



**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 (Undergraduate, Graduate)	Tricia Gebbie
K-12 Curriculum	Kama Thieler
MIT-WHOI Joint Program:	
Admissions	
- oversight	Delia Oppo
- logistics	Lea Fraser
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 Current scientific staff/faculty	Delia Oppo, Meredith Bittrich
Budgets	
Coordination of all budgets	Christine Charette
-Academic Programs	Christine Charette
-Faculty	Christine Charette
-Postdoctoral program	Janet Fields
-Housing	Tatiana Resende
Faculty hours	Meredith Bittrich
General Academic Programs Office Information	Tatiana Resende
Housing	Tatiana Resende
Proposal preparation for Academic Programs Office	Christine Charette