



Contact Guide - Academic Program

Alyse Ruiz-Selsky, Director of Studies

See Alyse when you have questions about...
Mid-year course changes, withdrawals, audits (in conjunction with Registrar)
Neuropsych testing and accommodations
Student course requests and drop/add process (in conjunction with Scheduler)
Student progress toward graduation requirements and “right fit” course loads, including course selection questions for semester/year away programs
Larger issues/questions related to: Academic Support Center, Global Online Academy, standardized testing, makerspace

Rob Munro, Dean of Academic Program and Equity

See Rob when you have questions about...
Academic progress when student health issues arise (in conjunction with Health Center and Dir. of Studies)
Academic/instructional budget
Advising (in conjunction with Dean of Students), teaching and learning (in conjunction with Dean of Faculty)
Supporting students and families with concerns for student academic progress (in conjunction with Dean of Students, Dir. of Studies, and Health Center)
Larger issues/questions related to: school calendar, overall academic curriculum, Community & Equity

Kim Kopelman, ASC Coordinator and On-Site Director of GOA

See Kim when you have questions about...
How to refer a student or advisee to the Academic Support Center
How best to support an advisee or student with strategies for effective time management, organization, study strategies, and note-taking
Global Online Academy courses- their philosophy, who is eligible, and how to register
Incorporating a Global Online Academy Flex Course into a teacher’s course curriculum

Sue Sauer, Registrar

See Sue when you have questions about...
I-20 Forms for all international students, renewed each time they leave the US
Accommodations for standardized testing
Audit, Pass/Fail, and Withdrawal forms
Graduation requirements
Senior Projects
Updates to student database (addresses, parent emails, etc.)
Work permits for current students