

Who to Call

Welcome to the University of Manitoba. We have prepared this guide to assist you in settling in. You can find a lot of information about the University and your faculty/school/department by visiting various web pages. This guide will give you information on key contacts on a variety of subjects.

Who to Call	Contact Details
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Dean's Office Assistant (reception, keys, caretaking, room bookings, SEEQs)	Stephanie Bovell 474-9979, stephanie.bovell@umanitoba.ca
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Associate Dean, Undergraduate Programs Humanities (including student appeals)	Jason Leboe-McGowan 474-8117; Jason.leboe-mcgowan@umanitoba.ca Jennifer Chappellaz, Confidential Assistant to the Associate Deans 474-7321; jennifer_chappallaz@umanitoba.ca
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Associate Dean, Graduate Programs (International Studies, CPAC, office and/or lab space assignment, renovations)	Greg Smith 474-9055; greg.smith@umanitoba.ca Jennifer Chappellaz, Confidential Assistant to the Associate Deans 474-7321; jennifer_chappallaz@umanitoba.ca
Associate Dean, Research (grant applications, graduate awards, research study leaves)	Rob Hoppa 474-9912; Robert.hoppa@umanitoba.ca (ON LEAVE) Heidi Marx 474-7643; Heidi.marx-wolf@umanitoba.ca Elyssa Warkentin (Research Grants Facilitator) 474-8093; Elyssa.warkentin@umanitoba.ca Jennifer Chappellaz, Confidential Assistant to the Associate Deans 474-7321; jennifer_chappallaz@umanitoba.ca

Manager Staff & Administrative Services	Teri MacDonald, 474-9696; teri.macdonald@umanitoba.ca TBA (Staff & Administrative Coordinator);
Arts Budget Office – travel claims, budgets, grants, purchasing	Jeffrey Conquergood (Budget Officer) 474-6280; Jeffrey.conquergood@umanitoba.ca Mary Harder (Financial Assistant) 474-9269; mary_harder@umanitoba.ca
Manager Student Services	Greg Sobie (Manager Student Services) 474-9675; greg.sobie@umanitoba.ca Lesley Friesen (Undergraduate Program Manager) 474-9824; Lesley.friesen@umanitoba.ca (ON LEAVE) Liz Edmonds – leave replacement; liz.edmonds@umanitoba.ca
Coordination of exams	Lesley Friesen (Undergraduate Program Manager) 474-9824; Lesley.friesen@umanitoba.ca Linda Grégoire (Office Assistant, Arts) 474-9100; gregoirl@cc.umanitoba.ca
Grade registers	Luana Tavener (Office Assistant, Arts) 474-9100; tavenerl@cc.umanitoba.ca
SEEQ (Teaching Evaluations) Coordinator	Jason Leboe-McGowan 474-8403; Jason.leboe-mcgowan@umanitoba.ca Stephanie Bovell 474-9979; Stephanie.bovell@umanitoba.ca
Travel Office	474-6859 Claims Coordinator www.umanitoba.ca/admin/financial_services/travel/index.shtml
Office of Research Services	474-9019 General Office www.umanitoba.ca/research/ors/
Technology Transfer Office	474-6200 General Office www.umanitoba.ca/research/tto/
Purchasing	474-8348 Customer Service www.umanitoba.ca/admin/financial_services/purch/index.shtml
Budgets and Grants	474-9421 www.umanitoba.ca/admin/financial_services/budgrant/index.shtml
Payroll	474-6632 General Inquiries www.umanitoba.ca/admin/financial_services/payroll/index.shtml
Staff Benefits	474-8084 General Inquiries www.umanitoba.ca/admin/human_resources/staff_benefits/
Parking Office	474-9059 Customer Service http://umanitoba.ca/campus/parking/
Student Advocacy Office	474-7423 General Office www.umanitoba.ca/student/resource/index.shtml
Registrar’s Office	474-9423 General Inquiries www.umanitoba.ca/student/records/
Housing and Student Life Office	474-6404 General Office www.umanitoba.ca/student/housing/
Disability Services	474-6213 General Office www.umanitoba.ca/student/resource/disability_services/index.shtml

Equity Services	474-7491 Equity Assistant	www.umanitoba.ca/admin/human_resources/equity/
Office of University Accessibility	474-9240 General Office	www.umanitoba.ca/admin/vp_academic/accessibility/index.shtml
University Bookstore	474-8321 General Inquiries	www.umanitoba.ca/campus/bookstore/
Emergency on Fort Garry campus	555 or 474-9341	
Non-emergency on both campuses	474-9312	