

USD Building Schedulers  
WHO SCHEDULES WHERE?  
2023

**Academic Schedulers:** Nancy Kuelbs - 260-2622 [nkuelbs@san Diego.edu](mailto:nkuelbs@san Diego.edu) Arts and Sciences classrooms. Myla Lorenzo Wilson - 260-8869 [mwilson@san Diego.edu](mailto:mwilson@san Diego.edu) School of Business. Erik Kim-Holmgren - 260-7888 [erikk@san Diego.edu](mailto:erikk@san Diego.edu) School of Law.

**Athletic Facilities:** Josh Lewis – 260-2463 [joshlewis@san Diego.edu](mailto:joshlewis@san Diego.edu)  
Sports Center, Valley Field, Manchester Field, Bosley Fitness Center

**Camino Hall:** Jeff Hugger 260-7808 [shileyvenue@san Diego.edu](mailto:shileyvenue@san Diego.edu)  
Shiley Theatre, Camino Hall Courtyards and Classrooms

**Computer Labs:** Maureen Dominguez – 260-2765 [supers@san Diego.edu](mailto:supers@san Diego.edu)

**Copley Library Internal Spaces** - Cindy Espineli - 260-2370 [cespineli@san Diego.edu](mailto:cespineli@san Diego.edu)

**Degheri Alumni Center:** Eric Roberto – 260-4534 [eroberto@san Diego.edu](mailto:eroberto@san Diego.edu)

**French Parlor:** Andrea Feliciano – 206-4261 [acutlip@san Diego.edu](mailto:acutlip@san Diego.edu)  
French Parlor and Founders Foyers – Faculty/staff events only. No student events.

**Hahn School of Nursing:** Morgan Wessels – 260-4163 [mwessels@san Diego.edu](mailto:mwessels@san Diego.edu)

**Jenny Craig Pavilion:** Josh Lewis – 260-2463 [joshlewis@san Diego.edu](mailto:joshlewis@san Diego.edu)  
JCP Arena and conference rooms

**Knauss School of Business:** Jeff Hugger – 260-7808 [knaussvenue@san Diego.edu](mailto:knaussvenue@san Diego.edu)  
Knauss Center for Business Education, Olin Hall

**Kroc Institute for Peace and Justice:** Jeff Hugger – 260-7808 [krocvenue@san Diego.edu](mailto:krocvenue@san Diego.edu)

**Learning Commons:** Jeff Hugger – 260-7808 [lcvenue@san Diego.edu](mailto:lcvenue@san Diego.edu)

**Manchester Hall:** Gloria Lanuza – Undergraduate Admissions - 260-4506 [glanuza@san Diego.edu](mailto:glanuza@san Diego.edu)  
Contact UC Scheduling for events outside 8 a.m. – 4 p.m. weekdays [scheduling@san Diego.edu](mailto:scheduling@san Diego.edu)

**Mother Rosalie Hill Hall (SOLES):** Melissa Hernandez - 260-7915 [mrhevents@san Diego.edu](mailto:mrhevents@san Diego.edu)

**Residential Life:** Gianna Metz – 260-4777 [giannametz@san Diego.edu](mailto:giannametz@san Diego.edu)

**School of Engineering:** Paula Schmid – 260-2977 [pschmid@san Diego.edu](mailto:pschmid@san Diego.edu); Lorena Silvas – 260-2744 [lornas@san Diego.edu](mailto:lornas@san Diego.edu)  
Belanich Engineering Center spaces first & second floor

**School of Law:** Stacey Groff – 260-4208 [sgroff@san Diego.edu](mailto:sgroff@san Diego.edu)  
Warren Hall, Law Library and Guadalupe Hall, Barcelona 217 & 222

**Shiley Center for Science and Technology:** Keith Macdonald – 260-4211 [keithm@san Diego.edu](mailto:keithm@san Diego.edu)

**University Center Scheduling:** Flora Elman - 260-4592 [scheduling@san Diego.edu](mailto:scheduling@san Diego.edu)  
University Center, Student Life Pavilion, Manchester Auditorium (weekends and week days other than 8am-4pm), Plaza de San Diego, Immaculata Lawn, Paseo de Colachis, Colachis Plaza, Founders Courtyard, Founders East Patio, Founders Multipurpose Room, Salomon Hall, MOST classrooms for non-academic programs in the following buildings; Saints Tekakwitha & Serra Hall, Maher Hall, and Belanich Engineering Center

**General Questions Regarding Scheduling and Using the Event Management System (EMS), Contact University Scheduling:** Susan Engel – 260-7574 [universitiescheduling@san Diego.edu](mailto:universitiescheduling@san Diego.edu)  
**Undergraduate Student EMS Access & Policies** – Please contact Student Activities and Involvement at [usdinvolvement@gmail.com](mailto:usdinvolvement@gmail.com)