

Pat Capps Covey College of  
Allied Health Professions

Dean's Office Duties &  
Contacts

When In Doubt Email Jan Wilson

<u>Item/Issue</u>	<u>Title</u>	<u>Responsible Party</u>	<u>Email</u>
Affiliation Agreements/New Equipment Contracts/On Site CE courses/Speaker Consults	Agreements	Valerie Logan	ahp agreements@southalabama.edu
Curriculum Inventory Management (CIM)	Files/Cim	Valerie Logan	vlogan@southalabama.edu and dhtittle@southalabama.edu
FLAC, 3 Year Rolling Contracts, Overloads		Valerie Logan	vlogan@southalabama.edu
Part Time/Full Time Faculty Files		Valerie Logan	vlogan@southalabama.edu
Part Time Teaching Request Forms		Valerie Logan	vlogan@southalabama.edu
Special Course Fees		Valerie Logan	vlogan@southalabama.edu
AHP Calendar	Dean Admin Assistant	Jan Wilson	kjwilson@southalabama.edu
Building Access/P2000 System		Jan Wilson	kjwilson@southalabama.edu
Building Safety Officer		Jan Wilson	kjwilson@southalabama.edu
College Events		Jan Wilson	kjwilson@southalabama.edu
Course Schedule Questions		Jan Wilson	kjwilson@southalabama.edu
Dean's Calendar		Jan Wilson	kjwilson@southalabama.edu
EMS (Event Management System) Reservations/Schedule Rooms		Jan Wilson	kjwilson@southalabama.edu
Guest Parking Passes		Jan Wilson	kjwilson@southalabama.edu
Telephone Directory		Jan Wilson	kjwilson@southalabama.edu
Vacation Requests for Chairs only		Jan Wilson	kjwilson@southalabama.edu
Accounts Payable/Receivable	Financials	Tonya Read	tread@southalabam.edu
Banner Finance		Tonya Read	tread@southalabam.edu
Budgets		Tonya Read	tread@southalabam.edu
Clinic Finances		Tonya Read	tread@southalabam.edu
Concur		Tonya Read	tread@southalabam.edu
DocRoute Questions		Tonya Read	tread@southalabam.edu
EPAFs		Tonya Read	tread@southalabam.edu
Grants		Tonya Read	tread@southalabam.edu
Pcard (Procurement)		Tonya Read	tread@southalabam.edu
Personal Action Forms		Tonya Read	tread@southalabam.edu
Requisitions		Tonya Read	tread@southalabam.edu

Skills Lab & Student Workers Questions		Tonya Read	tread@southalabam.edu
Student Fees (Course/Program/Matriculation)		Tonya Read	tread@southalabam.edu
Academic Calendar	Student Information	Kathy Loring	kloring@southalabama.edu
Changing Majors		Kathy Loring	kloring@southalabama.edu
Dean's List/Dean's Awards		Kathy Loring	kloring@southalabama.edu
Enrollment		Kathy Loring	kloring@southalabama.edu
Grade Reports		Kathy Loring	kloring@southalabama.edu
Graduation Processing		Kathy Loring	kloring@southalabama.edu
Lost & Found		Kathy Loring	kloring@southalabama.edu
Overrides		Kathy Loring	kloring@southalabama.edu
Student Advising		Kathy Loring	kloring@southalabama.edu
Student Banner		Kathy Loring	kloring@southalabama.edu











































