

-
-
-

Fort Riley Office Staff

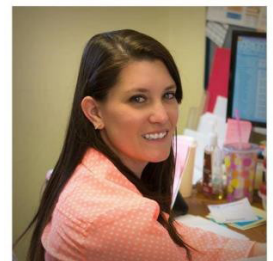
Customer Service Reps - Jenny Payne (ext. 703), Kailey Wingo (ext. 702)

- Assist with taking over the phone payments
- Assist with student pre-req documents
- Assist Enrollment Specialist, when needed, to enter BARTonline enrollments into Banner



Customer Service, Accounts, and Enrollments Coordinator – Abby Kujath (ext. 712)

- Responsible for collecting BARTonline payments (over the phone as well)
- Processes MyCAA and enters MyCAA grades
- Processes other forms of paper tuition assistance (Coast Guard, Navy, etc.)
- Responsible for invoicing GoArmyEd for each BARTonline session
- Responsible for pulling down TA from GoArmyEd to confirm payment for service members
- Checks the BARTonline payment spreadsheet for TA and MyCAA



Fort Riley Advisement Staff

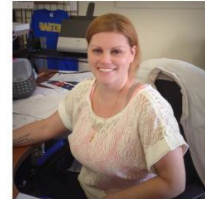
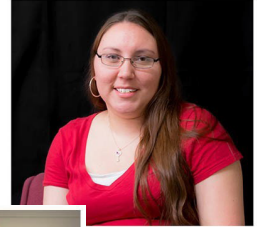
Advisement Coordinator – Megan Chambers (ext. 709)

- Handles degree plans for students who are not seeking a degree program offered at Fort Riley
- Processes graduation applications and awards diplomas for BARTonline students
- Oversees/back-up to the academic advisors
- Processes incoming official transcripts



**Academic Advisors – Emily Harper (ext. 706), Kelli Lindsay (ext.705),
Sicilee Lansburry (ext. 713)**

- Responsible for updating student degree program formats for students
- Advise BARTonline students upon request
- Responsible for checking pre-reqs and coordinating this with Enrollment Specialist
- Assist with phone payments
- Emily's position handles students with A-H last names
- Sicilee's position handles students with I-O last names
- Kelli's position handles students with P-Z last names



Remote Academic Advisor - Tiffany Irizarry (ext. 704)

- Creates Prerequisite Spreadsheet
- Checks Prerequisites for all students
- Handles Prerequisite drops
- Fort Leavenworth Academic Advisor



Administrative Assistant to the Dean - Arlette Stratton (ext. 715)

- Contracts for LSEC and College Program
- Schedule requests for meeting with the Dean
- Handles sub requests for instructors
- Veteran's Administration
- LSEC Schedules

