

# OFFICE OF THE UNIVERSITY REGISTRAR

NAME	POSITION/DUTIES	EXT	E-MAIL
<i>Robert Doolos</i>	<i>University Registrar</i>	2070	<i>rdoolos@lsu.edu</i>
<i>Patti Beste</i>	<i>Senior Associate Registrar</i>	2072	<i>pbeste@lsu.edu</i>
<i>Clay Benton</i>	<p style="text-align: center;"><i>Assistant Registrar</i></p> <ul style="list-style-type: none"> <li>• Special Assistant to the University Registrar</li> <li>• Grants Access to ACM and SRR database screens</li> <li>• On-line Course Waitlisting</li> <li>• On-line Prerequisite Checking</li> <li>• Schedule Booklet Production</li> <li>• Final Exam Schedules</li> </ul>	2075	<i>cbenton@lsu.edu</i>
<i>Nancy Denham</i>	<p style="text-align: center;"><i>Administrative Coordinator 4</i></p> <ul style="list-style-type: none"> <li>• Coordinates Degree Candidate and Commencement Matters</li> <li>• Posts Corrections from Admissions to the SRR Data Base</li> </ul>	2105	<i>ndenha1@lsu.edu</i>
<i>Judy Cooley</i>	<p style="text-align: center;"><i>Administrative Program Specialist A</i></p> <ul style="list-style-type: none"> <li>• Processes Personnel Actions</li> <li>• Manages and Monitors Budget</li> </ul>	1690	<i>jcoole1@lsu.edu</i>
<i>Georgia Bradford</i>	<p style="text-align: center;"><i>Administrative Coordinator 3</i></p> <ul style="list-style-type: none"> <li>• Verifies Degrees</li> <li>• Changes Addresses</li> <li>• Prepares Course Descriptions</li> </ul>	2076	<i>gbradf1@lsu.edu</i>

## PROCESSING DIVISION

NAME	POSITION/DUTIES	EXT	E-MAIL
<i>Holly Annison</i>	<p style="text-align: center;"><i>Associate Registrar</i></p> <ul style="list-style-type: none"> <li>• Posts and Updates Academic Action</li> <li>• Posts Advanced Standing and Credit by Department</li> <li>• Posts Southern and BRCC Grades</li> <li>• Resolves Problems with Academic Records</li> <li>• Processes Midterm and Final Grades</li> <li>• Processes Duplicate and Related Courses Reports</li> </ul>	2079	<i>hannis1@lsu.edu</i>
<i>Stephanie Champagne</i>	<p style="text-align: center;"><i>Assistant Registrar</i></p> <ul style="list-style-type: none"> <li>• Monitors/Updates Comprehensive Academic Tracking System</li> <li>• Edits and Reviews Recommended Paths</li> <li>• Liaison to Faculty Senate C&amp;C Committee</li> <li>• Reviews Degree Audit Programs</li> </ul>	3977	<i>schampa@lsu.edu</i>
<i>Brian Antie</i>	<p style="text-align: center;"><i>Coordinator</i></p> <ul style="list-style-type: none"> <li>• Updates Comprehensive Academic Tracking System</li> <li>• Edits Recommended Paths</li> </ul>	3561	<i>bantie@lsu.edu</i>
<i>Amy Ware</i>	<p style="text-align: center;"><i>Administrative Program Specialist A</i></p> <ul style="list-style-type: none"> <li>• LSU General Catalog</li> <li>• Edits Collegiate Surveys &amp; Publications Regarding Curricula</li> </ul>	4111	<i>amysware@lsu.edu</i>
<i>Sarah Martin</i>	<p style="text-align: center;"><i>Administrative Coordinator 4</i></p> <ul style="list-style-type: none"> <li>• Edits Recommended Paths</li> <li>• Faculty Senate C&amp;C Committee Support</li> <li>• Updates Special Topics Courses</li> </ul>	2073	<i>sarahmartin@lsu.edu</i>

<i>Anne Manino</i>	<i>Administrative Program Manager 2</i> <ul style="list-style-type: none"> <li>• Supervises Processing Section</li> <li>• Posts Schedule Changes, Grades and Grade Changes</li> <li>• Processes Drop/Add Forms and Resignation Cards</li> </ul>	2093	<i>amanino@lsu.edu</i>
<i>Douglas Villien</i>	<i>Administrative Program Specialist A</i> <ul style="list-style-type: none"> <li>• Processes Transcript Requests</li> <li>• Images and Indexes Admission Papers, Grade Lists, Drop/Add Forms and Other Source Documents</li> <li>• Assists with Commencement</li> </ul>	2104	<i>dvilli@lsu.edu</i>

**SERVICES DIVISION**

NAME	POSITION/DUTIES	EXT	E-MAIL
<i>Pat Lee</i>	<i>Assistant Registrar</i> <ul style="list-style-type: none"> <li>• Coordinates Registration of Students</li> <li>• Coordinates BRCC, Southern Co-op and Multi-campus Cross-Registration</li> <li>• Assists Continuing Students with Residency Appeals</li> <li>• Assists Departments with Special Summer Offerings</li> <li>• Assists Departments with Fee Exemptions</li> </ul>	1696	<i>plee3@lsu.edu</i>
<i>Tammy LeBlanc</i>	<i>Administrative Program Specialist B</i> <ul style="list-style-type: none"> <li>• Supervises Services Division</li> <li>• Processes APA, NSE and Fort Polk Registrations</li> </ul>	1695	<i>tlebla2@lsu.edu</i>

**RECEPTION AREA**

<i>Doris Teasett</i>	<i>Administrative Coordinator 4</i> <ul style="list-style-type: none"> <li>• Assists Constituents with General Services</li> <li>• Assists with Verifying Veterans' Benefits</li> <li>• Assists with Selective Service System Registration</li> </ul>	1694	<i>dteasett@lsu.edu</i>
<i>Angela Bielkiewicz</i>	<i>Administrative Coordinator 4</i> <ul style="list-style-type: none"> <li>• Assists Constituents with General Services</li> </ul>	1693	<i>abelk1@lsu.edu</i>
<i>Faye Guidry</i>	<i>Administrative Coordinator 4</i> <ul style="list-style-type: none"> <li>• Assists Constituents with General Services</li> <li>• Verifies Veterans' Benefits</li> <li>• Verifies National Guard Tuition Exemption Eligibility</li> <li>• Monitors Selective Service System Registration</li> </ul>	1547	<i>fguidr1@lsu.edu</i>

**COURSE SCHEDULING / CLASSROOM ASSIGNMENTS / SCHEDULE BOOKLET**

NAME	POSITION/DUTIES	EXT	E-MAIL
<i>Pat Yancey</i>	<i>Assistant Registrar</i> <ul style="list-style-type: none"> <li>• Coordinates Faculty Assignment</li> <li>• Coordinates the Building of Course Offerings for Upcoming Terms</li> <li>• Makes Classroom Reservations</li> </ul>	2090	<i>pyance1@lsu.edu</i>
<i>Ruby Brown</i>	<i>Administrative Program Specialist B</i> <ul style="list-style-type: none"> <li>• Assists Departments with Scheduling Courses</li> <li>• Assists Departments with Faculty Assignment</li> <li>• Makes Classroom Reservations</li> <li>• Runs ACM Ad Hoc Queries</li> </ul>	2096	<i>rbrown9@lsu.edu</i>