



Simmons School of Management  
Foundations of Business  
**Academic Programs Office Resource List**

What's Needed	Who to Contact	Phone
Academic & Administrative Resource Center (AARC)	AARC Hotline	617-521-2102, <a href="mailto:aarcsupport@simmons.edu">aarcsupport@simmons.edu</a>
Academic Advising	Darla Pires-Degrace or Mary Dutkiewicz	617-521-3839, <a href="mailto:darla.pires-degrace@simmons.edu">darla.pires-degrace@simmons.edu</a> or 617-521-3813, <a href="mailto:mary.dutkiewicz@simmons.edu">mary.dutkiewicz@simmons.edu</a>
Academic Policy	Mary Dutkiewicz	617-521-3813, <a href="mailto:mary.dutkiewicz@simmons.edu">mary.dutkiewicz@simmons.edu</a> <a href="http://my.simmons.edu/som/pdf/AcademicPolicy.Fall08.FINAL.pdf">http://my.simmons.edu/som/pdf/AcademicPolicy.Fall08.FINAL.pdf</a>
Accreditation Questions	Mary Dutkiewicz	617-521-3813, <a href="mailto:mary.dutkiewicz@simmons.edu">mary.dutkiewicz@simmons.edu</a>
Adding or Dropping a Class	Paula Bent	617-521-2406 <a href="mailto:paula.bent@simmons.edu">paula.bent@simmons.edu</a>
Address Change	Paula Bent	617-521-2406 <a href="mailto:paula.bent@simmons.edu">paula.bent@simmons.edu</a>
Counseling Services	Counseling Center	617-521-2455 <a href="http://my.simmons.edu/services/counseling/appointment.shtml">http://my.simmons.edu/services/counseling/appointment.shtml</a>
Course Materials	Nicole Catavolos	617-521-2400, <a href="mailto:nicole.catavolos@simmons.edu">nicole.catavolos@simmons.edu</a>
eLearning Questions	Nicole Catavolos	617-521-2400, <a href="mailto:nicole.catavolos@simmons.edu">nicole.catavolos@simmons.edu</a>
Email & Technology Questions	HelpDesk	617-521-2222, <a href="mailto:helpdesk@simmons.edu">helpdesk@simmons.edu</a> <a href="http://my.simmons.edu/technology/">http://my.simmons.edu/technology/</a>
Entrepreneurship & Healthcare Certificates/Coordinated MBA/MSW Degree Program	Darla Pires-DeGrace	617-521-3839 <a href="mailto:darla.pires-degrace@simmons.edu">darla.pires-degrace@simmons.edu</a>
Financial Aid	<b>By student's last name:</b> A-E: Mehrdad Kermani F-L: Sharon Lightfoot M-R: Leslie Czwakiel S-Z: Heather Patenaude	617-521-2022/ <a href="mailto:mehrdad.kermani@simmons.edu">mehrdad.kermani@simmons.edu</a> 617-521-2032/ <a href="mailto:sharon.lightfoot@simmons.edu">sharon.lightfoot@simmons.edu</a> 617-521-2885/ <a href="mailto:leslie.czwakiel@simmons.edu">leslie.czwakiel@simmons.edu</a> 617-521-2042/ <a href="mailto:heather.patenaude@simmons.edu">heather.patenaude@simmons.edu</a>
Foundations of Business	Paula Bent	617-521-2406, <a href="mailto:paula.bent@simmons.edu">paula.bent@simmons.edu</a>
Graduation	Paula Bent	617-521-2406, <a href="mailto:paula.bent@simmons.edu">paula.bent@simmons.edu</a>
Health Insurance	Student Accounts	617-521-2009 <a href="http://my.simmons.edu/services/sfs/accounts/index.shtml">http://my.simmons.edu/services/sfs/accounts/index.shtml</a>
Health Services	Health Center	617-521-1002, <a href="http://my.simmons.edu/services/health/">http://my.simmons.edu/services/health/</a>
ID Replacement	Katlyn Cavanaugh	617-521-3832, <a href="mailto:katlyn.cavanaugh@simmons.edu">katlyn.cavanaugh@simmons.edu</a>

*The Center for Women, Leadership, and Management*

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International Students	Darla Pires-Degrace	<a href="mailto:darla.pires-degrace@simmons.edu">darla.pires-degrace@simmons.edu</a>
MBA Update Submissions	Katlyn Cavanaugh	<a href="mailto:katlyn.cavanaugh@simmons.edu">katlyn.cavanaugh@simmons.edu</a>
MBTA Passes and Forms – Ordering	Student Leadership	<a href="http://my.simmons.edu/life/leadership/resources/mbta.shtml">http://my.simmons.edu/life/leadership/resources/mbta.shtml</a>
MBTA Pass Pick-up Questions	Katlyn Cavanaugh	617-521-3832, <a href="mailto:katlyn.cavanaugh@simmons.edu">katlyn.cavanaugh@simmons.edu</a>
Official Transcript	Registrar's Office	617-521-2111 <a href="http://my.simmons.edu/services/registrar/transcripts.shtml">http://my.simmons.edu/services/registrar/transcripts.shtml</a>
Registration Questions	Paula Bent	617-521-2406, <a href="mailto:paula.bent@simmons.edu">paula.bent@simmons.edu</a>
School Closings / Winter Weather Advisory	Hotline	617-521-3463 WBZ 1030 AM Radio and WBZ-TV Channel 4
Student Academic Council (SAC)	Paula Bent	617-521-2406, <a href="mailto:paula.bent@simmons.edu">paula.bent@simmons.edu</a>
Student Clubs	Georgette Jover	617-521-3857, <a href="mailto:georgette.jover@simmons.edu">georgette.jover@simmons.edu</a>
Student, Staff, Faculty Directory	Online Resource Only	<a href="http://my.simmons.edu/people/">http://my.simmons.edu/people/</a>
Student Handbook	Online Resource Only	<a href="http://my.simmons.edu/life/policies/StudentHandbook.pdf">http://my.simmons.edu/life/policies/StudentHandbook.pdf</a>
Student ID Stickers	Financial Aid	617-521-2001
Study Room Reservation	Nicole Catavolos or Katlyn Cavanaugh	617-521-2400, <a href="mailto:nicole.catavolos@simmons.edu">nicole.catavolos@simmons.edu</a> or 617-521-3832, <a href="mailto:katlyn.cavanaugh@simmons.edu">katlyn.cavanaugh@simmons.edu</a>
Tent Card Replacement	Katlyn Cavanaugh	617-521-3832, <a href="mailto:katlyn.cavanaugh@simmons.edu">katlyn.cavanaugh@simmons.edu</a>
Tuition Billing & Payment Questions	Student Accounts	617-521-2009 <a href="http://my.simmons.edu/services/sfs/accounts/index.shtml">http://my.simmons.edu/services/sfs/accounts/index.shtml</a>
Unofficial Transcript	Online Resource Only	<a href="http://aarc.simmons.edu">http://aarc.simmons.edu</a>

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