



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

Therese Richardson
Secretary, Pre-Collegiate & Access Services
Office Location: Berkshire Hall, Room 016
Office Hours: Monday – Friday 8:00 – 4:30 p.m.
Contact #: 203-837-8801
Email: richardsont@wcsu.edu

For WCSU Employees & Business Offices - Contact:

Sarah Davin
Assistant in Human Resources
Human Resources
Office Location: University Hall, Room 115
Office Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.
Contact #: 203-837-8661
Email: davins@wcsu.edu

Marie Svalstedt
Fiscal Administrative Officer
Planning & Engineering
Office Location: White Hall 001B
Office Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.
Contact #: 203-837-8679
Email: svalstedtm@wcsu.edu

Westside Campus

Oni Figueroa
Administrative Assistant
Campus & Student Centers
Office Location: WS Campus Center, Room C320
Office Hours: Monday – Friday 8:00 – 4:30 p.m.
Contact #: 203-837-8415
Email: figueroao@wcsu.edu

Peggy Boyle
Assistant Director of Human Resources - Recruitment
Human Resources
Office Location: University Hall, Room 115
Office Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.
Contact #: 203-837-8662
Email: boylep@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