

Graduate College
STUDENT RECORDS TEAM
Program Assignments

Betty Meggitt (2-7711)

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Business Education
 EDTL Classroom Technology
 College Student Personnel
 Cross-Cultural & International Education
 Educational Admin & Supervision
 Higher Education Admin. •
 Leadership Studies Program •
 Philosophy •
 EDTL Reading
 [Transcript Evaluation]

Chris Spence (2-9916)

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Concurrent Enrollment - BGSU/UT Main
 Campus/Health Science Campus
 Communication Disorders •
 Criminal Justice
 Musical Arts
 Physics
 Public Health - BGSU/UT Main Campus/
 Health Science Campus
 Theatre and Film •
 [Transcript Evaluation]

Dorothy Grassley (2-7975)

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American Culture Studies •
 Autism Spectrum Disorders Certificate**
 Bioinformatics/Proteomics/Genomics
 Certificate**
 Communication Studies •
 Ethnic Studies Certificate**
 Food and Nutrition Certificate**
 Geospatial Technology Certificate**
 History •
 Human Movement/Sport/Leisure
 Organizational Change Certificate**
 Popular Culture
 Public History Certificate**
 Quality Systems Certificate**
 Scientific and Technical Communication
 Certificate **
 Technology •
 Technology Consortium
 Women Studies Certificate**

Irene Harris (2-7924)

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Accounting
 Applied Statistics/OR
 Computer Science /
 CS/Operations Research
 Economics
 Family & Consumer Sciences
 Mathematics and Statistics •
 MBA
 Organization Development
 School Psychology

Sheila Thurairatnam (2-2794)

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Chemistry/Photochemical Sciences •
 Curriculum & Teaching
 Mental Health Counseling
 Psychology •
 Rehabilitation Counseling
 School Counseling
 Special Education

Tanya Brown (2-9953)

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Advanced Undergraduates
 Art
 Biology •
 English •/Creative Writing
 Geology
 German, Russian, East Asian
 Languages
 German dual w/Political Science
 Public Administration
 Romance Languages –
 French/Spanish
 Sociology •

• Doctoral Departments

**Certificate Programs

6/25/2008

Documents and Forms

<http://www.bgsu.edu/colleges/gradcol/documents/index.html>

The forms listed below are Microsoft Word document templates that can be completed on-line and then printed to secure the required signatures before forwarding to the Graduate College.

[Graduate Catalog](#)

[Thesis/Dissertation Handbook](#)

Academic Progression Forms:

Application for Graduation	Incomplete Extension Request
BGSU Request for Transcripts	Interdisciplinary Studies Application/Guidelines
Certificate Application	Manuscript Approval Form (ETD)
Certificate Completion Form	Master's Plan 2 Results
Certificate Plan of Study (CPS)	Music Master's Report
Concurrent Registration/Enrollment	Name Change Request
Course Revalidation Application	Preliminary Exam Application
Course Substitution Request	SSN Change Request
Credit by Exam Application	Survey of Earned Doctorates (pdf)
Dual Masters Plan 2 Results	SED Privacy Policy & Brochure
Dual Master's Topic Approval	Tentative Degree Program (TDP)
Dual Master's ETD Approval	TDP Addendum
ETD Approval/Submission	Topic Approval
Grade Change Request	Transcript Request Form

Departmental Graduate Assistantship Allocation Information.

Allocation Cover Letter	Summer GA Request (MS Word)
Allocation Guidelines	Summer GA Rates
Award Calculation	Summer Allocation Guidelines
AY GA Request (MS Word)	Supplemental Pay Form
AY GA Stipend Rates	Request for Graduate College Fee Waiver
Dissertation Fellowship Guidelines	Fee Waiver Expense Authorization
Grant Funded Graduate Assistant Contracts	CGS Resolution

Student Contract Information:

GA Allocation & Contract Info (to departments)	Summer Contract Information
AY Contract Information	Summer Statement of Understanding
AY Statement of Understanding	Graduate Dean Competitive Assistantship Stipend Pool

Important BGSU Phone Numbers:

On Campus:		
Bookstore/Information Desk	419-372-7783	1 st Floor, Bowen-Thompson Student Union
Bursar's Office	419-372-2815	110 Administration Bldg.
Campus Escort Service	419-372-8360	(phone calls only)
Campus Safety/non-emergency	419-372-2346	104 Commons
Career Services	419-372-2356	322 Conklin
Counseling Center	419-372-2081	422 Conklin
Event Planning	419-372-9000	To reserve meeting rooms
Fact Line	419-372-2445	(phone calls only)
Financial Aid	419-372-2651	231 Administration Bldg.
GradSTEP Office	419-372-8621	215 South Hall
GradSTEP Fax	419-372-1897	For pre-registration submission
Graduate College Reception Desk	419-372-2791	120 McFall Center
Graduate Registrar	419-372-7970	1st Floor, Administration Bldg.
Graduate Student Senate	419-372-2426	402 Student Union
Housing-Off Campus/Student Svcs.	419-372-2458	220 Student Union
Instructional Media Services	419-372-6998	122E Olscamp Hall
International Programs	419-372-2247	Suite 61, MacDonald North
Parking Services	419-372-2776	104 Commons
Payroll Deductions & Fee Waivers	419-372-8235	409 Administration Bldg.
Photo ID	419-372-6081	1 st Floor of Bookstore (In BG1 area)
Student Employment	419-372-2865	422 Conklin
Student Health Center/Health Ins	419-372-2271	E. Merry Street
Student Legal Services	419-372-2951	401 South Hall
Student Loan Refund	419-372-7624	110 Administration Bldg.
Student Money Management Services	419-372-2252	406 Moseley Hall click here to schedule an appointment

