### C&I Seminar & Conference Rooms

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- Degree Plans and Checklists
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### Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Duties</th>
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<tbody>
<tr>
<td>Prof. Catherine Riegle-Crumb</td>
<td>Graduate Advisor</td>
<td>SZB 340E</td>
<td>512-475-8642</td>
<td>Director of Graduate Studies for STEM Education, approves all master's graduation applications, post 12th class day registration changes, doctoral candidacy applications, doctoral dissertation defenses and leave of absence requests</td>
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<tr>
<td>Stephen Flynn</td>
<td>Graduate Admissions Coordinator</td>
<td>SZB 436</td>
<td>512-471-3747</td>
<td>Principal duties: Graduate Admissions Coordinator for all incoming students; graduate student academic appointments; fellowship &amp; scholarship contact; registration assistance; course instructor surveys.</td>
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<tr>
<td>Jeffrey Grimes</td>
<td>Graduate Program Coordinator &amp; Course Scheduler</td>
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<td>512-232-4080</td>
<td>Principal duties: graduate coordinator for current students; degree audits, qualifying exams, programs of work and graduation, transfer courses; primary course scheduler for EDC, ALD, &amp; STM courses; departmental contact for registration, waitlists, course restrictions, grade reporting, and website updates.</td>
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