

### **Academic Coaching and Tutoring Center**

The [Office of Academic Coaching and Tutoring](#) will be available remotely, Monday - Friday from 8am - 5pm. To make an appointment with a member with the team or to schedule a tutoring session, please visit their [website](#). Some in person academic coaching is available by appointments, please contact Andrew Linscott, 978-665-3319 or Morgan Hakala, 978-665-4611 or utilize SSC Navigate.

### **Admissions**

The [Office of Admissions](#) will provide in person services, Monday - Friday from 8am - 5pm. Appointments are encouraged for constituents dropping off documents and when meeting with admissions counselors. To request a virtual meeting please click [here](#) The Admissions team will be offering self guided virtual tours, you can find the self-guided booklet [here](#).

If you should require assistance by phone please contact Admissions at 800-705-9692, 978-665-3144 or you may email [admissions@fitchburgstate.edu](mailto:admissions@fitchburgstate.edu).

### **Adult Learning in the Fitchburg Area - ALFA**

The [Adult Learning in the Fitchburg Area \(ALFA\)](#) will be available remotely, Monday - Friday from 8am - 5pm for the Fall 2020 semester. To make an appointment with a member of our team please contact us by email at [alfa@fitchburgstate.edu](mailto:alfa@fitchburgstate.edu) or call 978-665-3706. Please note that you may receive a call back from a blocked or unlisted number as some of our staff are still working remotely.

### **Alumni & Development**

The [Office of Alumni and Development](#) will provide in person services on a walk-in basis, Monday - Friday from 8am - 12pm. The office will also offer appointments in person and remotely, Monday through Friday 8am - 4:30pm for the Fall 2020 semester. To make an appointment with a member of our team please contact the office at 978-665-4555 or email [alumni@fitchburgstate.edu](mailto:alumni@fitchburgstate.edu).

### **Athletics**

The [Office of Athletics](#) will provide in person services Monday - Friday from 8am – 5pm. We encourage all student-athletes to schedule an appointment with their head coach in advance to limit the number of walk-ins entering the athletic offices. If you should require immediate assistance regarding athletics, please contact Matt Burke at [mburke43@fitchburgstate.edu](mailto:mburke43@fitchburgstate.edu) or 978-665-3313.

### **Behavioral Sciences**

The [Department of Behavioral Sciences](#) located at McKay Complex, Room 206 will provide in person services on a walk-in basis, Monday, Wednesday and Friday as needed by appointment. To make an appointment with the chair, please contact [Dr. Christine Shane](#) or by phone at 978.665.3242. To make an appointment with a member of our team, please contact Gail Feckley at 978-665-3241 or email [gfeckley@fitchburgstate.edu](mailto:gfeckley@fitchburgstate.edu).

To make an appointment with a Behavioral Sciences faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

### **Biology/Chemistry**

The [Department of Biology/Chemistry](#) will provide in person services on a walk-in basis, Monday, Wednesday and Friday from 8:30am - 12:30pm. To make an appointment with a member of our team, please contact Lindsey Babineau at 978-665-3246 or email [lbabine3@fitchburgstate.edu](mailto:lbabine3@fitchburgstate.edu).

To make an appointment with a Biology or Chemistry faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#). The Department Chair, Dr. Meledath Govindan can also be contacted directly via e-mail: [mgovindan@fitchburgstate.edu](mailto:mgovindan@fitchburgstate.edu) or via phone at 978-665-3628.

### **Business Administration**

The [Department of Business Administration](#) will provide in person services on Wednesdays from 8am - 12:30pm in Percival Hall, Rooms G09-B and G08. The office will be available remotely, Monday, Tuesday, Thursday and Friday from 8am - 4:30pm and Wednesday from 1:30pm - 4:30pm for the Fall 2020 semester. Please contact [aburrill@fitchburgstate.edu](mailto:aburrill@fitchburgstate.edu) for assistance.

To make an appointment with Dr. Renee Scapparone, Department Chair, please contact her at [rscappar@fitchburgstate.edu](mailto:rscappar@fitchburgstate.edu).

To make an appointment with a Business Administration faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#)

### **Capital Planning and Maintenance**

The [Department of Capital Planning and Maintenance](#) will provide in person services Monday - Friday from 8am - 5pm. Members of the community and guests to campus are encouraged to make appointments. To make an appointment with a member of our team please contact them by phone at 978-665-3115 or please email the individual staff member within the department you wish to schedule an appointment with.

### **Career Services and Advising Center**

The [Career Services and Advising Center](#) will be available remotely, Monday - Friday from 8am - 4pm for the Fall 2020 semester. To make an appointment with a member of our team please contact us by phone 978-665-3151 or via email at [careercenter@fitchburgstate.edu](mailto:careercenter@fitchburgstate.edu).

