



Notary Public's on Staff at Western Connecticut State University

Oftentimes employees and students are in need of the services of a Notary Public. WCSU has a few staff members who are appointed as Notaries with the State of Connecticut.

If you are in need of Notary services, please reach out to one of the staff members listed below. It is highly recommended you contact the Notary prior to needing their services in order to schedule an appointment so that you can make sure they are available to assist you.

Please keep in mind that you will need to sign the document(s) in the presence of the Notary and you will be required to show Proof of Identification (i.e. Driver's License or WCSU ID card are two examples).

Below is the listing of WCSU's Notaries, their contact information, office location & office hours.

For WCSU Students – Contact:

Midtown Campus

Beth Koschel
Administrative Assistant
School of Professional Studies – Dean's Office
Office Location: White Hall, Room 123
Office Hours: Monday – Friday 8:00 – 4:30 p.m.
Contact #: 203-837-8576
Email: koschele@wcsu.edu

Oni Figueroa
Administrative Assistant
Center for Student Involvement
Office Location: Student Center, Room 227
Office Hours: Monday – Friday 8:00 – 4:30 p.m.
Contact #: 203-837-8415
Email: figueroao@wcsu.edu

Therese Richardson
Secretary, HPX/English
Office Location: Berkshire Hall, Room 230
Office Hours: Monday – Friday 8:00 – 4:30 p.m.
Contact #: 203-837-8612
Email: richardson@wcsu.edu

For WCSU Employees & Business Offices - Contact:

Midtown Campus

Sarah Davin
Associate in Human Resources
Human Resources
Office Location: University Hall, Room 102
Office Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.
Contact #: 203-837-8661
Email: davins@wcsu.edu

Peggy Boyle
University HR Administrator – Recruitment
Human Resources
Office Location: University Hall, Room 102
Office Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.
Contact #: 203-837-8662
Email: boylep@wcsu.edu

Kevin Busch
Assistant Payroll Coordinator
Fiscal Affairs
Office Location: University Hall, Room
Office Hours: Monday-Friday 8:30 a.m. – 4:30p.m.
Contact #: 203-837-8365
Email: buschk@wcsu.edu

Kimberly Wasniak
CSU Administrative Assistant
Finance & Administration
Office Location: University Hall, Room 202
Office Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.
Contact: 203-837-9310
Email: wasniakk@wcsu.edu



Westside Campus

Cathy Cote

Administrative Assistant, Ancell Dean's Office

Office Location: WS Classroom Building, Room 375

Office Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

Contact: 203-837-8782

Email: cotec@wcsu.edu