Woods Hole Oceanographic INSTITUTION

ACADEMIC PROGRAMS OFFICE
Primary Contacts

PROGRAMS

Geophysical Fluid Dynamics Program – Fellowships	Janet Fields
Global Learning and Observations to Benefit the Environment (GLOBE) Partnership	Kama Thieler
Guest Students (High school, undergraduate, graduate)	Tricia Gebbie
K-12 Curriculum	Kama Thieler

MIT/WHOI Joint Program:

Admissions	
- oversight	Delia Oppo
- logistics	Lea Fraser
Alumni Association	Julia Westwater
Check-in and check-out	Lea Fraser
Class scheduling	Julia Westwater
Computer loans	Julia Westwater, Valerie Caron
Course evaluations	Julia Westwater
Degree lists	Lea Fraser
Grades	Julia Westwater
Health insurance	Julia Westwater
Joint Committee support	Lea Fraser
Loan deferment forms	Lea Fraser
Ocean Ventures Fund coordination	Christine Charette
Registration	Julia Westwater
Steinbach Visiting Scholar Program	Lea Fraser
Student verification letters	Lea Fraser
Thesis committee meeting reservations	Lea Fraser
Thesis defense notices	Lea Fraser
Thesis reproduction	Lea Fraser
Travel Reimbursement	
- Conference travel	Julia Westwater
- Faculty intercampus travel	Julia Westwater
- MIT/WHOI intercampus travel	Tricia Gebbie
Tuition and stipend management	Christine Charette

Ocean Research Experience for Liberal Arts Undergraduates	Tricia Gebbie
Postdoctoral Scholars, Fellows, and Investigators	Janet Fields

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PROGRAMS (Continued)

Semester at WHOI Program	Kama Thieler
Summer Student Fellowship Program	Kama Thieler

SERVICES

Accreditation (Institution)	Meg Tivey, et al
APO Administrative Support	Valerie Caron
Appointment and promotion memos	
- Current scientific staff/faculty	Delia Oppo, Julia Westwater
- Postdoc to Assistant Scientist	Meg Tivey, Janet Fields
Budgets	
Coordination of all budgets	Christine Charette
-Academic Programs	Christine Charette
-Faculty	Christine Charette
-Postdoctoral program	Janet Fields
-Housing	Valerie Caron
Faculty hours	Julia Westwater
General Academic Programs Office Information	Valerie Caron
Housing	Valerie Caron
Proposal preparation for Academic Programs Office	Christine Charette