

**USC Price**

Sol Price School of Public Policy

# ADMINISTRATIVE OPERATIONS RESOURCE GUIDE 2016-2017



**ADMINISTRATIVE OPERATIONS RESOURCE GUIDE****TABLE OF CONTENTS**

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## Dean's Office

650 Childs Way  
 RGL 312  
 213-740-0350

The Office of the Dean leads the administration of the Sol Price School of Public Policy. The office has broad oversight over all units within the School and all matters related to the School's academic, faculty affairs, research, financial and operational activities.

|                   |                                  |  |
|-------------------|----------------------------------|--|
| Jack H. Knott     | Dean                             | <a href="mailto:jhknott@price.usc.edu">jhknott@price.usc.edu</a>   |
| Michael B. Nichol | Vice Dean, Faculty Affairs       | <a href="mailto:mnichol@price.usc.edu">mnichol@price.usc.edu</a>   |
| Marlon Boarnet    | Vice Dean, Academic Affairs      | <a href="mailto:boarnet@price.usc.edu">boarnet@price.usc.edu</a>   |
| Neeraj Sood       | Vice Dean, Research & Technology | <a href="mailto:nsood@price.usc.edu">nsood@price.usc.edu</a>       |
| Regina Nordahl    | Associate Dean, Finance/Admin    | <a href="mailto:rnordahl@price.usc.edu">rnordahl@price.usc.edu</a> |
| Allison Kay       | Administrative Assistant         | <a href="mailto:kayallis@price.usc.edu">kayallis@price.usc.edu</a> |
| Yurri Hyun        | Faculty Coordinator              | <a href="mailto:yhyun@price.usc.edu">yhyun@price.usc.edu</a>       |
| TBD               | Director of Special Projects     | TBD  |
| Constance Rodgers | Executive Assistant to the Dean  | <a href="mailto:crodgers@price.usc.edu">crodgers@price.usc.edu</a> |

## USC and Price School Websites

USC Main Webpage

<http://www.usc.edu/>

Price School Main Webpage

<http://priceschool.usc.edu/>

USC Faculty Portal

<http://www.usc.edu/academe/faculty/>

My USC Portal

<https://my.usc.edu/portal/guest.php>

Price School Facts

<http://priceschool.usc.edu/about/facts/>

## Dean's Office, Continued

### Dean's Office Services:

Emergencies  
 Faculty Contracts  
 Faculty Recruitment Support  
 Facilities  
 Federal Express/UPS/ Mailing/Postage Services  
 Financial or Administrative Operations  
 General Inquiries  
 Guest Parking Reservations  
 Master Calendar  
 New Faculty Set-up  
 Office Supplies  
 Open Offices/Classrooms  
 Reimbursements  
 Reserve Classroom or Meeting Room  
 Security Issues  
 Space Issues  
 Special Requests  
 Travel Arrangements  
 University Club Reservations

### Contact

Regina Nordahl  
 Yurri Hyun  
 Yurri Hyun  
 Matt Loggins  
 Allison Kay or Student Worker  
 Regina Nordahl  
 Allison Kay or Student Worker  
 Allison Kay or Student Worker  
 Allison Kay  
 Yurri Hyun  
 Allison Kay  
 Allison Kay or Student Worker  
 Allison Kay  
 Allison Kay  
 Regina Nordahl  
 Regina Nordahl  
 Allison Kay or Regina Nordahl  
 Allison Kay  
 Allison Kay or Student Worker

## Academic Programs Office

650 Childs Way  
 RGL 102  
 213-740-1460

The Academic Programs Office provides support to faculty, students and staff for degree programs, including academic advisement, D-clearance and other individual programmatic functions. Each degree program is led by a faculty director and is supported by at least one program administrator.

Academic Programs also oversees class scheduling and class space management, curricular revisions, adjunct faculty hiring and contracts and the dissemination of academic policies and information.

Listed below are the academic programs office staff and a list of the academic program directors and the program administrators.

|                |                                |              |  |
|----------------|--------------------------------|--------------|--|
| Kattie Johnson | Senior Administrative Director | 213-740-4535 | <a href="mailto:kdjohnso@price.usc.edu">kdjohnso@price.usc.edu</a> |
| Abi Ingleton   | Administrative Assistant       | 213-740-1460 | <a href="mailto:abic@price.usc.edu">abic@price.usc.edu</a>         |
| Jennifer Hsu   | Academic Affairs Coordinator   | 213-821-2517 | <a href="mailto:hsujenni@price.usc.edu">hsujenni@price.usc.edu</a> |
| Ellie Tostado  | Adjunct faculty Coordinator    | 213-740-1461 | <a href="mailto:tostado@price.usc.edu">tostado@price.usc.edu</a>   |

## Degree Programs

|  |                                   |   |
|--|-----------------------------------|---|
| Undergraduate Program                      | (BS, PPD)                         | Program Director: Dr. Lavonna Lewis                               |
|  |                                   | Program Administrator: Nam Ung                                    |
| Graduate Programs in Health                | (MHA, EMHA)                       | Program Director: Dr. Michael B. Nichol                           |
|  |                                   | Program Administrator: Shaunna Thomas (EMHA)<br>Liam Gillen (MHA) |
| Graduate Programs in Public Administration | (MPA, Ph.D-Public Administration) | Program Director: Dr. Peter Robertson                             |
|  |                                   | Program Administrators: Kim Greene<br>June Muranaka               |

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## Academic Programs Office, Continued

|                                    |   |
|------------------------------------|---|
| Graduate Programs in Public Policy | (MPP, Ph.D- Public Policy and Management)<br>Program Director: Dr. Antonio M. Bento<br>Program Administrator: Suzanne Alexander |
|------------------------------------|---|

## Degree Programs

|  |  |
|--|--|
| Graduate Programs in Real Estate Development         | (MRED)<br>Program Director: Dr. Christian L. Redfearn<br>Program Administrator: Sonia Savoulian<br>Russ Sommer (BS, RED) |
| Graduate Programs in Urban Planning and Development  | (MPL, Ph.D-Urban Planning and Development)<br>Program Director: Dr. Marlon Boarnet<br>Program Administrator: Julie Kim   |
| Master in Nonprofit Leadership and Management        | (MNLM)<br>Program Director: Nicole Esparza<br>Program Administrator: Rosana Padilla-Martinez                             |
| Executive Master of Leadership                       | (EML)<br>Program Director: Dr. Robert Denhardt<br>Program Administrator: Rosanna Padilla-Martinez                        |
| Master of International Public Policy and Management | (IPPAM)<br>Program Director: Dr. Joyce Mann<br>Program Administrator: Ann Abrahamyan                                     |
| Doctor of Policy, Planning and Development           | (DPPD) Professional Doctorate<br>Program Director: Debbie Natoli<br>Program Administrator: Ashley Coelho                 |
| Online Learning                                      | Program Director: Susan Gautsch<br>Director of Technology: Curtis Wang   |

## USC and Price Webpages

USC Main Webpage  
<http://www.usc.edu/>

Price School Main Webpage  
<http://priceschool.usc.edu/>

Price Online Learning

<http://priceschool.usc.edu/programs/online-learning/>

MyUSC Portal

<http://my.usc.edu> (requires USC Log In- see Email Setup & Issues)

- Log in to access USC announcements, news, and links to other university services.
- Post your syllabus on the schedule of classes through this site.

## Academic Programs Office, Continued

Blackboard (for instructors) 740-0555

<https://blackboard.usc.edu/>

[http://www.usc.edu/its/blackboard/support/make\\_course\\_available.html](http://www.usc.edu/its/blackboard/support/make_course_available.html)

- Instructors are responsible for posting their syllabus.
- Blackboard accounts will be accessible once the schedule of classes goes live and an instructor has been assigned to the course.