Important Local Community Phone Numbers:

Off Campus:

BG Recycling Center	419-352-5446	1040 N. College, BG, OH 43402
Bureau of Motor Vehicles	419-354-2886	1616 E. Wooster (Greenbriar Center), BG, OH
Columbia Gas Company	419-352-6581	521 N. Main St., BG, OH 43402
Fifth Third Bank of NW Ohio	419-354-1592	1232 N. Main St., BG, OH 43402
First Federal Wood County	419-354-1400	1226 W. Wooster St., BG, OH 43402
Glass City Federal Credit Union	419-352-0787	1155 N. Main St., BG, OH 43402
Huntington National Bank	419-352-1522 419-352-3525	130 S. Main St.; 1050 N. Main St., BG, OH 43402
Key Bank	419-354-1981 419-353-8441	300 S. Main St.; 1098 N. Main St., BG, OH 43402
Municipal Utilities (Electric)	419-354-6259	304 N. Church St., BG, OH 43402
National City Bank - NW	419-352-2538	735 S. Main St., BG, OH 43402
Social Security Administration	419-352-8481 Fax: 419-352-4018	745 Innovation Drive, BG, OH 43402
Verizon Phone Services	1-800-483-4000	(no local office)
Voter Registration	419-354-9120	1st Floor, Courthouse Annex, BG, OH 43402

Local Schools:

Bowling Green Area Schools	419-352-3576	http://www.bgcs.k12.oh.us/
Montessori School of Bowling Green	419-352-4203	http://www.montessorischoolbg.com/ 515 Sand Ridge Rd, Bowling Green, OH 43402
Penta Career Center	419-666-1120	http://www.pentacareercenter.org/ 9301 Buck Road, Perrysburg, Ohio 43551
St. Aloysius Catholic Elementary and Junior High School	419-352-8614	http://www.staloyisius.tld.pvt.k12.oh.us/ 148 S. Enterprise, Bowling Green, OH 43402
Wood Lane School WCBMRDD	419-352-5115	http://www.woodmrdd.org/ 11160 E Gypsy Lane Rd., Bowling Green, OH 43402

Child Care Resources for Parents

Child Care Providers:		cPhone
All About the Kids Learning Center	437 S. Main Street, Bowling Green, OH Age Group: 6 weeks - 12 years	419-353-3898
BGSU Child Development Center	Johnston Hall (North entrance), BGSU Campus Age Group: 3 - 5 years old	419-372-7834
Bright Beginnings Preschool	, 315 S. College, Bowling Green, OH Age Group: 3 - 5 years	419-352-8675
Cornerstone Children's Center	652 N. Enterprise, Bowling Green, OH Age Group: Infants to 10 years old	419-352-7218
Dunn's Kiddie Kare	215 Gorrell Avenue, Bowling Green, OH Age Group: 3 years thru Third Grade	419-353-1737
First United Methodist Day Care	1506 E. Wooster, Bowling Green, OH Age Group: 3 - 12 years old	419-352-3612
Happy Times Day Care Center	17700 Beaver Street, Grand Rapids, OH Age Group: 2 - 9 years old	419-832-0449
Jack and Jill Child Care, Inc	128 Palmer Avenue, Bowling Green, OH Age Group: 2 1/2 - 12 years old (OPEN UNTIL MIDNIGHT)	419-353-1001
Jordan Family Development Ctr	North BGSU Campus (812 N. College Dr.) Age Group: 6 weeks - 5 years old	419-353-7407
Noah's Ark Christian School	875 Haskins Road, Bowling Green, OH Age Group: 3 years - Kindergarten	419-354-3980
Plan Do and Talk	115 E. Oak Street, Bowling Green, OH Age Group: 2 1/2 - 12 years old	419-352-5039
Rainbow Coop. Nursery School	541 ½ W. Wooster Street, Bowling Green, OH Age Group: 3 - 5 years old	419-352-5437
St. Paul Preschool	17050 St. Rte. 582, Haskins, OH Age Group: 3 - 5 years old	419-823-1731
Tender-age Day Care	1249 Ridgewood Drive, Bowling Green, OH Age Group: 6 weeks - 9 years	419-352-2506
The Montessori School	515 Sand Ridge Rd., Bowling Green, OH Age Group: 2 1/2 years old - Sixth Grade	419-352-4203
YW Child Care Connections	1616 E. Wooster Street #25, Bowling Green, Ohio 43402; E-mail ccc@ywcatoledo.org OR 1018 Jefferson Ave. Toledo, Ohio 43624; 419 255-5519; 1 800-632-3052; Fax 419-255-3349	419-353-7801 or 1-800-632-3053
YMCA School's Out in BG	126 S. Church Street, Bowling Green, OH Age Group: 5 - 12 years	419-354-6776