Additionally, the center will offer virtual drop-in hours Monday/Wednesday/Friday 1pm - 3pm and Tuesday/Thursday 10am - 12pm. No appointment is required. To connect with an advisor simply use the following link and send a message during the above times: <https://bit.ly/Drop-InChat>. If you should require immediate assistance please contact Diane Maynard at 978-665-3151.

### **Center of Diversity and Inclusiveness**

The [Office of Diversity and Inclusiveness](#) will provide assistance to Monday - Friday from 8am - 5pm for the Fall 2020 semester. To make an appointment with a member of our team please contact us at 978-665-3399, 978-665-3701 or email Jamie Cochran at [jcochran@fitchburgstate.edu](mailto:jcochran@fitchburgstate.edu) or Faustina Cuevas at [fcuevas@fitchburgstate.edu](mailto:fcuevas@fitchburgstate.edu).

### **Center of Professional Studies**

The [Center of Professional Studies](#) will provide in person services on a walk-in basis, Monday - Friday from 8am - 5pm. The office will also offer appointments remotely, Monday - Friday 8am - 5pm for the Fall 2020 semester. To make an appointment with a member of our team please contact us at 978-665-3636 or email [cps@fitchburgstate.edu](mailto:cps@fitchburgstate.edu).

### **Center for Teaching and Learning**

The [Center for Teaching and Learning](#) will offer programming on the third Tuesday of the month, please reference the academic calendar for dates. The center will continue to offer observations, chats, office hours, remotely as needed. Faculty and staff can send an email to [ctl@fitchburgstate.edu](mailto:ctl@fitchburgstate.edu) to establish an appointment. Please visit our [webpage](#) for more information.

## **Communications Media**

The [Department of Communications Media](#) will provide in-person services Monday - Friday from 8am – 4:30pm in Conlon Hall, Room 237 for the Fall 2020 semester. Please contact Karen Valeri [kvaleri@fitchburgstate.edu](mailto:kvaleri@fitchburgstate.edu) or Samantha deManbey [sdemanbe@fitchburgstate.edu](mailto:sdemanbe@fitchburgstate.edu) for assistance.

To make an appointment with Prof. Mary Baker, Department Chair, please email [mbaker1@fitchburgstate.edu](mailto:mbaker1@fitchburgstate.edu). To make an appointment with a Communications Media or Game Design faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#)

## **Computer Science**

The [Department of Computer Science](#) will provide assistance to all constituents remotely, Monday - Friday from 8am - 4:30pm for the Fall 2020 semester. If necessary, in-person visits will be coordinated by appointment only in Edgerly Hall, Room 310. If you should require immediate assistance please contact Keyna Thomas by email at [kthoma17@fitchburgstate.edu](mailto:kthoma17@fitchburgstate.edu) or by calling 978-665-3290.

To make an appointment with a Computer Science faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

## **Counseling Services**

The [Office of Counseling Services](#) will continue providing services to enrolled Fitchburg State University students using a "telehealth" platform. Office hours for Counseling Services will remain the same as in prior semesters, during telehealth provision, Monday - Friday, 8:30am - 5pm. Appointments to meet (virtually) with a counselor can be made by calling 978-665-3152, or by sending an email to [counselingscheduler@fitchburgstate.edu](mailto:counselingscheduler@fitchburgstate.edu).

In emergency situations, students should contact University Police at 978-665-3111, dial 911, or seek out emergency care at their local emergency room.

## **Disability Services**

The [Office of Disability Services](#) will continue to arrange for academic and other accommodations for students with documented disabilities. The Disability Services staff can meet virtually; students should establish a meeting with a staff member in Disability Services by calling 978-665-4020, or by emailing [disabilityserviceslist@fitchburgstate.edu](mailto:disabilityserviceslist@fitchburgstate.edu). Office hours for Disability Services are Monday - Friday, 8:30am - 5pm. Students who are in need of a face-to-face meeting to discuss accommodations can identify this when an appointment is scheduled.

## **Earth and Geographic Sciences Antonucci Science Center, Room 220**

The [Department of Earth and Geographic Sciences](#) will offer remote services Monday -Friday, 8:30am - 5pm. In person services will be available on a walk-in basis, Monday, Wednesday and Friday from 8:30am - 12:30pm, the office is located in the Antonucci Science Center, Room 220 though appointments are encouraged. To make an appointment with a member of our team, please contact Lindsey Babineau at 978-665-3246 or email [lbabine3@fitchburgstate.edu](mailto:lbabine3@fitchburgstate.edu).

