delia Oppo, Meredith Bittrich

Current scientific staff/faculty

Budgets
- Coordination of all budgets  
  - Academic Programs  
  - Faculty  
  - Postdoctoral program  
  - Housing  
- Christine Charette

Faculty hours  
- Meredith Bittrich

General Academic Programs Office Information  
- Tatiana Resende

Housing  
- Tatiana Resende

Proposal preparation for Academic Programs Office  
- Christine Charette