Dean's Office contact information

General Information – COE

- COE web site: https://education.utexas.edu/
- COE organization charts: https://education.utexas.edu/sites/default/files/COE-ORG-chart.pdf

Dean's Office Portfolio

ACADEMIC AFFAIRS

- Office of Student Affairs: https://education.utexas.edu/students/student-affairs
- Office of Student Success and Recruitment: https://education.utexas.edu/about/college-offices/office-student-success-recruitment
- Counselors in Academic Residence (CARE): https://cmhc.utexas.edu/CARE.html
  - Contact: oi2@utexas.edu – Requests to Office of Instructional Innovation

BUSINESS SERVICES

- College of Education Business Services Wiki: https://wikis.utexas.edu/display/coe/College+of+Education+Business+Services
- College of Education Research Administration (COERA): https://education.utexas.edu/research/research-support
- Business Services: https://education.utexas.edu/about/college-offices/business-services
  - Financial Services: COEApprovals@austin.utexas.edu – Financial requests requiring Dean’s Office approval
  - Human Resources: COE-HR@austin.utexas.edu – HR requests for Dean’s Office portfolio; all COE HR requests requiring Dean’s Office approval

COMMUNICATION

- Office of Communication (OOC): https://education.utexas.edu/about/college-offices/office-communication
  - Contact: COEWebTeam@austin.utexas.edu – Request updates to COE web site

DEVELOPMENT & ALUMNI RELATIONS

- Development and Alumni Relations: https://education.utexas.edu/alumni-giving/support-college

EDUCATION SERVICES

- Career Services: https://education.utexas.edu/about/college-offices/career-services
- Certification: https://education.utexas.edu/students/educator-certification
- Field Experiences: https://education.utexas.edu/about/college-offices/field-experiences

FACILITIES

- Facilities Services: https://education.utexas.edu/about/college-offices/facilities-services
  - Contact: COEFacilities@austin.utexas.edu – SZB building and facilities info and requests: keys, BACS, Surplus, GP and department-assigned classrooms, space, capital projects and renovation
- SZB info: https://utdirect.utexas.edu/apps/campus/buildings/lioopen/facilities/UTM/SZB/
- Map to SZB and Brazos Garage: https://education.utexas.edu/about/map-sanchez-building-brazos-garage
- SZB Lactation/Quiet Room: https://education.utexas.edu/about/social-justice-equity-diversity-inclusion/lactation-quiet-room-use-guidelines
- Map of gender-inclusive restrooms on campus: https://diversity.utexas.edu/genderandsexuality/gender-inclusive-restrooms/

INFORMATION TECHNOLOGY OFFICE

- Information Technology Office (ITO): https://education.utexas.edu/about/college-offices/information-technology-office
  - Contact: help@education.utexas.edu or (512) 471-4357 (HELP) – Requests to ITO team – tech support, etc.
- SZB Room Availability calendars (for room reservations): https://wikis.utexas.edu/display/coeito/Classroom+Information
- SZB Room Reservations Requests: https://utexas.qualtrics.com/jfe/form/SV_5jMP4TdU4kFieR