To contact the Department Chair, Dr. Elizabeth Gordon, please email [egordon3@fitchburgstate.edu](mailto:egordon3@fitchburgstate.edu)

To make an appointment with a Earth and Geographic Sciences faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#)

### **Economics, History and Political Science** Miller Hall, Room 101

The [Department of Economics, History and Political Science](#) will offer a combination of remote and walk in services. To speak with someone please schedule an appointment. Brief, in person services will be available on a walk-in basis, Mondays from 10:00 - 11:00 a.m., and 2:00 - 3:00 p.m.; Tuesdays and Thursdays from 3:00 - 4:00 p.m.; and Wednesdays from 9:00 - 10:00 a.m., though appointments are encouraged. To make an appointment with a member of our team, please contact Carla McGrath at 978-665-3397 or email [cmcgrath@fitchburgstate.edu](mailto:cmcgrath@fitchburgstate.edu).

To contact the Department Chair, Dr. Benjamin Lieberman, please email [blieberman@fitchburgstate.edu](mailto:blieberman@fitchburgstate.edu)

To make an appointment with an Economics, History and Political Sciences faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

### **Education**

The [Department of Education](#) will provide in person assistance Monday - Friday from 8am to 4:30pm, located at McKay Complex, Room B226. If you should require immediate assistance please email Carolyn Hughes at [chughes@fitchburgstate.edu](mailto:chughes@fitchburgstate.edu) by phone at 978-665-3193 or Lael Lavery at [llavery@fitchburgstate.edu](mailto:llavery@fitchburgstate.edu) or by phone at 978-665-3308

### **Engineering Technology**

The [Department of Engineering Technology](#), Conlon Hall, Room 209 will provide assistance to all constituents remotely, Monday - Friday from 8am - 4:30pm for the Fall 2020 semester. If necessary, in-person visits will be coordinated by appointment only. For immediate assistance, please contact Diane Whitham at [dwhitham@fitchburgstate.edu](mailto:dwhitham@fitchburgstate.edu) or 978-665-3255 or the Department Chair, Dr. Sanjay Kaul, at [skaul@fitchburgstate.edu](mailto:skaul@fitchburgstate.edu) or 978-665-3050.

To make an appointment with an Engineering Technology faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

### **English Studies**

The [Department of English Studies](#) located at Miller Hall, Room 202 will operate remotely for the Fall 2020 semester, the chair and faculty are available by phone or video conference. For assistance or to make an appointment with the department chair, Dr. Lisa Gim, please email Diane Lucas: [dlucaas@fitchburgstate.edu](mailto:dlucaas@fitchburgstate.edu) or call 978-665-3267. You may also contact Dr. Gim by phone 978-665-3444 or email at [lgim@fitchburgstate.edu](mailto:lgim@fitchburgstate.edu).

To make a virtual appointment with an English Studies faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

### **Environmental Health & Safety and Risk Management**

The [Office of Environmental Health & Safety](#) and Risk Management will provide in person services on a walk-in basis, Monday - Friday from 8am - 5pm. The office will also offer appointments remotely. To make an appointment, please contact us at 978-665-3756 or email [lfernan7@fitchburgstate.edu](mailto:lfernan7@fitchburgstate.edu).

### **Event Management**

The [Office of Event Management](#) will provide assistance to all constituents either in-person or remotely, Monday - Friday from 8am - 5pm for the Fall 2020 semester. To make an appointment with a member of our team or for immediate assistance please contact Jennifer Mello at 978-665-3900, or [eventmanagement@fitchburgstate.edu](mailto:eventmanagement@fitchburgstate.edu).

## **EXSS**

The [Department of Exercise and Sports Science](#) will operate remotely for the Fall 2020 semester and are available for virtual appointments or by phone. The office is located at 155 North Street. If you have paperwork for Dr. Wigmore or Cheryl Sarasin, please place it in the box labeled "In Box". The chair will communicate via email that it was received. If a student has been instructed to pick up paperwork, an envelope with the student's name will be placed in the box labeled "Pick Up Box". If you have questions or concerns, i.e. *you want to switch in or out of the major, who is my advisor, How do I?* Please contact Cheryl Sarasin at [csaras1@fitchburgstate.edu](mailto:csaras1@fitchburgstate.edu), Monday, Wednesday and Friday 8:30am - 4:30pm by phone at 978-665-3304 or by email Monday- Friday, 8am – 4:30pm.

To make an appointment with an Exercise and Sports Science faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

To request an appointment with the department Chair, Dr. Wigmore, please email [dwigmor1@fitchburgstate.edu](mailto:dwigmor1@fitchburgstate.edu), office hours will be held, Wednesdays 9am - 10am or by appointment.