Class Rosters

<https://grs.usc.edu>

Class Schedules

<http://web-app.usc.edu/soc/>

Disability Services and Programs

<http://www.usc.edu/student-affairs/asn/dsp>

Grades (All Grading On-line)

<http://www.usc.edu/dept/ARR/grades/>

Harassment Awareness and Prevention Training

[Through Trojan Learn: Employees.usc.edu](http://ThroughTrojanLearn:Employees.usc.edu)

Library Services

<http://www.usc.edu/libraries/>

Parking Availability & Tram Schedule

<http://transnet.usc.edu/>

Text Book Orders

<http://www.usc.edu/aux-services/bookstore/ftr.html>



## Academic Programs Office, Continued

### Academic Program Office Services

Academic Advisement  
 D-Clearance  
 Adjunct Faculty Hiring  
 Bay Area Policy Forum  
 Class Cancellations  
 Class Evaluations  
 Class Rosters  
 Class Scheduling  
 Classroom Facilities Issues  
 Computing Resources  
 Copies (48 hours prior notice required)  
 Copy Codes  
 Distance Education  
 Door Codes/Keys  
 Email Setup & Issues  
 Equipment Requests  
 Guest Parking for Class Lectures (Requires 48 Hour Notice)  
 International Student Travel  
 Lost and Found  
 MPA/MPP Lab  
 On-Line MPA Residencies  
 Opening Classrooms/Offices  
 Payroll Issues  
 Repository for Exams, Papers-Student Pickup  
 Student Incident Reporting  
 Text Book/Book Readers Orders  
 Trojan Time-Timesheet Questions-Students  
 Trojan Time-Timesheet Questions-Adjunct Faculty

### Contact

Program Administrators  
 Program Administrators  
[www.usc.edu/jobs](http://www.usc.edu/jobs)

Suzanne Alexander

Email students through Blackboard

Carmen Gomez

See website

Jennifer Hsu

Matt Loggins

IT Office

Abi Ingleton

Matt Loggins

Curtis Wang

Matt Loggins

IT Office

IT Office

Ellie Tostado

Ginger Li

Abi Ingleton

Suzanne Alexander, Kim Greene & June Muranaka

Kim Greene

Dean's Office

Vangie Dupas

Abi Ingleton

Carol Rush

Ellie Tostado

Vangie Dupas

Milrose Benitez

## Business Office

3434 S. Grand  
CAL 130

The Price Business Office supports the Sol Price School of Public Policy in meeting its organizational, financial and administrative goals. The Business Office provides support in the areas of budgeting, financial reporting, fiscal management, operations, payroll matters and vendor relations. Through the development and implementation of policies and procedures, the Price Business Office ensures that the Price School has the tools and knowledge needed to operate efficiently and effectively in accordance with University, federal and state guidelines.

|                   |                         |              |  |
|-------------------|-------------------------|--------------|--|
| Melissa Azarcon   | Senior Business Officer | 213-821-8176 | <a href="mailto:mazarcon@price.usc.edu">mazarcon@price.usc.edu</a> |
| Jean Nguyen-Lee   | Financial Manager       | 213-821-8183 | <a href="mailto:jeann@price.usc.edu">jeann@price.usc.edu</a>       |
| Nikki Berhane     | Business Manager        | 213-821-0425 | <a href="mailto:berhane@price.usc.edu">berhane@price.usc.edu</a>   |
| Maria Lam         | Special Projects        | 213-821-8181 | <a href="mailto:mlam@price.usc.edu">mlam@price.usc.edu</a>         |
| Gino De Los Reyes | Business Analyst        | 213-821-8247 | <a href="mailto:gldelosr@price.usc.edu">gldelosr@price.usc.edu</a> |
| Erin Sigman       | Business Analyst        | 213-821-8199 | <a href="mailto:erinsgm@price.usc.edu">erinsgm@price.usc.edu</a>   |
| Vangie Dupas      | Payroll Supervisor      | 213-821-8187 | <a href="mailto:dupas@price.usc.edu">dupas@price.usc.edu</a>       |
| Milrose Benitez   | Payroll Technician      | 213-821-8239 | <a href="mailto:mebenite@price.usc.edu">mebenite@price.usc.edu</a> |

## USC and Price School Websites

USC Kualii Financial System Webpage  
<http://fbs.usc.edu/depts/kualii>

USC Kualii User Guide (Purchasing, e-market, DV/DVQE)  
<http://fbs.usc.edu/depts/kualii/page/6262/purchasing-accounts-payable-purap-usc-emarket/>

USC Business Service  
<http://businessservices.usc.edu/>

USC eCert-Effort Reporting  
<http://fbs.usc.edu/depts/ofa/page/4118/policies/>

USC Research Administration (TARA)  
<https://research.usc.edu/usc-research-administration-system/>

## Business Office, Continued

### Business Office Services

|  |  |
|--|--|
| All Types of Financial Inquiries           | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Audits                                     | Jean Nguyen or Nikki Berhane                             |
| Account Status/Cognos Report               | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Budgets                                    | Melissa Azarcon  |
| Cash Advance for University Travel         | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| eCert-Effort Reporting                     | Meggy Frye   |
| eMarket Purchasing System                  | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Expense Reports                            | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Endowment & Gift Accounts                  | Melissa Azarcon  |
| Faculty Research Allowance                 | Gino De Los Reyes  |
| Financial Reporting                        | Melissa Azarcon  |
| Independent Contractor Payments            | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Internal Requisitions                      | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Non-Employee/Guests Services (iVIP)        | Vangie Dupas   |
| KUALI Financial System                     | Melissa Azarcon  |
| Payroll                                    | Vangie Dupas, Erin Sigman, Milrose Benitez               |
| Procurement Cards                          | Nikki Berhane, Jean Nguyen                               |
| Purchase Orders                            | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Reimbursements (DVQE)-Grants Acct          | Meggy Frye, Elizabeth Gatchalian, Nalini Gujuluva        |
| Reimbursements (DVQE)-Non-Grants Acct      | Jean Nguyen, Nikki Berhane, Gino De Los Reyes, Maria Lam |
| Setting Up New Accounts                    | Melissa Azarcon  |
| TARA Contracts & Grants System             | Meggy Frye   |
| Travel Cards                               | Jean Nguyen, Nikki Berhane                               |
| Trojan Time Payroll System-Staff, Students | Vangie Dupas, Erin Sigman                                |
| Trojan Time Payroll -Adjunct Faculty       | Milrose Benitez  |
| Unrestricted Accounts                      | Nikki Berhane, Gino De Los Reyes                         |

***Many of our business services are supported based on the account designation. New faculty should meet with Melissa Azarcon to establish all new accounts and meet the business office staff assigned to support your specific account designation (unrestricted, endowment or gift accounts). This will provide you with a direct point of contact for your all of your business office requests.***

***For routine requests, such as a reimbursement, cash advance for university travel, ordering supplies, a requisition or purchase order; if you are not supported by a Center or if your request is in support of a School activity, the Dean's Office can be your point of contact to assist you with these services.***

## Career Services

3518 Trousdale Parkway  
 VKC 383, VKC 384, VKC 385, VKC 386

For more than 80 years, the USC Sol Price School of Public Policy has prepared some of the nation’s most dedicated leaders and connected them with influential organizations that help solve the world’s most complex challenges. The Office of Career Services assists students with internship and employment opportunities; provides tailored career advisement; organizes networking events, facilitates alumni involvement; and conducts career panels so that students develop a strong professional network before graduating. In addition, the Office of Career Services hosts numerous professional development workshops, programs and events so that students are prepared for a professional career upon graduation.

