

CIMS Routing Contacts and Roles

April 2009

Many departments or units use designees or other administrators or coordinators to review and process CIMS forms. Contacts can change. **If you are not sure who should receive the CIMS form, call the department or unit and verify the routing contact.** This ensures that forms are routed correctly.

Routing Role	Routing Contact
CUTF Coordinator	Cathie Gentile
Dean College/School or Designee	Consult College or School Coordinator
Department Chair or Designee	Consult Department Coordinator
Department Faculty Member	Consult Campus Directory
Department/School Coordinator	Consult Department
FEC Chair or Designee	Consult Faculty Executive Committee Coordinator
FEC School Coordinator	Consult School Student Affairs Office
L&S FEC Coordinator	Dayna Baker
Fiat Lux Coordinator	Beserat Hagos
Graduate Division Associate Dean or Designee	Coordinated through Susan Smith
Graduate Division Coordinator	Susan Smith
HSSEAS Central Administrator	Joan Renner
Public Health Central Administrator	Josie Wei
Registrar's Office	Doug Thomson
TFT Central Administrator	Dean Dacumos

Automatically Routed Forms

To streamline routing for courses of a single type that always go to the same person or office, automatic routing procedures have been programmed to direct the forms to that person.

CIMS Form	Automatic Routing
Variable Topics	Registrar's Office
Honors Seminars (89, 189)	Registrar's Office
Fiat Lux Seminars	Beserat Hagos

College and School FEC Coordinators

CIMS forms that need to be routed to the College or School Faculty Executive Committee level need to be routed to the appropriate College or School coordinator.

College or School	FEC Coordinator
College of Letters & Science	Dayna Baker
David Geffen School of Medicine	Margaret Govea
Henry Samueli School of Engineering and Applied Science	Myrna Reneau
John E. Anderson Graduate School of Management	Susan Corley
School of Arts and Architecture	Merrilyn Pace
School of Dentistry	Pauli Nuttle
School of Education and Information Studies	Beatrice Najarro
School of Law	Sean Pine
School of Nursing	Kathy Scrivner
School of Public Affairs	Sherry Dodge
School of Public Health	Josie Wei
School of Theater, Film and Television	Dean Dacumos