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## Notary Public's on Staff at Western Connecticut State University

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

If you need 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 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](mailto:koschele@wcsu.edu)

Therese Richardson  
Secretary, Education & Educational Psychology  
Office Location: White Hall, Room 321  
Office Hours: Monday – Friday 8:00 – 4:30 p.m.  
Contact #: 203-837-8510  
Email: [richardson@wcsu.edu](mailto:richardson@wcsu.edu)

### For WCSU Employees & Business Offices - Contact:

#### Midtown Campus

Sarah Davin  
Human Resources Recruiter  
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](mailto:davins@wcsu.edu)

Tamesha Mills  
CSU Administrative Assistant  
Finance & Administration  
Office Location: University Hall, Room  
Office Hours: Monday-Friday, 8:00 a.m. – 4:30 p.m.  
Contact: 203-837-9310  
Email: [millst@wcsu.edu](mailto:millst@wcsu.edu)

#### Westside Campus

Oni Figueroa  
Administrative Assistant  
Intercollegiate Athletics  
Office Location: O'Neill Center, Room 305  
Office Hours: Monday – Friday 8:00 – 4:30 p.m.  
Contact #: 203-837-9015  
Email: [figueroao@wcsu.edu](mailto:figueroao@wcsu.edu)

Kevin Busch  
Payroll Coordinator  
Fiscal Affairs  
Office Location: University Hall, 2<sup>nd</sup> Flr.  
Office Hours: Monday-Friday 8:30 a.m. – 4:30p.m.  
Contact #: 203-837-8365  
Email: [buschk@wcsu.edu](mailto:buschk@wcsu.edu)



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### **Westside Campus**

Oni Figueroa

Administrative Assistant

Intercollegiate Athletics

Office Location: O'Neill Center, Room 305

Office Hours: Monday – Friday, 8:00am-4:30pm

Contact #: 203-837-9015 / Email: [figueroao@wcsu.edu](mailto:figueroao@wcsu.edu)

Brian Vernon

Dean, School of Visual & Performing Arts

Office Location: VPAC 104A

Office Hours: Contact for appointment

Contact #: 203-837-8851

Email: [vernonb@wcsu.edu](mailto:vernonb@wcsu.edu)