To join office hours virtually:

- Meeting ID - [meet.google.com/sha-gfmd-uvi](https://meet.google.com/sha-gfmd-uvi)
- Phone Number
- (US)+1 747-202-5259
- PIN: 576 248 620#

## **Extended Campus Center**

The [Extended Campus Center](#) will provide in person services on a walk-in basis, Monday - Friday from 8am - 5pm. The office will also offer appointments remotely, Monday - Friday 8am - 5pm for the Fall 2020 semester. To make an appointment with a member of our team please contact us at 978-665-3794 or email [extended@fitchburgstate.edu](mailto:extended@fitchburgstate.edu).

## **Falcon Bazaar**

The Falcon Bazaar Necessity and Food Pantry is located in Hammond Hall, room G-15 and serves our students who may suffer from food insecurity. It is a free service with walk-in hours of Monday - Friday 9am - 4pm and by appointment through the Student Development Office. Donations of food can be brought to the Student Development Office at any time.

## **Finance & Administration**

The [Office of the Vice President for Finance & Administration](#) will provide in-person services on a walk-in basis, Monday - Friday from 8am - 5pm. Please contact Mary Landi at 978-665-3171 or [mlandi@fitchburgstate.edu](mailto:mlandi@fitchburgstate.edu) to schedule an appointment.

## **Financial Aid**

The [Office of Financial Aid](#) is available to all constituents remotely Monday - Friday from 8am - 5pm for the Fall 2020 semester. For assistance please contact your individual financial aid counselor regarding any assistance needed in processing your financial aid.

Please contact our office by email or phone for other financial aid assistance at: [finaid@fitchburgstate.edu](mailto:finaid@fitchburgstate.edu); Phone 978-665-3156 or Fax 978-665-3559. You may contact Jennifer Coe- Administrative Assistant/Customer Service Representative at [jcoe1@fitchburgstate.edu](mailto:jcoe1@fitchburgstate.edu) or by phone at 978-665-3157.

Denise Brindle- Director of Financial Aid

[dbrindl1@fitchburgstate.edu](mailto:dbrindl1@fitchburgstate.edu)

978-665-3302

**And by caseload at**

Andrea Johnston- Assistant Director

Last Name A-Di  
[ajohnst5@fitchburgstate.edu](mailto:ajohnst5@fitchburgstate.edu)  
978-665-3422

Nancy White- Assistant Director  
Last Name Dj-K  
[nwhite9@fitchburgstate.edu](mailto:nwhite9@fitchburgstate.edu)  
978-665-3155

Alcira Zadroga- Associate Director  
Last Name L-P  
[azadroga@fitchburgstate.edu](mailto:azadroga@fitchburgstate.edu)  
978-665-3556

Christopher Cole- Assistant Director  
Last Name Q-Z  
[ccole14@fitchburgstate.edu](mailto:ccole14@fitchburgstate.edu)  
978-665-3454

### **Financial Services**

The [Office of Financial Services](#) located at 167 Klondike Avenue will provide assistance to constituents remotely, Monday - Friday from 8am - 5pm for the Fall 2020 semester. If you need to meet with a Financial Services staff member in person, please contact that person directly to schedule an appointment. Please see our [Staff](#) page for contact information.

### **Grant Center**

The [Grants Office](#) will provide in person services on a walk-in basis, Monday - Friday from 8am to 4:30pm. The office will also offer appointments remotely, Monday - Friday 8am - 4:30pm for the Fall 2020 semester. To make an appointment please contact the office at 978-665-4646 or email [jrobic15@fitchburgstate.edu](mailto:jrobic15@fitchburgstate.edu).

### **Honors Program**

The Honors Program will provide assistance to all constituents remotely, Monday - Friday from 8am - 5pm, for the Fall 2020 semester. An in-person option may be available by appointment. To make either a remote or in-person appointment with the Honors Coordinator, please contact Catherine Buell at [honors@fitchburgstate.edu](mailto:honors@fitchburgstate.edu).

### **Housing and Residential Services**

The [Department of Housing & Residential Services](#) will provide in person services at the main office Monday - Friday from 8am - 5pm. The office will offer appointments remotely, for the Fall 2020 semester, remote engagement is encouraged. To make an appointment with a member of our team please contact 978-665-3219 or email [housing@fitchburgstate.edu](mailto:housing@fitchburgstate.edu). All parking administration related inquiries should be directed to [parkingservices@fitchburgstate.edu](mailto:parkingservices@fitchburgstate.edu). Students are requested to use your @student.fitchburgstate.edu account. If you should require immediate assistance please contact University Police 978-665-3111. They will connect you with an On-Call Staff Member within the department.

### **Humanities**

The [Department of Humanities](#) located in Conlon Fine Arts, Room 263 will provide in person services on Friday from 12pm - 4:30pm. The office will also be available remotely, Monday - Friday 8am - 4:30pm for the Fall 2020 semester. Please visit the office on Friday afternoons or contact [pdelisle@fitchburgstate.edu](mailto:pdelisle@fitchburgstate.edu). To make an appointment with the Humanities/Interdisciplinary Studies department chair, please contact Petri Flint at [pflint@fitchburgstate.edu](mailto:pflint@fitchburgstate.edu).

