USD Building Schedulers
WHO SCHEDULES WHERE?
2025

Academic Schedulers: Nancy Kuelbs - 260-2622 nkuelbs@sandiego.edu *Arts and Sciences classrooms.* Myla Lorenzo Wilson - 260-8869 mwilson@sandiego.edu *School of Business*. Erik Kim-Holmgren - 260-7888 erikk@sandiego.edu *School of Law.*

Athletic Facilities: Josh Lewis – 260-2463 joshlewis@sandiego.edu
Sports Center, Valley Field, Manchester Field, Bosley Fitness Center, Wellness Center (103, 108, 204, 210, 200E, 2010)

Camino Hall: Jeff Hugger 260-7808 shileyvenue@sandiego.edu
Shiley Theatre, Camino Hall Courtyards and Classrooms

Computer Labs: Maureen Dominguez – 260-2765 supers@sandiego.edu

Copley Library Internal Spaces - Cindy Espineli - 260-2370 cespineli@sandiego.edu

Degheri Alumni Center: Eric Roberto – 260-4534 eroberto@sandiego.edu

French Parlor: Andrea Feliciano – 206-4261 acutlip@sandiego.edu
French Parlor and Founders Foyers – Faculty/staff events only. No student events.

Hahn School of Nursing: Morgan Wessels – 260-4163 mwessels@sandiego.edu

Jenny Craig Pavilion: Josh Lewis – 260-2463 joshlewis@sandiego.edu
JCP Arena and conference rooms

Knauss School of Business: Jeff Hugger – 260-7808 knaussvenue@sandiego.edu
Knauss Center for Business Education, Olin Hall

Kroc Institute for Peace and Justice: Jeff Hugger – 260-7808 krocvenue@sandiego.edu

Learning Commons: Jeff Hugger – 260-7808 lcvenue@sandiego.edu

Manchester Hall: Gloria Lanuza – Undergraduate Admissions - 260-4506 glanuza@sandiego.edu
Contact UC Scheduling for events outside 8 a.m. – 4 p.m. weekdays scheduling@sandiego.edu

Mother Rosalie Hill Hall (SOLES): Sebastian Garcia - 260-7573 mrhevents@sandiego.edu

Residential Life: Gianna Metz – 260-4777 giannametz@sandiego.edu

School of Engineering: Paula Schmid – 260-2977 pschmid@sandiego.edu; Hattie Morgan hmorgan@sandiego.edu
Belanich Engineering Center spaces first & second floor

School of Law: Stacee Groff – 260-4208 sgroff@sandiego.edu
Warren Hall, Law Library and Guadalupe Hall, Barcelona 217 & 222

Shiley Center for Science and Technology: Keith Macdonald – 260-4211 keithm@sandiego.edu

University Center Scheduling: Manija Raofi – 260-4592 scheduling@sandiego.edu
University Center, Student Life Pavilion, Manchester Auditorium (weekends and weekdays 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

Wellness Center: Matt McIver- 619-260-4583 mjmciver@sandiego.edu
Most Wellness Center Spaces. See Athletics Facilities for 103, 108, 204, 210, 200E, 2010

General Questions Regarding Scheduling and Using the Event Management System (EMS), Contact University Scheduling: – universityscheduling@sandiego.edu

Undergraduate Student EMS Access & Policies – Please contact Student Activities and Involvement at usdinvolvement@gmail.com