|                 |                             |              |  |
|-----------------|-----------------------------|--------------|--|
| Scott Turner    | Director of Career Services | 213-740-7481 | <a href="mailto:ssturner@price.usc.edu">ssturner@price.usc.edu</a> |
| Lisa Luna       | Career Services Advisor     | 213-740-0546 | <a href="mailto:lluna@price.usc.edu">lluna@price.usc.edu</a>       |
| Julie Labich    | Associate Director          | 213-740-8174 | <a href="mailto:samere@price.usc.edu">samere@price.usc.edu</a>     |
| Seema Yedavalli | Assistant Director          | 213-740-0533 | <a href="mailto:yedavall@price.usc.edu">yedavall@price.usc.edu</a> |

## Price School Websites

Price School Webpage  
<http://priceschool.usc.edu/>

Price School Career Services Webpage  
<http://priceschool.usc.edu/careers/>

### Career Services:

Career Services  
 Alumni Update  
 Advising Appointments  
 Employer Information Sessions  
 Employment Data

### Contact

Scott Turner  
 Seema Yedavalli  
 Lisa Luna  
 Julie Labich/Seema Yedavalli  
 Julie Labich

## Career Services, Continued

### Career Services:

Events  
Externships  
Fellowships  
Internships  
Job Announcements  
Mentor Program  
New Employers  
New Programming  
Newsletter  
PriceNet  
Workshops

### Contact

Lisa Luna  
Seema Yedavalli  
Seema Yedavalli  
Lisa Luna  
Julie Labich  
Seema Yedavalli  
Julie Labich  
Scott Turner  
Seema Yedavalli  
Lisa Luna  
Seema Yedavalli

## Communications Office

1150 S. Olive Street, Suite 1500  
 AT&T  
 213-740-2695

The Price School’s Office of Communications is responsible for peer institution communications, student recruitment materials, the Price School’s Website, generating content and producing the Price electronic newsletter six times per year, special Price School videos, photography and Flickr slide shows, Price polling and events twitter accounts, recommending YouTube content, coordinating with central USC Communications on media relations, publicity for high-profile events, and content for the USC Chronicle, Trojan Family Magazine and the USC News website, and speech writing for the dean’s office.

|                  |                            |              |  |
|------------------|----------------------------|--------------|--|
| Jan Peterson     | Director of Communications | 213-821-8242 | <a href="mailto:janispet@price.usc.edu">janispet@price.usc.edu</a> |
| Ben Dimapindan   | Associate Director         | 213-821-8250 | <a href="mailto:bdimapin@price.usc.edu">bdimapin@price.usc.edu</a> |
| Deirdre Flanagan | Communications Coordinator | 213-740-2695 | <a href="mailto:dmflanag@price.usc.edu">dmflanag@price.usc.edu</a> |

## USC and Price School Websites

USC Main Webpage  
<http://www.usc.edu>

Price School Main Webpage  
<http://priceschool.usc.edu/>

### Social Media Accounts

Twitter  
 Facebook  
 LinkedIn  
 YouTube  
 Flickr  
 Pinterest  
 iTunes University

### Contact

Communications Office  
 Communications Office  
 Development & Career Services  
 Price Video Services  
 Communications Office  
 Student Affairs Office  
 Price Video Services

## Communications Services, Continued

### Communications Services:

Faculty Webpage updates  
General Questions  
Price Newsletter  
Media Relations  
Price School Experts List  
Print Media  
Special Projects

### Contact

Ben Dimapindan  
Deirdre Flanagan  
Ben Dimapindan  
Central USC Media Office  
Deirdre Flanagan  
  
Jan Peterson



## External Relations & Development Office

1150 S. Olive Street, Suite 1500

AT&T

213-821-0429

The Office of External Relations and Development provides a broad array of services to support the School's external relations, outreach, fundraising and development activities. These services include: capital campaign and fundraising strategy development, prospect research, database management, proposal preparation, grant writing, annual giving programs, planned giving, gift recording and processing, financial management, special events planning and oversight, donor relations/stewardship, board/volunteer management and any special project requiring external relations or outreach involvement.

### Price School

|                   |                           |              |  |
|-------------------|---------------------------|--------------|--|
| John Sonego       | Associate Dean            | 213-821-8244 | <a href="mailto:sonego@price.usc.edu">sonego@price.usc.edu</a>     |
| Caroline Bhalla   | Director of Development   | 213-740-5134 | <a href="mailto:cbhalla@price.usc.edu">cbhalla@price.usc.edu</a>   |
| Kristi Patton     | Director of Alumni Relat. | 213-821-8182 | <a href="mailto:kkpatton@price.usc.edu">kkpatton@price.usc.edu</a> |
| Melissa Bersofsky | Executive Director        | 213-821-8243 | <a href="mailto:bersofsk@price.usc.edu">bersofsk@price.usc.edu</a> |
| Megan Goulding    | Director of Development   | 213-821-8188 | <a href="mailto:mgouldin@price.usc.edu">mgouldin@price.usc.edu</a> |
| Heidi Rosano      | Director of Events        | 213-821-8189 | <a href="mailto:hdeleon@price.usc.edu">hdeleon@price.usc.edu</a>   |
| Kristen Descombes | Manager of Events         | 213-821-0417 | <a href="mailto:descombe@price.usc.edu">descombe@price.usc.edu</a> |
| Miguel Mendez     | Development Coordinator   | 213-821-0249 | <a href="mailto:momendez@price.usc.edu">momendez@price.usc.edu</a> |

### Lusk Center

|                   |                            |              |  |
|-------------------|----------------------------|--------------|--|
| Richard Green     | Director                   | 213-740-4093 | <a href="mailto:richarkg@price.usc.edu">richarkg@price.usc.edu</a> |
| Ravaut Benitez    | Programs Assistant         | 213-821-5468 | <a href="mailto:rbenitez@price.usc.edu">rbenitez@price.usc.edu</a> |
| J.D. Brown        | Associate Director of Dev. | 213-740-1835 | <a href="mailto:jeffredb@price.usc.edu">jeffredb@price.usc.edu</a> |
| Janet Bustillo    | MRED Program Coordinator   | 213-821-2202 | <a href="mailto:jbustill@price.usc.edu">jbustill@price.usc.edu</a> |
| Suzanne Ekerling  | Executive Director of Dev. | 213-740-5516 | <a href="mailto:ekerling@price.usc.edu">ekerling@price.usc.edu</a> |
| Marilyn Ellis     | Director of Marketing      | 213-740-1463 | <a href="mailto:mellis@price.usc.edu">mellis@price.usc.edu</a>     |
| Jennifer Frappier | Manager of Events          | 213-740-5822 | <a href="mailto:frappier@price.usc.edu">frappier@price.usc.edu</a> |
| Art Henares       | Business Analyst           | 213-821-6018 | <a href="mailto:henares@price.usc.edu">henares@price.usc.edu</a>   |
| Mary Peralta      | Program Manager            | 213-821-1031 | <a href="mailto:meperalt@price.usc.edu">meperalt@price.usc.edu</a> |
| Sonia Savoulian   | Managing Director          | 213-740-7779 | <a href="mailto:sonias@price.usc.edu">sonias@price.usc.edu</a>     |
| Nina Tibayan      | Director of Administration | 213-740-0969 | <a href="mailto:tibayan@price.usc.edu">tibayan@price.usc.edu</a>   |