To make an appointment with a Humanities faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

### **Human Resources**

The [Office of Human Resources & Payroll Services](#) will provide in person services on a walk-in basis, Monday - Friday from 8am - 5pm. The office will also offer appointments remotely, if employees prefer to meet remote, please contact the member of the office you wish to meet with. You may contact Kelli Lundgren at 978-665-3172 or by email at [klundgren@fitchburgstate.edu](mailto:klundgren@fitchburgstate.edu) for immediate assistance.

### **International Education**

The [Office of International Education](#) will provide in person services Monday - Friday, 9:30am – 12:30pm by appointments only. The office will also offer virtual appointments Monday - Friday, 10am - 5pm for Fall 2020. To schedule a virtual appointment, please email [inthelp@fitchburgstate.edu](mailto:inthelp@fitchburgstate.edu) or by phone at 978-665-3089. For appointments specific to **Study Abroad**, please email Nicole Salerno at [nsalerno@fitchburgstate.edu](mailto:nsalerno@fitchburgstate.edu); and to **International student programs**, please email Sandy Yu at [syu3@fitchburgstate.edu](mailto:syu3@fitchburgstate.edu). There will be no walk-in hours. For document requests, please allow five business days.

### **Institutional Research and Planning**

The [Office of Institutional Research and Planning](#) will provide in person services on a walk-in basis, Monday - Friday from 8am - 5pm. To make an appointment with a member of our team please contact us at 978-665-3145 or email [irp@fitchburgstate.edu](mailto:irp@fitchburgstate.edu).

### **Library**

The [Amelia V. Gallucci-Cirio Library](#) building will be open to Fitchburg State University students, faculty and staff, Monday – Thursday from 7:30am – 10pm, Friday 7:30am – 5pm and Sunday 3pm – 10pm. The building will be closed on Saturdays. Masks must be worn and social distancing observed.

The [Amelia V. Gallucci-Cirio Library](#) is a digital library and offers books, films and articles in digital format available from on-campus and off-campus. Research assistance and classes will be offered virtually. If desired, check-out of physical materials will be contactless.

For research assistance or to ask questions, please go to <https://library.fitchburgstate.edu/lets-chat/>.

### **Marketing and Integrated Communications**

The [Office of Marketing and Integrated Communications](#) will provide in person services on a walk-in basis, Monday - Friday from 8am - 5pm. The office will also offer appointments remotely, if employees prefer to meet remote, please contact the member of the office you wish to meet with.

### **Materials Management**

The [Materials Management Office](#) at the Service Center remains open Monday - Friday, 8am - 4:30pm. Student Mail Room Service window hours will be from 3pm - 7pm, Monday - Thursday. Inquiries and questions for either office can also be directed to 978-665-3206.

### **Mathematics**

The [Department of Mathematics](#) located in Edgerly Hall, Room 310 will provide in person appointments on Tuesday's from 1pm - 5pm and Thursday's from 9am - 1pm for the Fall 2020 semester. To make an appointment with your advisor, please contact them directly. Contact information and office hours are listed on the department's [web page](#). If you should require immediate assistance please contact Ann Larsen at [alarsen2@fitchburgstate.edu](mailto:alarsen2@fitchburgstate.edu).

## **Nursing**

The [Department of Nursing](#) will offer the following open office hours for visits to the main nursing office, Thompson Hall, Room 324 for Fall 2020. Office hours are 10:30am - 11:30am and 2pm - 3pm. Please contact Rhonda Burgess at [rburges1@fitchburgstate.edu](mailto:rburges1@fitchburgstate.edu) or by phone 978-665-3221 or Deborah Gifford at [dgiffor1@fitchburgstate.edu](mailto:dgiffor1@fitchburgstate.edu) or by phone 978-665-3023 to schedule an appointment.

## **OneCard**

The OneCard Office will be open Monday through Friday 8 a.m. to 5 p.m. by appointment only. Most OneCard issues can be handled remotely, please email [OneCard@fitchburgstate.edu](mailto:OneCard@fitchburgstate.edu) or contact the office by phone at 978-665-3039 for assistance before scheduling an appointment. If your issue can't be resolved remotely, please make an appointment by visiting <https://fsuitscheduling.as.me/OneCard>. This fall the OneCard office will be printing new undergraduate student OneCard's without photos. This will eliminate the need for new undergraduate students to visit the OneCard office to have a photo taken. New undergraduate commuter student OneCards will be mailed to their home address. Students living in a residence hall will be given their card during move-in. After the second week of classes, if a student chooses to have a OneCard with a photo, please schedule an appointment by using the link above. Please bring your photo-less card to the OneCard office to have it exchanged for free.

