

## Statistics & Actuarial Science Directory of Services

### **Departmental Staff & Administration**

Department Chair	Professor Tim Swartz	<a href="mailto:twartz@sfu.ca">twartz@sfu.ca</a>
Manager; Academic & Administrative Services	Charlene Bradbury	<a href="mailto:statmgr@sfu.ca">statmgr@sfu.ca</a>
Graduate Secretary	Jay Young	<a href="mailto:stat_grad_sec@sfu.ca">stat_grad_sec@sfu.ca</a>
Chair Secretary	Jay Young	<a href="mailto:stat_chair_sec@sfu.ca">stat_chair_sec@sfu.ca</a>
Undergraduate Secretary/Financial Clerk	Jina Nam	<a href="mailto:stat_usec_fincl@sfu.ca">stat_usec_fincl@sfu.ca</a>
Graduate Chair	Professor Joan Hu	<a href="mailto:joanh@sfu.ca">joanh@sfu.ca</a>
Undergraduate Chair	Lecturer Harsha Perera	<a href="mailto:gperera@sfu.ca">gperera@sfu.ca</a>
Actuarial Science Advisor	Carlye Vroom	<a href="mailto:actscadv@sfu.ca">actscadv@sfu.ca</a>
Statistics Advisor	Carlye Vroom	<a href="mailto:statadv@sfu.ca">statadv@sfu.ca</a>
System Administrator	Dave Carmean	<a href="http://at.sfu.ca/FYdGCJ">http://at.sfu.ca/FYdGCJ</a>
Technician	Steve Obadia	<a href="mailto:scitech@sfu.ca">scitech@sfu.ca</a>
Coop Coordinator	Natalie Erickson	<a href="mailto:natalie_erickson@sfu.ca">natalie_erickson@sfu.ca</a>

***The following is a list of staff members whom you should see in regards to various office tasks.  
If you are not certain who to approach with a particular query, please contact the Department Manager***

### **Departmental Services**

Cleanup & Repairs - Ordering	Jina Nam
Computer Accounts	Charlene Bradbury
Conferences	Jina Nam
Courier Service	Jina Nam
Course Conflicts	Carlye Vroom
Course Scheduling/Scheduling Changes/Queries	Charlene Bradbury
Course Withdrawals/Registration Issues	Carlye Vroom
Departmental Events	Jay Young
Directories: Phone/Office	Jina Nam
Duplicating & Photocopying	Jina Nam
Duplicating of Exams	Jina Nam
Faculty Support	Charlene Bradbury
FAST Accounts: Information/Discrepancies/Transfers	Jina Nam
FAST Training/Questions/Account Information	Charlene Bradbury/Jina Nam
Final Exams & Midterms	Jina Nam
Final Exams Make Up	Jina Nam
Financial Reimbursements/Payments	Charlene Bradbury/Jina Nam
Grades – Submission	Charlene Bradbury/Jina Nam
Grades – Chair’s Approval - procedure	Jay Young
Undergraduate Graduands	Carlye Vroom
Graduate Program/Student Queries	Jay Young
Grants	Jay Young (Application Process)/Charlene Bradbury & Jina Nam (Use of)
Hotel Room Reservations	Jay Young
Keys	Charlene Bradbury/Jina Nam
Library I.D. Cards/Memo/Access	Jay Young
Mail	Jina Nam
NSERC	Charlene Bradbury/Jina Nam (Use of)/Jay Young (Application Process)
Office Assignments	Charlene Bradbury
Office Hours	Jina Nam

Parking Permits	Jina Nam
Payroll/Benefits queries	Charlene Bradbury
Petty Cash	Jina Nam
Program Approvals	Carlye Vroom/Faculty Advisors
Program Approvals-Processing	Carlye Vroom
Purchase Orders	Charlene Bradbury/Jina Nam
RA/TA Appointments	Charlene Bradbury
Registration Queries/Problems	Carlye Vroom
Repairs/Cleanup/Ordering	Jina Nam
Scheduling/Scheduling Changes	Charlene Bradbury
Seminars	Jay Young
Sessional Appointment Queries	Charlene Bradbury/Jay Young
Student Advising	Carlye Vroom
Supplies Requests	Charlene Bradbury/Jina Nam
Teaching Evaluation Forms/Procedures	Jay Young
Textbooks	Jina Nam
TLC Work Orders	Jina Nam
Transfer Credit	Undergraduate Studies Chair/Carlye Vroom
Travel/Expense Claim Forms – Completion/Submission	Charlene Bradbury
TUG Forms/Workload Review	Charlene Bradbury
Tuition Waiver Forms	Jay Young
Undergraduate Queries	Carlye Vroom
Visitors	Charlene Bradbury/Jina Nam/Jay Young