

WHERE TO GET HELP AT OMEGA GRADUATE SCHOOL

A DIRECTORY OF WHO TO TALK TO ABOUT WHAT

We are here to help. For a timely response, please direct your inquiries to the source best able to assist you. Please refer to printed and website materials first; but please do not hesitate to e-mail, fax, or phone when you need help or information. Reach out to the person who is listed first.

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| Clarification of an assignment | Course syllabus/Faculty Instructor |
| Status of an assignment that has been turned in PhD or DSL program | Dr. Ward |
| Status of an assignment that has been turned in MLitt program | Dr. S. Reichard |
| Academic progress | Dr. McClane |
| Dissertation..... | Dr. McClane |
| Academic program requirements | OGS Catalog |
| Calendar of Cores, Deadlines | Website |
| UK trip or Library of Congress trip | Dr. J. Reichard |
| To reserve space at the next Core Session | R. Gamble/DIAL |
| Medically required special services..... | In advance, with registration process |
| Emergency transportation to or from airport..... | 423-775-6596 |
| Transcript Written request required; mail, fax or e-mail to:..... | Attn. Registrar ... R. Gamble |
| DIAL access issues | R. Gamble |
| Copy of previous term grade report..... | R. Gamble/DIAL |
| Change of phone number, or mail or e-mail address | R. Gamble |
| Tuition payments..... | Finance Office |
| Need to delay a payment | Review catalog and contract, Finance Office |
| Repair or maintenance needs of campus facilities | Dr. McClane |
| Prospective donors..... | Dr. J. Reichard |
| Prospective Students..... MLitt | Dr. Davis |
| PhD or DSL | Dr. Davis |
| Society of Scholars..... | Dr. J. Reichard |
| Medical emergency (The hospital is on US27 about five miles north.)..... | Call 911 |
| Fire, Police, Ambulance..... | 911 |
| OGS phone (423) 775-6596 | FAX (423) 775-6599 |

ELECTRONIC COMMUNICATION

Admissions admissions@ogs.edu
 Finance Office finance@ogs.edu
 CAO (Dr. McClane) cao@ogs.edu
 CSSO (Dr. Davis) bdavis@ogs.edu
 President (Dr. J. Reichard) president@ogs.edu
 DPhil/DSL Tutor (Dr. Ward)..... dward@ogs.edu
 MLitt Tutor (Dr. S. Reichard)..... sreichard@ogs.edu
 Registrar (R. Gamble)..... registrar@ogs.edu
 Doctoral Candidate Tutor (Dr. McCullough)..... doctoralcandidatetutor@ogs.edu
 Librarian (Dr. Geer)..... librarian@ogs.edu

Society of Scholars..... sos@ogs.edu
 Website..... www.ogs.edu
 Registration in DIAL..... registrar@ogs.edu