Graduate and Continuing Education students who are taking online classes and would like a OneCard can request an Extended Campus OneCard by completing the Extended Campus form <https://survey.fitchburgstate.edu/TakeSurvey.aspx?SurveyID=984L9n2>. Graduate and Continuing Education students who would like a OneCard with a photo can schedule a visit with the OneCard office by visiting <https://fsuitscheduling.as.me/OneCard>.

## **Payroll**

The [Office of Payroll Services](#) will provide in person services on a walk-in basis, Monday - Friday from 8am - 4:30pm. The office will also offer appointments remotely, Monday - Friday 8am - 4:30pm for the Fall 2020 semester. To make an appointment with a member of our team please contact payhelp at 978-665-3177 or email [payhelp@fitchburgstate.edu](mailto:payhelp@fitchburgstate.edu).

## **President's Office**

The [Office of the President](#) will provide in-person services, Monday - Friday from 8am - 5pm. Appointments should be made with Gail Doiron, Assistant to the President, at 978-665-3101.

## **Print Services**

Print Services is staffed and ready to meet the needs of the University. For a list of work that can be performed, visit: <https://www.fitchburgstate.edu/offices-services-directory/printservices/athleticslogo/>. Please send any questions about upcoming work or jobs via email to [printservices@fitchburgstate.edu](mailto:printservices@fitchburgstate.edu) or call x3394.

## **Provost**

The [Office of the Provost](#) will provide in-person services on a walk-in basis, Monday - Friday from 8am - 5pm. Appointments with the following individuals can be made using the contact information provided. For Dr. Alberto Cardelle, contact Joanne Rivard at 978-665-3421 or [jrivard@fitchburgstate.edu](mailto:jrivard@fitchburgstate.edu) For Dr. Cathy Canney, contact Deresa Webb at 978-665-3168 or [dwebb5@fitchburgstate.edu](mailto:dwebb5@fitchburgstate.edu)

## **Police Program (4+1)**

The [Police Program](#) will provide in person services on a walk in basis, Monday - Friday from 8am - 5pm. The office is located at the McKay Complex, Room C236, please contact the Academy Director, Lisa Lane McCarty at [llane2@fitchburgstate.edu](mailto:llane2@fitchburgstate.edu).



### **Psychological Science**

The [Department of Psychological Science](#) is available to all constituents remotely. Please email Brenda Coleman, Administrative Assistant to the Psychological Science Department at [bcoleman@fitchburgstate.edu](mailto:bcoleman@fitchburgstate.edu) or call 978-665-3355 to leave a message.

Dr. Sara Levine, Chair of Psychological Science, will be in the office at the McKay Complex, Room 206 on Tuesday and Thursday mornings and available for face to face meetings by appointment and available for virtual meetings throughout the week. Please email [slevine@fitchburgstate.edu](mailto:slevine@fitchburgstate.edu) with your availability to schedule.

To make an appointment with a Psychological Sciences faculty member, please contact them directly. Contact information and office hours are listed on the department's [web page](#).

### **Recreation**

The Recreation Center is open by reservation this fall. Please [click here](#) to place a reservation. If you have questions regarding recreation services please contact Brad Cohrs at [bcohrs@fitchburgstate.edu](mailto:bcohrs@fitchburgstate.edu) or 978-665-3677.

### **Registrar**

The [Registrar Office](#) will be available to all constituents remotely, if in person service is required please contact 978-665-4196 to speak with a staff representative and to make an appointment. If you are forwarded to voicemail, all representatives are assisting others, please leave your name, student ID, your phone number and your question. A representative will contact you; students can also email their questions to [registrar@fitchburgstate.edu](mailto:registrar@fitchburgstate.edu), and include the same information.

### **ReImagine North of Main**

The ReImagine North of Main office will be available to all constituents remotely. Please contact Sandra Ciccione at [sciccon2@fitchburgstate.edu](mailto:sciccon2@fitchburgstate.edu) or the Director Joseph Ferguson at [jfergul2@fitchburgstate.edu](mailto:jfergul2@fitchburgstate.edu) or Marissa Monteiro [mmonte3@fitchburgstate.edu](mailto:mmonte3@fitchburgstate.edu).

### **School of Arts & Sciences**

The Dean for the [School of Arts & Sciences](#) will provide assistance to all constituents remotely, Monday - Friday from 8am - 5pm, for the Fall 2020 semester. To make either a remote or an in-person appointment with the dean, please contact Sue Guartafierro at [sguartaf@fitchburgstate.edu](mailto:sguartaf@fitchburgstate.edu) or by phone at 978-665-3655.

