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DIRECTORY
2010-2011 UPDATED 12/10

MJI main telephone number: 248-414-6900
MJI general information email address: info@mji.edu
MJI Website: www.mji.edu

MJI General Departments:

Academic Programs: Lstein@mji.edu or 248-788-4000
Accounting: Rpeters@mji.edu or ext. 107
Financial Aid: Fherman@mji.edu or ext. 102
IT Help Desk: Imorrison@mji.edu or ext. 104 (or see Links on MJI website for requesting help online)
Libraries: Krhenry@mji.edu or Registrar@mji.edu or ext. 105
Marketing and Advertising:
Registrar's Office: Krhenry@mji.edu or Registrar@mji.edu or ext. 105
Student Counseling: Bkonikoff@mji.edu or ext. 106

MJI staff, email addresses and extensions:

Mr. Joel Cottrell: Jcottrell@mji.edu or ext. 113
Ms. Francine Crichton: Fcrichton@mji.edu or ext. 117
Dr. Hershel Gardin: Thgardin@mji.edu or ext. 101
Ms. Joy Gardin: Jbgardin@mji.edu or 248-967-3540
Ms. Debra Graziano: Dgraziano@mji.edu or ext. 114
Ms. Karen R-Henry: Krhenry@mji.edu or Registrar@mji.edu or ext. 105
Ms. Fran Herman: Fherman@mji.edu or ext. 102
Ms. Amy Herskovitz: Aherskovitz@mji.edu or ext. 100
Ms. Beth Konikoff: Bkonikoff@mji.edu or ext. 106
Rabbi Yudi Mann: Rabbiyudi@theshul.net or ext. 112
Ms. Ingerbord Morrison: Imorrison@mji.edu or ext. 104
Ms. Rebecca Peters: Rpeters@mji.edu or ext. 107
Ms. Judy Lane: Jlane@mji.edu or ext. 110
Mr. Alan Perlstein: Alan@theshul.net or 248-788-4000
Ms. Itty Shemtov: Itty@theshul.net or 248-788-4000
Rabbi Kasriel Shemtov: Rabbi@theshul.net or 108
Rabbi Mendel Shemtov: 248-544-7844
Dr. Lori Stanley: Lstanley@mji.edu or ext. 103
Prof. Dov Stein: Dstein@mji.edu or ext. 108
Mr. Levi Stein: Lstein@mji.edu or 248-788-4000
Rabbi Chaim Steinmetz: Cgsteinmetz@juno.com or 248-544-7844

Faculty email addresses are located at end of directory.

Department directory and contact person:

Academic Policy: Dr. Gardin
Academic Procedures: Ms. R-Henry
Accounting: Ms. Peters

Accounts Payable: Ms. Peters
Accreditation, Compliance: Dr. Gardin
Accreditation of MJI: Prof. D. Stein
Adding or dropping courses: Ms. R-Henry
Admissions: Prof. D. Stein
Advertising and Sales: Ms. Konikoff
Advising Students: Ms. Konikoff or Dr. Stanley or Prof. D. Stein
Attendance Records: Ms. R-Henry

Billing: Ms. Peters

CAAP Proficiency testing information and request form: Ms. R-Henry
Campus Security and Crime: Ms. Peters
Certificate in Talmudic Law and Jurisprudence: Rabbi Mendel Shemtov
Class Schedules: Ms. R-Henry or Ms. Crichton
Classroom Support, MJI Facilities (audio-visual, scheduling, etc.): Ms. Lane
Classroom Support, Technology: Help Desk or Ms. Morrison
Classroom Support, The Shul Facilities (audio-visual, scheduling, etc.): Mr. Perlstein
Classroom Support, Other: Ms. Lane
CLEP and DANTE testing information: Prof. D. Stein or Dr. Stanley
COMPASS testing information and request form: Prof. D. Stein
Completing Faculty Employment Forms: Ms. J. Gardin
Compliance: Ms. R-Henry
Computer Support: Help Desk or Ms. Morrison
Corporate Matters: Rabbi K. Shemtov

Counseling, students: Ms. Konikoff or Dr. Stanley or Prof. D. Stein *If
Course Matters: Ms. R-Henry or Ms. Crichton
Crime Statistics: Ms. Peters

Directed study contract status: Ms. R-Henry or Ms. Crichton
Directed study, finding an instructor: Ms. Konikoff or Dr. Stanley or Prof. D. Stein
Dropping or adding courses: Ms. R-Henry or Ms. Crichton
Dual Program: Ms. I. Shemtov or Ms. B. Konikoff

