

Contact Lists

The following are the appropriate staff people to contact for the issues listed.

If you need administrative help...	See...
Admissions	Jennifer Apicella
Admissions Files (missing documents)	Karen Holder
Alumni Services and Continuing Education	Meg Darnell
Financial Aid	Martha Padilla/ Jennifer Seale
Foreign students visas	Leslie Kielson
Front office/ Reception	Beatriz Acevdo
Leaves of absence	Sonia Cabrerra
Newsletter	Barbara Goldschmidt
Non-academic concerns of students	Leslie Kielson
Physical Plant	Mr. Huey
Refund calculations	Mary Alvarez
Scholarships (Non-Swedish Institute) - Disbursements	Mary Alvarez
Scholarships (Swedish Institute) -Information	Reception
Schedules	Amber Rose*
Students with disabilities in need of accommodations	Leslie Kielson
Student billing	Mary Alvarez
Transcript requests	Claudia Etienne
Transfer credits	Amber Rose*
Tuition – Payment of	Reception
Tuition – Payment plans	Mary Alvarez
Library Services	Irina Meyman
Placement & Alumni Services	Meg Darnell
Withdrawals	Eric Demry

If you need academic help or information...**See...**

Academic advisement, academic support and tutoring to students	Amber Rose*
Academic issues – policies, concerns	Sonia Cabrerra
Academic Advising Sessions	Libbie Rice
Academic progress	Amber Rose*
Appeals	Sonia Cabrerra
Academic Issues - Clinical Skills	John Barber
Academic Issues - Acupuncture Didactic Classes	Libbie Rice
Clinic- General Oversight	Francesca Biryukov
Exams	Faculty
Faculty Issues	Sonia Cabrerra
Grades	Faculty/Amber Rose*
Practice Sessions	John Barber
CNT Exam applications	Eric Demry

*Amber Rose is on medical leave for Spring 2008. Please see the posting on the Dean's door on the 7th floor for the hours for the Dean and the Dept. Chairs.

Titles and voicemail for:

Administrator	Department	VM Number
Alvarez, Mary	Bursar	119
Cabrerra, Sonia	Dean of Administration/Acupuncture Program	148
Demry, Eric	Registrar	117
Holder, Karen	Enrollment Coordinator	131
Huey, Yick Pon	Dean for Administration and Operations	121
Kielson, Leslie	Director of Student Services	122
Moonjian, Don	Acting President	129
Padilla, Martha	Director of Financial Aid	120
Seale, Jennifer	Financial Aid Representative	151

E-mail

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Amber Rose	arose@swedishinstitute.org
Leslie Kielson	lkielson@swedishinstitute.edu
Financial Aid	financialaid@swedishinstitute.edu
Registrar	registrar@swedishinstitute.org
Library	library@swedishintitute.edu