### **School of Business & Technology**

The Dean for the [School of Business & Technology](#) will provide in person services on Monday, Tuesday and Thursday from 8am - 12pm. The office will offer appointments remotely on Monday, Tuesday and Thursday from 1pm - 5pm and on Wednesday and Friday from 8am - 5pm for the Fall 2020 semester. To make an appointment, please contact Denise Bertrand [dbertra3@fitchburgstate.edu](mailto:dbertra3@fitchburgstate.edu) or 978-665-4802. If you should require immediate assistance please contact Dean Keith Williamson [kwilli51@fitchburgstate.edu](mailto:kwilli51@fitchburgstate.edu) or 978-665-3731.

### **School of Education-Center for Excellence**

The Dean for the [School of Education-Center for Excellence](#) will provide in person assistance Monday - Friday from 8am - 4:30pm. To make an appointment with Dr. Nancy Murray, Dean, School of Education, please contact Sandra Herndon at [sherndon@fitchburgstate.edu](mailto:sherndon@fitchburgstate.edu). If you should require immediate assistance please contact Sandra Herndon at 978-665-3239

If you should require additional information regarding licensure please visit the [Education Unit and Educator Licensure Office](#) webpage.

### **School of Graduate, Online & Continuing Education**

The [School of Graduate, Online & Continuing Education](#) will be open for general questions Monday - Friday from 9am - 4pm. Students and visitors are encouraged to make an appointment or contact the office via phone or email at [gce@fitchburgstate.edu](mailto:gce@fitchburgstate.edu). Please list your name, student ID if you have one, dates/times that you would be available to meet and a short description of your question. You can also call our main office at 978-665-3182.

Staff members are available for remote appointments for pre-admission advising for prospective and current students, Monday - Friday from 8am - 5pm.

The Digital Learning Department is available for remote service and appointment Monday - Friday from 8am - 5pm. To make an appointment or contact Digital learning, email Nicole Cheloni at [ncheloni@fitchburgstate.edu](mailto:ncheloni@fitchburgstate.edu) or call 978-665-3354.

### **School of Health & Natural Sciences**

The Dean for the [School of Health and Natural Sciences](#) will provide assistance to all constituents remotely, Monday - Friday from 8am - 5pm, for the Fall 2020 semester. To make either a remote or an in-person appointment, please contact Sue Guartafierro at [sguartaf@fitchburgstate.edu](mailto:sguartaf@fitchburgstate.edu) or by phone at 978-665-3655.

### **Student Accounts**

The [Office of Student Accounts](#) will be available to all constituents remotely, if in person service is required please contact 978-665-4126 to speak with a staff representative and to make an appointment. Most of your student account business can be handled online via this website and your [ePay site](#). When phoning, if you are forwarded to voicemail because all representatives are assisting others, please leave your name, student ID, your phone number and your question. A representative will contact you; students can also email their questions to [stuaccnts@fitchburgstate.edu](mailto:stuaccnts@fitchburgstate.edu), and include the same information.

If your account cannot be addressed remotely, please make an appointment prior to coming to the office, the suite will be locked, however you can knock on the door and a staff person will come to let you in. Please be sure to have a mask on and be prepared to stand 6-feet away from the staff person. The office will be available for walk in traffic from 8:30am to 4:30pm.

### **Student Affairs/ Dean of Students**

The [Office of Student Affairs](#) will continue to serve students and the Fitchburg State community. While walk-ins are welcome, appointments are strongly encouraged; office hours are 8:30am - 5pm, Monday - Friday. Most meetings will be held virtually. Appointments can be scheduled by calling 978-665-3130 or emailing [studentaffairs@fitchburgstate.edu](mailto:studentaffairs@fitchburgstate.edu). Please note that walk-in appointments that require extended time to resolve the issue may be rescheduled for a virtual meeting to address the issue.

### **Student Conduct and Case Management**

The [Office of Student Conduct and Case Management](#) will continue to serve students and the Fitchburg State community. While walk-ins are welcome, appointments are strongly encouraged; office hours are 8:30am - 5pm, Monday - Friday. Most meetings will be held virtually. Appointments can be scheduled by calling 978-665-3130 or emailing [studentaffairs@fitchburgstate.edu](mailto:studentaffairs@fitchburgstate.edu). Please note that walk-in appointments that require extended time to resolve the issue may be rescheduled for a virtual meeting to address the issue.

### **Student Development**

The [Office of Student Development](#) will provide in person services Monday - Friday from 8am - 5pm. The office will offer appointments remotely, Monday - Friday based on the staff's schedule for the Fall 2020 semester. To make an appointment with a member of our team please email the staff member directly. If you should require immediate assistance please contact the main office at 978-665-3163.

