Useful Contacts in DKU

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| **For help with** | **Contact Person or****Office** | **Location** | **E-mail or phone** |
| Academic policies and procedures | Marcia France, Dean of Undergraduate Studies and the Associate Vice-Chancellor for Undergraduate Studies & the Language and Culture Center | AB 2050 | marcia.b.france@dukekunshan.edu.cn |
| Landline: 36657039 |
| Academic integrity | Paul Stanley,Associate Dean of Undergraduate Studies | AB 2044 | paul.stanley@duke.eduLandline:36657702 |
| Academic Advising | Marco Luis Valadez, Director of Academic Advising | LIB 1027 | marco.valadez@dukekunshan.edu.cn Landline:36657284 |
| Arianne Riley, Senior Coordinator for Academic Advising, Undergraduate Academic Advising Office | LIB 1022 | arianne.riley@dukekunshan.edu.cn Landline: 36657225 |
| Academic field trips | Jiawen Cai (DNAS & LCC),Yongyu Zhu (AH & SS), Undergraduate Academic Activities Coordinators | AB 2A19 | jiawen.cai@dukekunshan.edu.cnLandline: 36657528 |
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| Office of Faculty Affairs | Marcus Werner, Director of Faculty Development | IB 1028 | marcus.werner@dukekunshan.edu.cnLandline: 36657802 |
| Zhongqiu Shen,Faculty Support Officer | AB 2A17 | zhongqiu.shen@dukekunshan.edu.cnLandline: 36658700 |
| Undergraduate Program Division Chairs | Kai Huang,Chair, Division of Natural and Applied Sciences | IB 3119 | kai.huang186@duke.eduLandline: 36657272 |
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| Undergraduate Program Associate Division Chairs |  Renee Richer,Associate Chair, Division of Natural and Applied Sciences | WDR 3128 | renee.richer@duke.eduLandline: 36658711 |
|  Feng Tian,Associate Chair, Division of Natural and Applied Sciences | WDR 2007 | feng.tian978@dukekunshan.edu.cn Landline: 36657897 |
|  Zach Fredman, Associate Chair, Division of Arts & Humanities | IB 3060 | zach.fredman@dukekunshan.edu.cn Landline: 36657340 |
|  Lincoln Rathnam, Associate Chair, Division of Social Sciences | WDR 1004 | lincoln.rathnam@dukekunshan.edu.cn Landline: 36657337 |
| Graduate Program Directors |  Jingbo Cui,Interim Director for iMEP program | IB 3052 | jingbo.cui@dukekunshan.edu.cnLandline: 36657567 |
| Xin Li, Associate Vice-Chancellor for Graduate Studies and Research; Director of ECE program | IB 2043 | xinli.ece@duke.eduLandline: 36657254 |
| Shenglan Tang, Co-director of Global Health | shenglan.tang@duke.edu |
| Fang-Fang Yin, Director of the Medical Physics program | IB2039 | fangfang.yin@duke.eduLandline:36658835 |
| Research Support Office (RSO) | Changcheng Zheng, Director of Research Support Office | WDR 1118 | changcheng.zheng@dukekunshan.edu.cnLandline: 36657558 |
| Division Assistant (for teaching support, such as getting general classroom supplies, printing test papers, etc.) |  Qi Zhu (Jocky),Senior Coordinator for the Undergraduate Program Division of Natural and Applied Sciences | IB 3A14 | qi.zhu@dukekunshan.edu.cnLandline: 36657724 |
| Ruiyue Ma,Coordinator for the Undergraduate Program Division of Arts and Humanities | IB 3A23 | ruiyue.ma@dukekunshan.edu.cnLandline:36657713 |
|  Shuqian Xu,Senior Coordinator for the Undergraduate Program Division of Social Sciences | IB 3057 | shuqian.xu@dukekunshan.edu.cnLandline: 36657708 |
| Graduate Programs | Shuyi Wang,Senior Director of Graduate Programs and RecruitmentGraduate Programs and Recruitment | IB 3005 | shuyi.wang@dukekunshan.edu.cnLandline: 36657089 |
| Coordinator for Medical Physics  | Claire Luo,Senior Program Coordinator forMaster of Science in Medical Physics | IB 2A17 | kaimei.luo@dukekunshan.edu.cnLandline: 36657124 |
| Coordinator for iMEP | Cheng Shi,Program Coordinator for Master of Environmental Policy | IB 2A07 | cheng.shi@dukekunshan.edu.cnLandline:36657661 |