## External Relations & Development Office, Continued

### Center for Philanthropy and Public Policy

|                   |                            |              |  |
|-------------------|----------------------------|--------------|--|
| Jim Ferris        | Director                   | 213-740-0388 | <a href="mailto:jferris@price.usc.edu">jferris@price.usc.edu</a>   |
| Nicholas Williams | Associate Director         | 213-740-8557 | <a href="mailto:npwillia@price.usc.edu">npwillia@price.usc.edu</a> |
| Farrah Azizi      | Development Officer        | 213-740-1776 | <a href="mailto:fazizi@price.usc.edu">fazizi@price.usc.edu</a>     |
| Gregg Millward    | Senior Dir. of Development | 213-740-1776 | <a href="mailto:gmillwar@usc.edu">gmillwar@usc.edu</a>             |
| Deborah Wong      | Event's Coordinator        | 213-821-1262 | <a href="mailto:deboragw@price.usc.edu">deboragw@price.usc.edu</a> |
| Linda Sturm       | Administrative Coordinator | 213-740-9492 | <a href="mailto:lindas@price.usc.edu">lindas@price.usc.edu</a>     |

### California Central - USC Villaraigosa Initiative

|                    |                    |              |  |
|--------------------|--------------------|--------------|--|
| Paula Daniels      | Executive Director | 213-821-0416 | <a href="mailto:pdaniels@usc.edu">pdaniels@usc.edu</a>             |
| Martha Dourisboure | Assistant Director | 213-821-0411 | <a href="mailto:dourisbo@price.usc.edu">dourisbo@price.usc.edu</a> |

### Schaeffer Center

|                     |                              |              |  |
|---------------------|------------------------------|--------------|--|
| Jason Doctor        | Director of Health Inf.      | 213-821-8142 | <a href="mailto:jdoctor@usc.edu">jdoctor@usc.edu</a>                         |
| Paul Ginsburg       | Director of Public Policy    |              | <a href="mailto:pginsburg@usc.edu">pginsburg@usc.edu</a>                     |
| Dana Goldman        | Director                     | 213-821-7948 | <a href="mailto:dpgoldma@usc.edu">dpgoldma@usc.edu</a>                       |
| Ann Harada          | Managing Director            | 213-821-1764 | <a href="mailto:harada@usc.edu">harada@usc.edu</a>                           |
| Geoffrey Joyce      | Director of Health Policy    | 213-821-7958 | <a href="mailto:gjoyce@healthpolicy.usc.edu">gjoyce@healthpolicy.usc.edu</a> |
| Grant Lawless       | Director of Bus. & Indust.   | 213-821-6181 | <a href="mailto:glawless@usc.edu">glawless@usc.edu</a>                       |
| Jeff McCombs        | Director of Graduate Studies | 213-821-7941 | <a href="mailto:jmccombs@usc.edu">jmccombs@usc.edu</a>                       |
| Neeraj Sood         | Director of Research         | 213-821-7949 | <a href="mailto:nsood@healthpolicy.usc.edu">nsood@healthpolicy.usc.edu</a>   |
| Patricia St. Clair  | Director of Data Core        | 213-821-6479 | <a href="mailto:pstclair@usc.edu">pstclair@usc.edu</a>                       |
| Sadena Thevarajah   | Director of Ext. Affairs     | 213-821-7978 | <a href="mailto:thevaraj@usc.edu">thevaraj@usc.edu</a>                       |
| Cristina Wilson     | Dir. of Finance & Res. Admin | 213-821-1408 | <a href="mailto:crwilson@usc.edu">crwilson@usc.edu</a>                       |
| Julie Zissimopoulos | Associate Director           | 213-821-7947 | <a href="mailto:zissimop@usc.edu">zissimop@usc.edu</a>                       |
| Kayleigh Barnes     | Project Specialist           |              | <a href="mailto:kayleighb@usc.edu">kayleighb@usc.edu</a>                     |
| Laura Gascue        | Programmer                   | 213-821-7950 | <a href="mailto:gascue@usc.edu">gascue@usc.edu</a>                           |
| Sara Geiger         | Assist. to the Director      | 213-821-5223 | <a href="mailto:sigeiger@usc.edu">sigeiger@usc.edu</a>                       |
| Stephanie Hedt      | Policy Comm. Associate       | 213-821-4555 | <a href="mailto:hedt@healthpolicy.usc.edu">hedt@healthpolicy.usc.edu</a>     |
| Tara Knight         | Program Manager              | 213-821-7947 | <a href="mailto:knight@healthpolicy.usc.edu">knight@healthpolicy.usc.edu</a> |
| Duncan Ermini Leaf  | Research programmer          | 213-821-6474 | <a href="mailto:dleaf@healthpolicy.usc.edu">dleaf@healthpolicy.usc.edu</a>   |
| Samantha Malisos    | Administrative Assistant II  | 213-821-7960 | <a href="mailto:malisos@usc.edu">malisos@usc.edu</a>                         |
| Brendan Rabideau    | Research Programmer          | 213-821-7962 | <a href="mailto:rabideau@usc.edu">rabideau@usc.edu</a>                       |
| Rocio Ribero        | Project Specialist           | 213-821-6468 | <a href="mailto:rribero@usc.edu">rribero@usc.edu</a>                         |
| Devin Stambler      | Special Events Associate     | 213-821-7967 | <a href="mailto:dstamble@usc.edu">dstamble@usc.edu</a>                       |
| Bryan Tysinger      | Research programmer          | 213-821-7964 | <a href="mailto:btysinge@usc.edu">btysinge@usc.edu</a>                       |
| Irene Vidyanti      | Collaborating programmer     |              | <a href="mailto:vidyanti@usc.edu">vidyanti@usc.edu</a>                       |

## External Relations & Development Office, Continued

|                |                      |   |
|----------------|----------------------|---|
| Jillian Wallis | Research Data Admin. | 213-821-6180 <a href="mailto:wallisj@healthpolicy.usc.edu">wallisj@healthpolicy.usc.edu</a> |
| Briana White   | Program Manager      | 213-821-7968 <a href="mailto:brianawh@usc.edu">brianawh@usc.edu</a>                         |

## Price School Websites

Price School Alumni Webpage  
<http://priceschool.usc.edu/alumni/>

Price School Giving Webpage  
<http://priceschool.usc.edu/alumni/giving/>

### Development Services:

- Administrative & Financial Support
- Alumni Relations
- Annual Giving
- Athenian Society
- Board of Councilors
- Corporate & Foundation Relations
- Dean’s Speaker Series
- Donor Stewardship
- Donor Engagement Materials
- Event Planning
- Estate Planning Gifts
- External Relations
- Federal Relations
- Fundraising
- Fundraising Communication Strategies
- Gift Agreements
- Guardian Awards Event
- Major Gifts
- Outreach Programs
- Philanthropy Capacity Building
- Planned Giving
- Price Capital Campaign Support
- Price Parents & Parent’s Council
- Price Leadership Council

### Contact

- Miguel Mendez
- Kristi Patton
- John Sonogo & Caroline Bhalla
- Caroline Bhalla
- Heidi Rosano
- John Sonogo & Megan Goulding
- Kristi Patton
- Kristen Descombes
- Megan Goulding
- Heidi Rosano & Kristen Descombes
- John Sonogo
- John Sonogo
- John Sonogo
- John Sonogo & Melissa Bersofsky
- Megan Goulding
- John Sonogo
- Heidi Rosano
- John Sonogo & Melissa Bersofsky
- John Sonogo
- Megan Goulding
- Melissa Bersofsky
- Melissa Bersofsky
- Melissa Bersofsky
- Kristi Patton

## External Relations & Development Office, Continued

Special Requests

John Sonogo

USC Alumni Association Board

Kristi Patton

Volunteer Boards

Kristi Patton

## Facilities Office

VLC 378  
213-740-7271

The Price Facilities Office in conjunction with the USC Facilities Maintenance Services is responsible for the day to day operation, repair and maintenance of Price buildings, infrastructure and grounds on the University Park Campus. The office services a diverse set of operational activities at Ralph and Godly Lewis Hall, the Von KleinSchmid Building, the Gateway Building, the PE Building, the Student Union Building, the CAL Building, the AT&T Building and the Accounting Building.

