

Location: Galloway – J201 Suite with Mail/Copy Room & Offices; J230 Conference Room; J229 Visitor Office

Hours of Operation:

- Monday – Friday: 8:00am-5:00pm
- Full Service Remote: <https://www.stockton.edu/education/contact-us.html>
- Saturday: 7:45am-8pm ETS Testing Dates Only – Registration Required

SERVICES	<i>Remote</i> Telephone, Email, Zoom	<i>In-Person</i> Appointment Status	<i>In-Person</i> Walk-Ins Permitted
<b>Students</b>			
Student Questions/Advising	Full Service	Appointment Required	One at a Time if J230 is open or Zoom
Clearances & Code Tests	Full Service	Appointment Required	Drop Off Only - One at a Time
ETS Testing	24/7 ETS At Home	Appointment via ets.org	Not Available
Student Complaints	Full Service	Appointment Required	One at a Time if J230 is open or Zoom
edTPA Swivl Loaners	Email for Appointment	Appointment Required	One at a Time
<b>Faculty / Staff</b>			
Mail	Full Service	Appointment Required	One at a Time
Copies	Full Service	Appointment Required	One at a Time
Advisee Files	Full Service	Appointment Required	One at a Time
Rooms, Inquiries, Personnel	Full Service	Appointment Required	One at a Time
Supplies/Materials	Full Service	Appointment Required	One at a Time
Faculty: Faculty Meetings	Full Service	Appointment Required	Available Room per Capacity
Faculty: Staff Meetings	Full Service	Appointment Required	Available Room per Capacity
Faculty: Student Meetings	Full Service	Appointment Required	Available Room per Capacity

## ADDITIONAL NOTES

To assist walk-in guests, we are implementing the following:

- Students/visitors will be requested to use the nearby wall phone to request services, make appointments with staff or gain access to the suite. Two people may meet in J230; Zoom meetings are more widely available. Visitors
- The Copy/Mail/File Room has a maximum capacity of 1 at any time to maintain 6' of physical distance.
- This plan, links to Student Forms, and Contact Us are on our web page and the QR codes are posted on our suite door

## SAFETY PROTOCOLS FOR ON-CAMPUS INTERACTIONS

- When on-campus, everyone must follow the established protocols to keep ourselves and each other safe.
- All guests (**students, faculty, staff, visitors**) must adhere to the following health and safety protocols:
  - Wear a mask or face covering at all times** (unless medically excused)
  - Maintain 6-foot physical distancing as much as possible
  - Use hand sanitizer and/or wash hands thoroughly

Failure to do so may result in loss of appointment time, dismissal from area, and possible Campus Conduct Code violations.

STAFF	TYPICAL ON-CAMPUS SCHEDULE	PRIMARY RESPONSIBILITIES
Donna Blair	TBD	Course Scheduling
Jeanne DelColle	Monday-Friday 9:00am-5:00pm	Fieldwork Office: Supervisors, Mentors, Candidates, Placements
Karen DiGirolamo	Monday-Friday 9:00am-5:00pm	Filing, Fieldwork Support (Wizard), Reception, Printshop, Work Orders
Jenn Houser	Monday-Friday 8:00am-4:00pm	Graduate Student Services, Qualtrics Disposition and Fieldwork Surveys
Karin Kallert	Monday-Friday 10:30am-6:30pm	Adjuncts, IDEAs, Managing Staff Projects, Personnel, Student Support
Claudine Keenan	M-F 6 or 7 or 8am-2 or 3 or 4pm	Complaints, Contract Reviews, Evaluations, Overall Leadership
Wendy Sage	Monday-Friday 6:00am-2:00pm	Certifications, NJDOE Reporting, Spreadsheet/Backup Accounts, Title II
Cheryl Schafer	Monday-Friday 9:00am-5:00pm	Accounts Payable/Receivable, Budget Transfers, Purchasing, Travel
Elyse Smith	MWF 1-8pm; TR 7-11am; 1-4pm	Moderating SRI & ETTC Programs, Perspectives course, Youth Programs
Karen Tompkins	Tues, Weds, Thurs 8:00am-4:00pm	Data Integrity, File Updates, Scanning (conversion to digital files)

# NEED IMMEDIATE ASSISTANCE?



## Contact Us

<https://stockton.edu/education/contact-us.html>

Call the office from the telephone located behind you in the hall or from your cellphone.

**609-652-4688**



## Advising

<https://calendly.com/drspalding>

Make an appointment with our Education Advisor (undergraduate students).

**609-652-4424**



## Alternate Route

<https://stockton.edu/education/current-students/alternate-route-introduction.html>

Check out information about our Alternate Route Program (graduate students).

[altroute@stockton.edu](mailto:altroute@stockton.edu)

# FREQUENTLY USED FORMS



## Major/Minor/Preceptor

<https://stockton.edu/academic-advising/forms.html>

Complete the form and email it to our office. We'll get it signed and send you a copy. You can access Permission for summer courses here, too.

[soe@stockton.edu](mailto:soe@stockton.edu)



## Education Planning Sheets

<https://stockton.edu/education/precepting-materials.html>

Make your plan and call or scan Contact Us above to make a follow up appointment with your faculty preceptor or an advisor.

609-652-4688



## Graduate Student Forms

<https://stockton.edu/graduate/helpful-links.html>

Undergraduates with a 3.25 GPA & Praxis 2 passed can access a Graduate Course; Graduate students can apply for Assistantships, and more.

[gradschool@stockton.edu](mailto:gradschool@stockton.edu)