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| Coordinator for MMS | Mu Wu,Program Specialist of Master of Management Studies | AB 2108 | mu.wu@dukekunshan.edu.cnLandline:36657145 |
| Textbooks | Sicen Ye,Coordinator for Learning Resources Management | LIB-1F-CUBICLE-1W004 | DKU-UG-textbook <ug-textbook@dukekunshan.edu.cn>Sicen Ye: sicen.ye@dukekunshan.edu.cn Landline: 36657896 |
| Subject Librarian (Arts and Humanities, Global Health) |   Mengjie Zou | LIB 2015 | mengjie.zou@dukekunshan.edu.cn Landline: 36657027 |
| Subject Librarian (Social Science, iMEP) |  Andrew Lee | LIB 2021 | andrewyanqing.lee@dukekunshan.edu.cn Landline: 36657191 |
| Subject Librarian (Natural Science, ECE, MP, MMS) |  Hongyi Gong | LIB 2013 | Hongyi.gong@dukekunshan.edu.cnLandline: 36658714 |
|  Writing & Language Studio | Kris Hiller,Associate Director of the Writing and Language Studio | AB 2101Or CC 1074 | DKU\_WLS@dukekunshan.edu.cnLandline: 36657390 |
| Center for Teaching and Learning,Pedagogy, Edu Tech, and research in teaching and Learning | Haiyan Zhou,Director of Center for Teaching and Learning | IB 3019 | haiyan.zhou@duke.edu Landline: 36657285 |
|  Jiaxin Wu,Assistant Director for the Center for Teaching and Learning | IB 3018 | jiaxin.wu@dukekunshan.edu.cn Landline: 36657531 |
|  Hanbing Lin,Educational Consultant for Sciences |  IB 3018 | hanbing.lin@dukekunshan.edu.cn Landline: 36657551 |
|  Luisa Li,Educational Technology Specialist | IB 3A09 | fan.li355@dukekunshan.edu.cnLandline: 36657647 |
|  Mengyu Ma,Learning Experience Designer | IB 3A10 | mengyu.ma@dukekunshan.edu.cnLandline: 36657189 |
| Student Affairs |  Christopher Van Velzer, Interim Dean of Student Affairs Director of Global Education  | AB 2022 | christopher.van.velzer@dukekunshan.edu.cnLandline: 36657507 |
| CAPS (Counseling and Psychological Services) | George Hu,Director of Counseling and Psychological Services | CCT-East Wing-4F | george.hu@dukekunshan.edu.cn caps@dukekunshan.edu.cnLandline: 36657520 |
| Campus Health Clinic | CCT-E4200-4F | campushealth@dukekunshan.edu.cnLandline: 36657228 |
| Athletics | Zarko Krkeljas, Athletics Director | SPC-2F-OFFICE-2102 | zarko.krkeljas@dukekunshan.edu.cnLandline: 36657107 |
| Career Services | Bonnie Liu, Director of Career Services | CCTE-1F-OFFICE-E1019F | bonnie.liu@dukekunshan.edu.cnLandline:36657352 |
| Registrar | Lingling Wang, Registrar | ADB 1107C | lingling.wang@dukekunshan.edu.cnLandline: 36657021 |
| DKU Hub | John Campbell, Director SIS, Office of Student Information & Service | J.Campbell@duke.edu Landline: 36657145 |
| General IT questions (Outlook, VPN etc.) | IT offices | AB 2004 | service-desk@dukekunshan.edu.cn Landline:36657100 |
| Operations  | Roger Fan,Senior Director of Operations and University EHS | ADB 2105 | roger.fan@dukekunshan.edu.cnLandline: 36657209 |
| Ally Chen, Associate Director of Operations - Campus Services | ADB 2103 | xin.chen3@dukekunshan.edu.cnLandline: 36657081 |
| Campus Service Helpdesk(DKU Helpdesk & Campus Operation & Office Supplies) | CCT-East Wing-1F-Helpdesk | campus-services@dukekunshan.edu.cn Landline: 366571111 |
| Medical or other emergency |  Urgent medical support on DKU Campus | Landline: 36657110 |
| Emergency Assistance | Ambulance (for medical emergencies): 120;Police: 110 |
| Campus Mail Center (China Post 中国邮政)  | CCT-West-1031 | Landline: 36657111 |
| ID card/access | Cunjing Wan | ADB 2W063 | cunjing.wan@dukekunshan.edu.cn |
| Mobility, visa, residence permit, etc.  | Kaiyue Sun,Senior HR Officer - Mobility | ADB 2W094 | kaiyue.sun@dukekunshan.edu.cnLandline: 36657291 |
| Transferring money out of China |  Yajuan Cheng, Senior HR Officer - Compensation and Benefit | ADB 2W081 | yajuan.cheng@dukekunshan.edu.cnLandline: 36657312  |
| HR Compensation and BenefitsTeam | Jie Chen,HR Manager-Compensation and Benefits | ADB 2W087 | jie.chen@dukekunshan.edu.cnLandline:36657369 |