|                |                        |              |  |
|----------------|------------------------|--------------|--|
| Matt Loggins   | Facilities Director    | 213-821-1511 | <a href="mailto:loggins@price.usc.edu">loggins@price.usc.edu</a>     |
| Harry Van Dort | Facilities Coordinator | 213-740-7271 | <a href="mailto:vandort@price.usc.edu">vandort@price.usc.edu</a>     |
| Mike Spirtos   | Facilities Assistant   | 213-821-2412 | <a href="mailto:mmspirto@usc.edu">mmspirto@usc.edu</a>               |
| Teresa Tonjes  | Security Guard         | 805-210-9090 | <a href="mailto:teresa.tonjes@yahoo.com">teresa.tonjes@yahoo.com</a> |

### Other Important Numbers

|                             |              |
|-----------------------------|--------------|
| Facilities Emergency Number | 213-740-6833 |
| USC Emergency Number        | 213-740-4321 |

## USC Websites

USC Emergency Website  
<http://emergency.usc.edu/>

USC Travel Emergencies  
<http://procurement.usc.edu/travel/emergencies/>

USC Trojan Alert  
<https://trojansalert.usc.edu/index.php?CCheck=1>

Maintaining your Class in an Emergency  
<https://faculty.usc.edu/new/before-you-arrive/teaching/>

USC Facilities Webpage  
<http://facilities.usc.edu/>

## Facilities Office, Continued

### Facilities Services:

Building Work Orders (lights out, etc.)  
Classroom Issues in General  
Copier Problems  
Copy Codes  
Emergency Procedures  
Emergency Preparedness Plan  
Furniture  
Hot/Cold Issues  
Janitorial Services  
Keys  
Mail Boxes & Distribution  
Moving  
Office Temperature  
Copy Paper Order  
Price Letterhead & Envelopes  
Renovations  
Security  
Special Requests  
Telephone Questions/Problems  
Coffee Bar/Water Supplies

### Contact

Matt Loggins  
Matt Loggins or Harry Van Dort  
Harry Van Dort  
Matt Loggins  
Mike Spirtos  
Mike Spirtos  
Matt Loggins  
Harry Van Dort  
Harry Van Dort  
Harry Van Dort  
Harry Van Dort  
Matt Loggins  
Harry Van Dort  
Harry Van Dort  
Harry Van Dort  
Matt Loggins  
Matt Loggins or Regina Nordahl  
Matt Loggins  
Harry Van Dort  
Harry Van Dort

## Human Resources Office

3434 S. Grand  
CAL 130-G  
213-821-9191

Led by Director Gail Uyeda, the Human Resources Department of the Price School of Public Policy of USC provides employees with guidance and support for various HR functions including: recruitment, hiring, talent management, on-boarding, benefits assistance, employment practices, university policies, compliance, performance appraisals, coaching and counseling, reorganizations and other related services.

Gail Uyeda    Human Resources Director    213-821-8191    [guyeda@price.usc.edu](mailto:guyeda@price.usc.edu)

## USC and Price School Websites

Price School Intranet Webpage

<http://priceschool.usc.edu/intranet/>

USC Benefits

<http://www.usc.edu/dept/Benefits/>

USC Equity & Diversity Office

[http://www.usc.edu/dept/hr/equity\\_diversity/](http://www.usc.edu/dept/hr/equity_diversity/)

USC Employee Gateway

<http://employees.usc.edu/>

USC Human Resources Administration

<http://www.usc.edu/dept/hr/hra/>

USC Policies

<http://policies.usc.edu/>

## Human Resources Office, Continued

### Human Resources Services:

Benefits  
 Building Access Cards  
 Business Cards  
 Coordinating Staff Employee Candidate Interviews  
 Directory Updates  
 Discipline Matters  
 Hiring  
 Independent Contract Agreements (ICAs)  
 Identification Cards-USCard  
 Interviewing Candidates  
 Job Descriptions  
 Leave Requests  
 Listservs  
 Name Badges  
 Organizational Charts  
 Orientation  
 Policy Matters  
 Reorganizations  
 Recruitment-Staff & Research Candidates  
 Resume Review  
 Screening Potential Staff Employee Candidates  
 Student Incident Reporting  
 Talent Management  
 Temporary Services  
 Training Assistance  
 USCard Assistance

### Contact

Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
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 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Carol Rush in Student Affairs  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda  
 Gail Uyeda



## Information Technology Office

3434 S. Grand  
CAL 130

The Price Information Technology Office provides leadership and support in information technology across the School and in conjunction with the USC Information Technology Services. Price IT promotes IT solutions that improve and enhance the teaching, learning, research and administrative operations. The staff provides hands on support for most IT matters and they have the ability to facilitate solutions with the University's central IT services when needed. The Price IT Office provides a wide variety of IT, desktop, video and digital media services.

### CAL Office (CAL 130-B)

|                 |             |              |  |
|-----------------|-------------|--------------|--|
| James McPartlan | IT Director | 213-740-6081 | <a href="mailto:mcpartla@price.usc.edu">mcpartla@price.usc.edu</a> |
|-----------------|-------------|--------------|--|

### Lewis Hall Office (RGL 242)

|                |               |              |  |
|----------------|---------------|--------------|--|
| Daniel George  | IT Manager    | 213-740-2174 | <a href="mailto:danielge@price.usc.edu">danielge@price.usc.edu</a> |
| Anthony Burgos | IT Consultant | 213-740-0369 | <a href="mailto:ab_430@price.usc.edu">ab_430@price.usc.edu</a>     |

### Gateway Office (GWA Unit A)

|             |               |              |  |
|-------------|---------------|--------------|--|
| Marcus Como | IT Consultant | 213-740-3584 | <a href="mailto:como@price.usc.edu">como@price.usc.edu</a> |
|-------------|---------------|--------------|--|

### ROTC Office (PED 115B)

|                   |            |              |  |
|-------------------|------------|--------------|--|
| Cathy DesLauriers | IT Manager | 213-821-1034 | <a href="mailto:cathyd@rotc.usc.edu">cathyd@rotc.usc.edu</a> |
|-------------------|------------|--------------|--|

## Price Video Services

3434 S. Grand Ave  
CAL 130-C

|                   |                   |              |  |
|-------------------|-------------------|--------------|--|
| Jonathan Schwartz | Digital Media Mgr | 213-359-7849 | <a href="mailto:jonls@price.usc.edu">jonls@price.usc.edu</a> |
| Ryan Hedden       | Video Producer    | 213-821-6989 | <a href="mailto:hedden@usc.edu">hedden@usc.edu</a>           |

## USC and Price School Websites

### Price School IT Webpage

<http://priceschool.usc.edu/intranet/mis>

### USC IT Website

<http://www.usc.edu/its/>

### IT Services:

#### Price Help Desk

Help Desk

Accounts

Network Printer and Scanner Problems

Network Connectivity

Ordering IT Equipment

Classroom Technology Support

Desktop Issues

Price Email Set Up

VPN access

Wireless Issues

Mobile Devices

### Purchasing

Computing Equipment Purchases

(Computers, Printers, Laptops, Tablets, etc.)