Electronic Databases: Help Desk or Ms. Morrison
e-College: Prof. D. Stein
e-mail accounts: Help Desk or Ms. Morrison
e-mail addresses: Faculty (see end of this directory)
Employment, Assistance with HR documents: Ms. J. Gardin
Employment, Faculty Recruitment: Dr. Gardin
Employment Forms, Completing Faculty: Ms. J. Gardin

Employment, Staff: Ms. Peters

Facility Scheduling, The Shul: Mr. Perlstein
Faculty Compensation: Dr. Gardin
Faculty Email Addresses: see end of this directory
Faculty Employment Forms: Ms. J. Gardin
Faculty invoices, submission: Ms. Peters
Faculty Recruiting: Dr. Gardin
Faculty Support, IT: Help Desk or Ms. Morrison
Financial Aid: Ms. Herman
Financial Matters: Ms. Peters
Foreign Students: Ms. R-Henry

Grades and Grade reporting: Ms. R-Henry or Ms. Crichton
Graduation Requests: Ms. R-Henry or Ms. Crichton

High School credits and transfers: Ms. R-Henry or Ms. Crichton
High School programs: Ms. Konikoff or Ms. I. Shemtov
Human Resources: Ms. J. Gardin

Invoices, submission to: Ms. Peters
Invoices, textbooks, faculty only: Ms. Peters
Israel Office, MJI: Mr. Cottrell

Learning contract templates: Ms. R-Henry or Ms. Crichton
Learning Resources Center, scheduling: Ms. Lane
Letters indicating attendance at MJI: Ms. R-Henry or Ms. Crichton
Library: Ms. R-Henry
Local Area Network: Help Desk or Ms. Morrison

Marketing: Ms. Konikoff

Network Support: Help Desk or Ms. Morrison
Newsletter: Ms. Konikoff

Online Marketing Management: Ms. Konikoff
Online Programs: Prof. D. Stein
Online Support for e-College: Prof. D. Stein
Online Support for SAKAI: Help Desk or Ms. Morrison

Payments to MJI: Ms. Peters
Personnel Matters: Ms. J. Gardin
Policies & Procedures: Ms. R-Henry or see Counseling, students (above)
Proficiency Test Requirements: see Counseling, students (above)
Program Planning: Ms. Konikoff or Prof. D. Stein
Program Planning, obtaining copies: Ms. Lane

Proof of attendance at MJI: Ms. R-Henry or Ms. Crichton
Properties: Ms. Peters

Recruitment, Students: Ms. Konikoff
Registrar: Ms. R-Henry
Registration status: Ms. R-Henry or Ms. Crichton
Release of Information: Ms. R-Henry or Ms. Crichton
Requests for proof of attendance at MJI: Ms. R-Henry or Ms. Crichton
Resources, Classroom: Help Desk or Ms. Morrison

SAKAI: Prof. Help Desk or Ms. Morrison
Sales: Ms. Konikoff
Security: Ms. Peters
Servicemembers Opportunity College (SOC) representative: Prof. D. Stein
Status of Registration: Ms. R-Henry or Ms. Crichton
Student Counseling: see Counseling, students (above)
Student Recruitment: Ms. Konikoff
Student Teaching program documents: Ms. R-Henry or Ms. Crichton
Student Visas: Ms. R-Henry
Study Abroad, Aid to Host Schools: Rabbi Mann
Study Abroad, Financial Aid: Ms. Herman
Study Abroad, General Management: Mr. Cottrell
Study Abroad, Guidelines and Brochure Updates: Ms. Herman

Technical Guidelines for Study Abroad Hosts: Ms. Herman
Technical Support: Help Desk or Ms. Morrison
Textbook invoices, faculty only: Ms. Peters
Textbooks, MJI virtual bookstore: Ms. Konikoff or Prof. D. Stein
Transcript Requests: Ms. R-Henry or Ms. Crichton
Transferring credits to MJI: see Counseling, students (above)
Transferring credits to other schools: Ms. R-Henry
Tuition: Ms. Peters

User names and passwords: Help Desk or Ms. Morrison

Website: Prof. Stein

Yeshiva Administration: Rabbi Mendel Shemtov
Yeshiva Dean: Rabbi Steinmetz

FACULTY EMAIL ADDRESSES

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Please make note of the above directory and use it to avoid delays in receiving responses to your inquiries.