## **Student Success**

The Office of Student Success will provide assistance to all constituents remotely, Monday - Friday from 8am - 4:30pm for the Fall 2020 semester. To make an appointment with Jason Smith, Assistant Dean for Retention and Student Success, please email [jsmit151@fitchburgstate.edu](mailto:jsmit151@fitchburgstate.edu). If you should require immediate assistance please contact Nancy Robillard at [nmclaughlin@fitchburgstate.edu](mailto:nmclaughlin@fitchburgstate.edu) or 978-665-3654.

## **Technology**

The [Technology Department](#) suite will be closed and in-person visits will be taken by appointment only. For all issues, hardware and software, users are asked to create a ticket by emailing [helpdesk@fitchburgstate.edu](mailto:helpdesk@fitchburgstate.edu) (make sure to include a phone number) or by calling the helpline at 978-665-4500 (they can handle simple requests and will create a ticket for all others), or online at: <https://www.fitchburgstate.edu/offices-services-directory/technology/help/>. Most issues will be handled by a team operating remotely. If the problem cannot be handled remotely, you'll be sent a link to make an appointment when your schedule permits. Classroom emergencies should be handled by calling the helpline and selecting that option.

## **TRIO Student Support Services**

The Office of [TRIO Student Support Services](#) will provide in person services on a walk in basis, Monday - Thursday from 8am - 6pm and 8am - 5pm on Friday. The TRIO program will offer all group meetings, virtually using Google Meet. The office will offer appointments remotely with the TRIO advisor, please contact [jshea34@fitchburgstate.edu](mailto:j Shea34@fitchburgstate.edu) or [eswartz1@fitchburgstate.edu](mailto:eswartz1@fitchburgstate.edu). Community members may contact Marie Abboud at [mabboud@fitchburgstate.edu](mailto:mabboud@fitchburgstate.edu) or by phone at 978-665-3576 for inquiries and or to schedule appointments.

## **University Police**

The [University Police Department](#) will continue to provide services to all constituents during the Fall 2020 semester. This includes both face to face and remote methods of communication, (i.e., telephone, Rave Guardian) If you are in need of immediate assistance, or wish to schedule an appointment with a member of the department, you may go to the police station in person or contact our communications center at 978-665-3111. The station remains open and staff are available to assist you 24 hours a day, 7 days a week.

## **Upward Bound**

The [Offices of Upward Bound/Upward Bound Math & Science](#) will provide assistance to all constituents remotely, Monday through Friday from 8:30am to 5:00pm for the Fall 2020 semester.

To make an appointment with a member of our Upward Bound team please contact [jprimeau@fitchburgstate.edu](mailto:jprimeau@fitchburgstate.edu) or [cboupha@fitchburgstate.edu](mailto:cboupha@fitchburgstate.edu). If you should require immediate assistance please contact Tina Mankiewicz at [cmankiew@fitchburgstate.edu](mailto:cmankiew@fitchburgstate.edu) or 978-665-3439.

To make an appointment with a member of our Upward Bound Math & Science team please contact [akeese@fitchburgstate.edu](mailto:akeese@fitchburgstate.edu) or [rcarrasq@fitchburgstate.edu](mailto:rcarrasq@fitchburgstate.edu). If you should require immediate assistance please contact Tina Mankiewicz at [cmankiew@fitchburgstate.edu](mailto:cmankiew@fitchburgstate.edu) or 978-665-3439.

## **Vice President and Provost /Academic Affairs**

The [Office of the Provost](#) will provide in-person services on a walk-in basis, Monday - Friday from 8am - 5pm. Appointments with the following individuals can be made using the contact information provided. For Dr. Alberto Cardelle, contact Joanne Rivard at 978-665-3421 or [jrivard@fitchburgstate.edu](mailto:jrivard@fitchburgstate.edu) For Dr. Cathy Canney, contact Deresa Webb at 978-665-3168 or [dwebb5@fitchburgstate.edu](mailto:dwebb5@fitchburgstate.edu)

## **Vice President Finance & Administration**

The Office of the Vice President for Finance & Administration will provide in-person services on a walk-in basis, Monday - Friday from 8am - 5pm. Please contact Mary Landi at 978-665-3171 or [mlandi@fitchburgstate.edu](mailto:mlandi@fitchburgstate.edu) to schedule an appointment.

### **Vice President for Student Affairs**

The [Office of Student Affairs](#) will continue to serve students and the Fitchburg State community. While walk-ins are welcome, appointments are strongly encouraged; office hours are 8:30am - 5pm, Monday - Friday. Most meetings will be held virtually. Appointments can be scheduled by calling 978-665-3130 or emailing [studentaffairs@fitchburgstate.edu](mailto:studentaffairs@fitchburgstate.edu). Please note that walk-in appointments that require extended time to resolve the issue may be rescheduled for a virtual meeting to address the issue.