CornellEngineering
Operations Research and
Information Engineering

Cornell University
School of Operations Research and Informational Engineering
Frank H. T. Rhodes Hall

Faculty Resource Guide

ORIE Faculty Resource Guide

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Frequently Asked Questions

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1. Information about advising ORIE undergraduates?
    - Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu.
    - The ORIE Undergraduate Handbook is available at https://www.orie.cornell.edu/academics/undergraduate/resources/handbook.cfm

2. Information about advising ORIE graduate students?
    - Contact person is Graduate Student Coordinator, Katrina Overton at 5-9128 or kmo12@cornell.edu.
    - The Master of Engineering Handbook is available at http://www.orie.cornell.edu/orie/upload/2018June_ORIE_MEng_Handbook_FINAL.pdf

3. Information about advising ORIE PhD students?
    - Contact person is Graduate Student Coordinator, Katrina Overton at 5-9128 or kmo12@cornell.edu.
    - The OR PhD requirements are available at http://www.orie.cornell.edu/academics/doctor/requirements.cfm

4. Add a new course?
    - After receiving Director approval for a brand new course;
    - Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu.
    - Send course title, credit hours, course description, exam information and preferred day/time. A course number (and 4 digit number) will be assigned.
    - Undergraduate Student Coordinator requests approval from Director of Undergraduate Studies (DUGS)

5. Produce a course packet?
    - Contact person is Leslie Molyneaux (lam18) 5-2922 at the Campus Store
    - Go to https://www.cornellstore.com/custom-course-packet-ordering for instructions.

6. Reserve a room for review sessions, office hours, etc?
   - Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu.
   - Send day/time of reservation request and what the room will be used for.
   - Contact person will confirm room with Engineering Registrar, OUR, or on Outlook (if request is for an OR room)

7. Order textbooks, desk copies?
   - Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu and will initiate this process.
   - Contact person will send you the title and ISBN of text previously used via email. Reply if you plan to use that same text. If requesting a new text, send the title, author and ISBN # if possible.
   - Contact person will request desk copies from publishing representative.

8. Set up a Blackboard account?
   - Contact person is CIT Helpdesk
   - Go to bbhelp.cit.cornell.edu for instructions
   - Approval given through CIT when setting up the site

9. List a paper as an ORIE Technical Report?
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
   - Email contact person the title of paper, authors, searchable keywords, and abstract, with an attached pdf file of the paper.
   - Contact person will assign it a new number, notify the authors, and make it available on the ORIE Technical Report List on the ORIE web site.

10. Hiring a new faculty/staff member?
    - Contact person is Director's Assistant, Sheri Minarski at 4-6353 or slm339@cornell.edu.

11. Reimbursed for an expense including travel?
    - Contact person is ORIE Financial Specialist, Dennis Panagitsas at 5-4633 or dp356@cornell.edu.
    - Complete the Travel Reimbursement Request form available at https://www.dfa.cornell.edu/travel/payingfortravel/reimbursement/manual-form

12. Grant Proposal submissions and/or questions?
   - Contact the Pre-Award Research Administrative Service Center (RASC) at rasc@cornell.edu.

13. Get the balance of my grant account?
   - Contact person is Financial Specialist, Dennis Panagitsas at 5-4633 or dp356@cornell.edu.

14. Get a budget for my grant proposal?
   - Contact person is Financial Specialist, Dennis Panagitsas at 5-4633 or dp356@cornell.edu.

15. Order a computer?
   - Contact person is Systems Administrator, Jake Gibson, RH 276, at 5-3771 or jjg243@cornell.edu.

16. Borrow a laptop?
   - Contact the Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.

17. Dispose of electronic equipment?
   - Contact person is Systems Administrator, Jake Gibson, RH 276, at 5-3771 or jjg243@cornell.edu.

18. Add information to the web page?
   - Contact person is Communication Specialist II, Pat Gillespie at 4-4827 or pdg2@cornell.edu.

19. Develop a poster?
   - Contact person is Communication Specialist II, Pat Gillespie at 4-4827 or pdg2@cornell.edu.

20. Send a large mailing?
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
   - Coordinate logistics with Cornell's Mail Services at http://transportation.fs.cornell.edu/mail/campusmail/default.cfm

21. Send a large electronic mailing?
   - Contact person is Systems Administrator, Jake Gibson, RH 276, at 5-3771 or jjg243@cornell.edu.
   - Coordinate with CIT at http://www.it.cornell.edu/services/bulkmail/

22. Have something fixed in my office?
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
   - Office and building problems will be reported to Cornell's Facilities Service Center located at https://www.fcs.cornell.edu/.

23. Enter into a contract with someone?
   - Contact person is Director of Administration, Jessica Best at 4-4800 or jmm43@cornell.edu.
   - Division of Financial Affairs, Cornell Procurement Services can help answer questions and can be found at http://www.dfa.cornell.edu/procurement/index.cfm.

24. Bring a visitor to campus?
   - If resources are needed; contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
   - To coordinate foreign visitor visa requests contact International Students and Scholars Office (ISSO) at http://www.isso.cornell.edu/.

25. Need a book/exam copied
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
   - Material to be copied should be sent to the main office with copy instructions attached.

26. Phone not working
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
   - A trouble ticket will be issued through CIT at http://www.it.cornell.edu/support/coecis/.

27. Need to contact alumni
   - The Alumni Affairs and Development Department has access to a confidential Alumni database and can be contacted at https://www.alumni.cornell.edu/about/a-affairs.cfm.

28. Need office keys for a visitor
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.

29. Need to order supplies
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.

30. Need to order office Furniture
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.

31. Need to send a letter by overnight express mail
   - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
   - Provide address, phone number and account number
   - University has contract with FedEx Express.

32. Where do I pick up my paycheck/request direct deposit?
   - Paychecks will be mailed to your Home Address.
   - Direct deposit form can be found at http://www.dfa.cornell.edu/dfa/payrollservices/services/directdeposit.cfm

33. Transition Services Professional Development Center
http://www.yti.cornell.edu/projects/transition-services-professional-development-center

34.ISSO Information for VISA and Permanent Residency Details
   - Details can be found here - https://isso.cornell.edu/staff/international-staff
   - To begin the process for VISA or Permanent Residency contact ORIE HR Representative Teather Maricle - tmw54@cornell.edu