Software Purchase & Licensing

### Price Video Services

Adobe Connect Set-up

Polycom Phone Set-up

Video-conferencing

Video-taping

Price YouTube Channel

Price iTunes U Channel

Distance Learning Support

### Schaeffer Center Help Desk

### Contact

[priceit@usc.edu](mailto:priceit@usc.edu) 213-740-2174

James McPartlan

[mcpartla@usc.edu](mailto:mcpartla@usc.edu)

[pvs@price.usc.edu](mailto:pvs@price.usc.edu)

[ithelp@healthpolicy.usc.edu](mailto:ithelp@healthpolicy.usc.edu)

213-740-2174

INTERNATIONAL INITIATIVES

## Office of Research

3434 S. Grand  
CAL 130

The Price Office of Research serves as a resource for research faculty and their administrators. The office oversees grant and contract administration and research compliance to support and facilitate funding and adherence to University and federal, state and private sponsor policies. The office also provides an integrated set of services designed to help faculty navigate the USC contracts and grants process from proposal development and submission through post-award management.

|                      |                          |              |  |
|----------------------|--------------------------|--------------|--|
| Neeraj Sood          | Vice Dean for Research   | 213-821-7949 | <a href="mailto:nsood@usc.edu">nsood@usc.edu</a>                   |
| Meggy Frye           | Assistant Director       | 213-821-8175 | <a href="mailto:mfrye@price.usc.edu">mfrye@price.usc.edu</a>       |
| Elizabeth Gatchalian | Contract & Grants Coord. | 213-821-8180 | <a href="mailto:egatchal@price.usc.edu">egatchal@price.usc.edu</a> |
| Nalini Gujuluva      | Budget Business Analyst  | 213-821-0418 | <a href="mailto:gujuluva@price.usc.edu">gujuluva@price.usc.edu</a> |

## Price Centers

|  |                                     |   |
|--|-------------------------------------|---|
| John & Judith Bedrosian Center                     | Director:<br>Program Administrator: | Dr. Raphael Bostic<br>Aubrey Hicks          |
| Center for Economic Development                    | Director:<br>Program Administrator: | Dr. Leonard Mitchell<br>Deepak Bahl         |
| Center for Health Care Finance Policy & Management | Director:<br>Program Administrator: | Dr. Glenn Melnick<br>None                   |
| Center for Homeland Security (CREATE)              | Director:<br>Program Administrator: | Detlof Von Winterfeldt<br>Michael Navarrete |
| Center for Philanthropy and Public Policy          | Director:<br>Program Administrator: | Dr. James Ferris<br>Linda Sturm             |
| Center for Sustainable Cities                      | Director:<br>Program Administrator: | Dr. Hilda Blanco<br>None                    |
| Lusk Center for Real Estate                        | Director:<br>Associate Director:    | Dr. Richard Green<br>Sonia Savoulian        |
| METRANS Center                                     | Director:<br>Assistant Director:    | Dr. Genevieve Giuliano<br>Victoria Deguzman |

## Office of Research, Continued

### Price Centers

|   |   |                                   |
|---|---|-----------------------------------|
| Population Dynamics Group                             | Faculty Director:<br>Program Administrator: | Dr. Dowell Myers<br>None          |
| Price Center for Social Innovation                    | Director:<br>Executive Director:            | Dr. Gary Painter<br>Richard Parks |
| Leonard Schaeffer Center for Health Policy & Research | Director:<br>Managing Director:             | Dr. Dana Goldman<br>Ann Harada    |
| USC Schwarzenegger Institute                          | Director:<br>Academic Director:             | Bonnie Reiss<br>Dan Mazmanian     |
| Tomas Riviera Policy Institute                        | Director:<br>Program Administrator:         | Dr. Roberto Suro<br>None          |
| Safe Communities Institute                            | Director:<br>Program Administrator:         | Frank Quiambao<br>Juan Noguera    |

### USC and Price School Websites

USC Research Webpage

<http://research.usc.edu/>

USC Research Administration (TARA)

<https://research.usc.edu/usc-research-administration-system/>

Price School Research Webpage

<http://priceschool.usc.edu/research/>

Price School Research Administration Webpage

<http://priceschool.usc.edu/intranet/research-admin/>

## Office of Research, Continued

### Contracts and Grants Services

Funding opportunities  
Proposal Development & Proposal Approval  
General Proposal, Grant, Contract Inquiries  
Proposal development & Submission  
Post Award Set-up & Funding  
Post Award Grants & Contracts Management  
Faculty Updates/ Research News  
Research Reports  
Training on Contracts & Grants Financial Systems

### Contact

Neeraj Sood  
Neeraj Sood  
Meggy Frye  
Neeraj Sood & Meggy Frye  
Meggy Frye  
Elizabeth Gatchalian & Nalini Gujuluva  
Neeraj Sood & Meggy Frye  
Meggy Frye  
Meggy Frye

## Recruitment and Admissions Office

650 Childs Way  
RGL 111

The Recruitment and Admissions Office (one of two units that is part of Student Affairs) implements strategies to attract and enroll high quality and diverse students to our undergraduate program, core master’s programs (MHA, MNLM, MPA, including the MPA in Sacramento, MPL, MPP) and Ph.D. programs. One-year master’s programs and executive program recruitment (EML, IPPAM, MRED and DPPD) is handled by the individual programs and online program recruitment (MPA-OL and EMHA-OL) is handled by Pearson.

In addition, the office processes all graduate applications for admission, including applications to one-year and executive programs and online programs. The Recruitment and Admission Office works closely with the Undergraduate Programs Office in processing undergraduate changes of major and minors and with the Graduate Programs in Health Policy and Management, Public Administration and Urban Planning and Development in processing applications of Progressive Degree students and with all programs in processing applications of those applying to our graduate certificate programs.

|                      |                           |              |  |
|----------------------|---------------------------|--------------|--|
| Marisol Rios         | Director                  | 213-740-0527 | <a href="mailto:marisolr@price.usc.edu">marisolr@price.usc.edu</a> |
| Sarah Esquivel       | Assistant Director        | 213-740-0399 | <a href="mailto:sesquiv@price.usc.edu">sesquiv@price.usc.edu</a>   |
| Ashleigh Stayton     | Recruitment/Marketing Mgr | 916-637-8970 | <a href="mailto:stayton@price.usc.edu">stayton@price.usc.edu</a>   |
| Will Coucheron-Aamot | Admissions Counselor      | 213-740-0710 | <a href="mailto:couchero@usc.edu">couchero@usc.edu</a>             |
| Derek Robinson       | Admissions Counselor      | 213-740-1036 | <a href="mailto:derekrob@price.usc.edu">derekrob@price.usc.edu</a> |

### Price School Websites

Price School Webpage

<http://priceschool.usc.edu/>

Price School Admissions Office

<http://priceschool.usc.edu/admission/>

## Recruitment and Admissions Office, Continued

### Recruitment and Admissions:

#### Admissions

Undergraduate  
 DPPD  
 EMHA-Online  
 EML  
 IPPAM  
 MHA  
 MNLM  
 MPA (Domestic applicants)  
 MPA (International applicants)  
 MPA-Online  
 MPL  
 MPP  
 MRED  
 PHD

New Business (Markets, Student Organizations,  
 Exchanges)

Recruitment / Marketing

Sacramento Recruitment

Social Media

Student Affairs Events

(Orientations, Admitted Student Events)

### Contact

Marisol Rios  
 Sarah Esquivel  
 Marisol Rios  
 Will Coucheron-Aamot  
 Marisol Rios  
 Will Coucheron-Aamot  
 Will Coucheron-Aamot  
 Will Coucheron-Aamot  
 Derek Robinson  
 Derek Robinson  
 Will Coucheron-Aamot  
 Will Coucheron-Aamot  
 Sarah Esquivel  
 Sarah Esquivel  
 Derek Robinson  
 Marisol Rios  
  
 Carol Rush  
 Carol Rush or Marisol Rios  
 Ashleigh Stayton  
 Sarah Esquivel, Will Coucheron-Aamot,  
 Derek Robinson  
  
 Christine Cho



## Reserve Officer Training Programs (ROTC)

The University of Southern California hosts the Air Force, Army, Marine Corps and the Navy on campus through the Reserve Officer Training Program (ROTC) established by Congress on March 4, 1925. The ROTC programs at USC, administered by the Price School, are dedicated to preparing young adults for military service.

