



SIMMONS SCHOOL OF MANAGEMENT

Office Resource List

What's Needed	Who to Contact	Phone
Academic Advising	Mary Dutkiewicz Suzette Turnbull Individual Faculty	617-521-3813 617-521-3839
Academic Policy	Mary Dutkiewicz Suzette Turnbull	617-521-3813 617-521-3839
Accreditation Questions	Mary Dutkiewicz Suzette Turnbull	617-521-3813 617-521-3839
Adding or Dropping a Class - Questions	Paula Donaldson	617-521-3832
Address Change Forms	Paula Donaldson	617-521-3832
Bookstore Issues	Carolyn Bogle	617-521-3812
Copies of Class Tapes	Bill Porter or Media Assistant	617-521-3852
Email & Technology Questions	Help Desk	617-521-2222
Financial Aid	Any Student Financial Services Staff Member	617-521-2001
Foundations of Business	Carolyn Bogle	617-521-3812
Graduation	Carolyn Bogle Paula Donaldson	617-521-3812 617-521-3832
ID Replacement	Carolyn Bogle	617-521-3812
International Students	Suzette Turnbull	617-521-3839
MBA Update Submissions	Carolyn Bogle	617-521-3812
MBTA Passes and Forms	Paula Donaldson	617-521-3832
Official Transcript	Registrar's Office	617-521-2111
Simmons Online Academic Resources (SOAR)	Registrar's Office	617-521-2108 soariss@simmons.edu
Registration Questions	Paula Donaldson	617-521-3832

The Center for Women, Leadership, and Management

www.simmons.edu/som | 617.521.3800



SIMMONS SCHOOL OF MANAGEMENT

What's Needed	Who to Contact	Phone
Room Reservations-Mockler	Sandy Sun	617-521-3844
Room Reservations-419 Building	Library	617-521-3850
School Closings / Winter Weather Advisory	MBA Hotline	617-521-3810
Student Academic Council (SAC)	Mary Dutkiewicz	617-521-3813
Student Directory	Online Resource Only	www.simmons.edu/studentdir/index.html
Student ID Stickers	Paula Donaldson	617-521-3832
Student Clubs	Paula Donaldson Suzette Turnbull	617-521-3832 617-521-3839
Tent Card Replacement	Paula Donaldson	617-521-3832
Textbook Information	Carolyn Bogle	617-521-3812
Unofficial Transcript	Online Resource Only	soar.simmons.edu
WebCT Questions	Paula Donaldson	617-521-3832

The Center for Women, Leadership, and Management

www.simmons.edu/som | 617.521.3800