|                                     |  |   |
|-------------------------------------|--|---|
| USC Air Force ROTC                  | Commanding Officer:<br>Program Assistant:<br>Email:<br>Office:<br>Telephone: | Lieutenant Colonel Ghia P. Simmons, USAF<br>Shahla Fatemi<br><a href="mailto:shahlafa@usc.edu">shahlafa@usc.edu</a><br>PED 112<br>213-740-2670            |
| USC Army ROTC                       | Commanding Officer:<br>Program Assistant:<br>Email:<br>Office:<br>Telephone: | Lieutenant Colonel Justin Chezem, USA<br>Cathy Ioki<br><a href="mailto:cioki@rotc.usc.edu">cioki@rotc.usc.edu</a><br>PED 110<br>213-740-2770              |
| USC Naval ROTC                      | Commanding Officer:<br>Program Assistant:<br>Email:<br>Office:<br>Telephone: | Colonel Christopher J. Michelsen, USMC<br>Marsha Stoughton<br><a href="mailto:stoughto@rotc.usc.edu">stoughto@rotc.usc.edu</a><br>PED 101<br>213-740-1839 |
| University Liaison to ROTC Programs | Regina Nordahl<br>Email:<br>Office:<br>Telephone:                            | Associate Dean<br><a href="mailto:rnordahl@price.usc.edu">rnordahl@price.usc.edu</a><br>RGL 312<br>213-740-1920   |

## USC and Price Webpages

ROTC Financial Aid Questions

<http://www.usc.edu/admission/fa/general/rotc-general.html>

USC Army ROTC Program

<http://uscrotc.com/>

USC Air Force ROTC Program

<http://www.usc.edu/dept/afrotc/>

USC Naval ROTC Program

<http://www.usc.edu/dept/nrotc/>

## The Price School in Sacramento

State Capital Center Office  
 1800 I Street  
 Sacramento, CA 95811-3004  
 916-442-6911

Located just a few blocks from the California State Capitol, the USC Sol Price School of Public Policy in Sacramento affords exceptional academic, executive education and research opportunities. We offer the Master of Public Administration (MPA) degree and Leadership Programs at the Center. The Price School in Sacramento is actively engaged in policy outreach to establish partnerships and produce knowledge that improves problem solving on critical issues facing our society.

|                 |                            |              |  |
|-----------------|----------------------------|--------------|--|
| Janet Denhardt  | Director & Faculty         | 916-637-8978 | <a href="mailto:denhardt@price.usc.edu">denhardt@price.usc.edu</a> |
| Robert Denhardt | Faculty                    | 916-637-8989 | <a href="mailto:rdenhard@price.usc.edu">rdenhard@price.usc.edu</a> |
| Juliet Musso    | Faculty                    | 916-637-8986 | <a href="mailto:musso@price.usc.edu">musso@price.usc.edu</a>       |
| Chris Weare     | Faculty                    | 916-637-8987 | <a href="mailto:weare@price.usc.edu">weare@price.usc.edu</a>       |
| Paul Danczyk    | Director-Ex Ed             | 916-637-8988 | <a href="mailto:danczyk@price.usc.edu">danczyk@price.usc.edu</a>   |
| Doug Evans      | Recruit/ Marketing Manager | 916-637-8970 | <a href="mailto:evansdou@price.usc.edu">evansdou@price.usc.edu</a> |
| Juliet Lee      | Policy Outreach            | 916-637-8972 | <a href="mailto:julietle@price.usc.edu">julietle@price.usc.edu</a> |
| Scott Steele    | MPA Program Coordinator    | 916-637-8985 | <a href="mailto:ssteele@price.usc.edu">ssteele@price.usc.edu</a>   |

### Price School Websites

Price School in Sacramento  
<http://priceschool.usc.edu/programs/sacramento/>

#### Services Available:

- Academic Programs
- Events
- Facilitates Inquiries
- General Inquiries
- Guest Parking
- Leadership/Executive Education Programs
- Marketing
- Policy Outreach
- Student Inquires
- Student Recruitment
- Reserve Classroom or Meeting Room
- Travel Information

#### Contact

- Janet Denhardt
- Scott Steele or Juliet Lee
- Scott Steele
- Juliet Lee
- Scott Steele or Juliet Lee
- Robert Denhardt or Paul Danczyk
- Doug Evans
- Janet Denhardt
- Scott Steele
- Doug Evans
- Scott Steele or Juliet Lee
- Scott Steele or Juliet Lee

## Student Affairs Offices

650 Childs Way  
RGL 108 and 111

Student Affairs is divided into two units: Recruitment and Admissions (see also page 29) and Student Services (see also page 36) and provides services that support students and the academic programs that cut across the school or multiple degree programs. In addition, Student Affairs supports the Dean's Office and Academic Programs by providing degree program and school-wide enrollment and student aid projections and enrollment analyses.

|                      |                              |              |  |
|----------------------|------------------------------|--------------|--|
| Carol Rush           | Associate Dean               | 213-740-9852 | <a href="mailto:crush@price.usc.edu">crush@price.usc.edu</a>       |
| Christine Cho        | Student Services Advisor     | 213-740-3353 | <a href="mailto:cho890@price.usc.edu">cho890@price.usc.edu</a>     |
| Will Coucheron-Aamot | Admissions Counselor         | 213-740-0710 | <a href="mailto:couchero@price.usc.edu">couchero@price.usc.edu</a> |
| Sarah Esquivel       | Asst Dir-Recruit/Admissions  | 213-740-0399 | <a href="mailto:sesquive@price.usc.edu">sesquive@price.usc.edu</a> |
| David Glavin         | Student Affairs Analyst      | 213-740-0525 | <a href="mailto:dglavin@price.usc.edu">dglavin@price.usc.edu</a>   |
| Carmen Gomez         | Office Manager               | 213-740-1778 | <a href="mailto:cgomez@price.usc.edu">cgomez@price.usc.edu</a>     |
| Marisol Rios         | Director-Recruit/Admissions  | 213-740-0527 | <a href="mailto:marisolr@price.usc.edu">marisolr@price.usc.edu</a> |
| Derek Robinson       | Admissions Counselor         | 213-740-1036 | <a href="mailto:derekrob@price.usc.edu">derekrob@price.usc.edu</a> |
| Ashleigh Stayton     | Recruit/Marketing Mgr        | 916-637-8970 | <a href="mailto:stayton@price.usc.edu">stayton@price.usc.edu</a>   |
| Christine Wilson     | Director of Student Services | 213-740-4127 | <a href="mailto:wilsonca@price.usc.edu">wilsonca@price.usc.edu</a> |

## Price School Websites

Price School Webpage

<http://priceschool.usc.edu>

Price School Admissions Office

<http://priceschool.usc.edu/admission/>

Price School Current Students

<http://priceschool.usc.edu/students/>

Price School Sacramento

<http://priceschool.usc.edu/programs/sacramento/>

## Student Affairs Offices, Continued

### Student Affairs (overall)

### Carol Rush

#### Recruitment and Admissions:

#### Contact

##### Admissions

Undergraduate

Marisol Rios

DPPD

Sarah Esquivel

EMHA-Online

Marisol Rios

EML

Will Coucheron-Aamot

IPPAM

Marisol Rios

MHA

Will Coucheron-Aamot

MNLM

Will Coucheron-Aamot

MPA (Domestic applicants)

Derek Robinson

MPA (International applicants)

Derek Robinson

MPA-Online

Will Coucheron-Aamot

MPL

Will Coucheron-Aamot

MPP

Sarah Esquivel

MRED

Sarah Esquivel

PHD

Derek Robinson

Marisol Rios

New Business (Markets, Student Organizations,  
Exchanges)

Carol Rush

Recruitment / Marketing

Carol Rush or Marisol Rios

Sacramento Recruitment

Ashleigh Stayton

Social Media

Sarah Esquivel, Will Coucheron-Aamot,  
Derek Robinson

Student Affairs Events

(Orientations, Admitted Student Events)

Christine Cho

#### Student Services:

#### Contact

Student Services (Overall)

Christine Wilson

Class Cancellations

Academic Programs Office (213) 740-1460

Course Evaluations

Jennifer Hsu

Class Rosters

Download at <https://grs.usc.edu> using your USC Login

Commencement

Christine Wilson or Christine Cho

Enrollment Analyses/Student Data

Carol Rush or David Glavin

Financial Aid

Christine Wilson or Carmen Gomez

Grades (All on line)

[www.usc.edu/dept/ARR/grades/](http://www.usc.edu/dept/ARR/grades/) or Jennifer Hsu

New Business (Markets, Student Organizations,  
Exchanges)

Carol Rush

Student Affairs Events  
(Orientations, Admitted Student Events)  
Student Exchanges  
Student Incident Reporting  
Student Organizations and Honor Societies  
Washington Semester

Christine Cho  
Christine Wilson or Christine Cho  
Carol Rush  
Christine Cho  
Christine Cho

**Analysis:**

Enrollment Analyses and Projections  
Student Data for Accreditations and  
Research Proposals

**Contact**

Carol Rush or David Glavin  
  
David Glavin

## APPENDIX

## Academic Calendar for AY 2016-2017

### Fall Semester 2016

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|                   |         |                       |
|-------------------|---------|-----------------------|
| Open Registration | Mon-Fri | August 15-19          |
| Move-In           | Wed     | August 17             |
| Classes Begin     | Mon     | August 22             |
| Labor Day         | Mon     | September 5           |
| Thanksgiving      | Wed-Sun | November 23-27        |
| Classes End       | Fri     | December 2            |
| Study Days        | Sat-Tue | December 3-6          |
| Exams             | Wed-Wed | December 7-14         |
| Winter Recess     | Thu-Sun | December 15-January 8 |

### Spring Semester 2017

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|                               |         |             |
|-------------------------------|---------|-------------|
| Open Registration             | Thu-Fri | January 5-6 |
| Classes Begin                 | Mon     | January 9   |
| Martin Luther King's Birthday | Mon     | January 16  |
| Presidents' Day               | Mon     | February 20 |
| Spring Recess                 | Sun-Sun | March 12-19 |
| Classes End                   | Fri     | April 28    |

|              |         |                |
|--------------|---------|----------------|
| Study Days   | Sat-Tue | April 29-May 2 |
| Exams        | Wed-Wed | May 3-10       |
| Commencement | Fri     | May 12         |

### Summer Semester 2017

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|                  |         |           |
|------------------|---------|-----------|
| Registration     | Mon-Tue | May 15-16 |
| Classes Begin    | Wed     | May 17    |
| Memorial Day     | Mon     | May 29    |
| Independence Day | Mon     | July 3-4  |
| Classes End      | Tue     | August 8  |



## Holiday Schedule

| <b>Holidays</b>        | <b>2016-2017</b>              | <b>2017-2018</b>              | <b>2018-2019</b>                 |
|------------------------|-------------------------------|-------------------------------|----------------------------------|
| Independence Day       | Mon, Jul 4                    | Tue, Jul 4                    | Wed, July 4                      |
| Labor Day              | Mon, Sep 5                    | Mon, Sep 4                    | Mon, Sep 3                       |
| Thanksgiving           | Thu, Nov 24 to<br>Fri, Nov 25 | Thu, Nov 23 to<br>Fri, Nov 24 | Thu, Nov 22 to<br>Friday, Nov 23 |
| Christmas              | Sun, Dec 25                   | Mon, Dec 25                   | Tues, Dec 25                     |
| Winter Recess          | Tue, Dec 27 to<br>Fri, Dec 30 | Tue, Dec 26 to<br>Fri, Dec 29 | Thu, Dec 13 to<br>Fri, Dec 28    |
| New Year's Day         | Sun, Jan 1                    | Mon, Jan 1                    | Tues, Jan 1                      |
| Martin Luther King Day | Mon, Jan 16                   | Mon, Jan 15                   | Mon, Jan 21                      |
| President's Day        | Mon, Feb 20                   | Mon, Feb 19                   | Mon, Feb 18                      |
| Memorial Day           | Mon, May 29                   | Mon, May 28                   | Mon, May 27                      |

## Hours of School Operations

**Office Operations**

Monday through Friday from 8:30 am to 5:00 pm  
We are closed on all University approved holidays.

**Classroom Operations**

Monday through Friday from 8:00 am to 9:30 pm  
Saturday and Sunday from 9:00 am to 5:00 pm  
We are closed on University approved holidays.

**Lewis Hall Hours**

Monday through Friday from 7:30 am to 10:00 pm  
Saturday and Sunday from 8:00 am to 6:00 pm  
We are closed on University approved holidays.

**Listservs-E-Mail Address Groups**

**Faculty**

pricefac-l@mymaillists.usc.edu Faculty  
 pricetenfac-l@mymaillists.usc.edu Tenured Faculty  
 pricenontenfac-l@mymaillists.usc.edu Non-Tenured Faculty  
 pricetrackfac-l@mymaillists.usc.edu Tenured Track Faculty  
 pricejointfac-l@mymaillists.usc.edu Joint Faculty

**Staff**

pricestaff-l@mymaillists.usc.edu Staff

**Adjunct Faculty**

priceaff\_fac-l@mymaillists.usc.edu Adjunct Faculty

**Faculty & Staff**

priceall-l@mymaillists.usc.edu All faculty and staff

**Undergraduate Students**

priceundgra-l@mymaillists.usc.edu ALL Undergraduates  
 priceredundgra-l@mymaillists.usc.edu Real Estate Undergraduates

**Master Students**

pricemstrs-l@mymaillists.usc.edu All Price Master Students  
 pricemha-l@mymaillists.usc.edu Master of Health Administration  
 pricempl-l@mymaillists.usc.edu Master of Planning/Planning and Development Studies  
 pricempa-l@mymaillists.usc.edu Master of Public Administration  
 pricempp-l@mymaillists.usc.edu Master of Public Policy  
 pricemred-l@mymaillists.usc.edu Master of Real Estate Development  
 priceippam-l@mymaillists.usc.edu Master of Public Policy and Management [IPPAM]  
 priceeml-l@mymaillists.usc.edu Executive Master of Leadership  
 priceemha-l@mymaillists.usc.edu Executive Master of Health Administration  
 pricemnlm-l@mymaillists.usc.edu Masters of Non-Profit Leadership and Management  
 priceonlinempa-l@mymaillists.usc.edu Online Masters of Public Administration

**Doctoral Students**

pricedocs-l@mymaillists.usc.edu All Price Doctoral Students  
 pricephd-l@mymaillists.usc.edu Doctor of Philosophy [Ph.D.]  
 pricedppd-l@mymaillists.usc.edu Doctor of Policy, Planning, and Development [DPPD]  
 pricenonprofitresearch-l@mymaillists.usc.edu Doctor of Non-Profit Research

**Other**

TRPI-l@mymaillists.usc.edu the Tomas Rivera Policy Institute  
CREATE-l@mymaillists.usc.edu Center for Risk and Economic Analysis of Terrorism Events  
Priceocs-l@mymaillists.usc.edu Career Services  
ROTC@mymaillists.usc.edu Reserve Officer Training Corps

## Map of the USC University Park Campus

Printable PDF Link: <http://web-app.usc.edu/maps/map.pdf>

