

Chapter One:

Student Services

The Student Affairs Division is an integral component of Oregon Institute of Technology's educational mission. Members of the Division provide students and the campus community with services, programs, activities, and information to allow students to maximize their education. Department employees are educators, counselors, advisors, managers and advocates who work with the entire campus to facilitate student growth and development.

This department provides a wide variety of services to enrolled students and prospective students. These services include admissions, financial Aid, campus activities, new student orientation, counseling, student success center (tutoring and academic success), disability services, student health services, career services, housing and residence life.

Office of Student Affairs

- **Dr. Erin Foley, Vice President for Student Affairs & Dean of Students**
- **Connie Dernbach, Executive Secretary**

College Union 217
Phone: 885-1011
Email: student.affairs@oit.edu

Complaints: (non-academic), emergency messages, student conduct code (see [Chapter 5](#)), medical withdrawal (see [Chapter 10](#)).

Admissions

- **Ginny Gardiner, Interim Director**

College Union 110G
Phone: 885-1150
Email: ginny.gardiner@oit.edu
Web: [Admissions](#)

The Admissions Office helps prospective students as they consider OIT, apply for admission, make their final college decision and prepare to enroll. Recruitment efforts are scheduled, coordinated and supported through the Office of Admissions. Admission associates do a great deal of informal counseling and advising with regard to program requirements and the campus community. The office serves as an information center for all incoming students and is responsible for the dissemination of appropriate admission information to new students.

Campus Access and Equal Opportunity

- **Ron McCutcheon, Director of Human Resources & Affirmative Action Officer**

Snell Hall 108
Phone: 885-1108
TTY: 885-1072
Email: access@oit.edu

Coordinates and monitors OIT's efforts to provide equitable and effective access to the institution's facilities, programs and services. Student inquiries, requests for assistance, complaints or grievances pertaining to OIT's policies on non-discrimination, harassment and equal opportunity should be directed to this office.

Campus Dining

- **Chris Dalla, Director**
- **Jim Dernbach, Campus Dining Manager**

College Union 246
Phone: 885-1060
Email: chris.dalla@oit.edu
Email: james.dernbach@oit.edu

The Marketplace & catering offer a wide variety of food choices.

Campus Life

- **Jane Rider, Director, Student and Community Development**
- **Chris Frazier, Student Programs Assistant**

College Union: 107
Phone: 885-1826
Email: jane.rider@oit.edu

The mission of the office of Student Activities is to create and support co-curricular leadership development and service learning opportunities that enhance the educational experience of students. Our goal is to teach students to become contributing members of OIT and the greater community, and to enhance their personal and professional development through leadership, social, recreational and cultural opportunities.

Campus Safety

- **Edward Guy, Director**

Cornett Hall 231A
Phone: 885-1552
Email: edward.guy@oit.edu

Campus safety at Oregon Institute of Technology involves students, faculty and staff. It is OIT's desire to create and promote an open environment that encourages learning and freedom among all who attend or visit the Institute. Your safety is an important part of your educational experience.

OIT has a role in preserving an open environment where students, faculty and staff feel safe to academically explore the issues of the day. With this goal in mind, OIT is committed to providing a professional campus safety program. The program, administered by a trained professional staff, uses updated procedures to provide a "reasonably secure campus for all members of the OIT campus community.

Career Services

- **Robin Thompson, Director**
- **Jan Goodyear, Administrator Program Specialist**

Learning Resource Center: 214
Phone: 885-1020
Email: career@oit.edu
Web: Career Services

Individual career advising; workshops and classroom presentations on resume-writing, job interviewing, the job search and other topics; on-campus employer recruitment; Career Days; career resource materials and job listings; and a credential file service, which supports student applications for employment and graduate school. Career Services coordinates the Student Employment service, which provides part-time employment for students both on-campus -- in academic and other departments -- and off-campus, with local employers. Positions are available through the College Work-Study program or through regular employment.

Center for Learning and Teaching (CLFAT)

- **Angela Aguiar, Director**

Learning Resources Center 229
Phone: 885-1791
Email: angela.aguiar@oit.edu
Web: CFLAT

CFLAT provides tools for student success including small group and individual subject tutoring, computer tutorials, word processing and network computer lab, accommodations for students with special needs and media materials on reserve. The Center also coordinates Student Success Seminars and Study Skills classes. Testing: Placement tests, national tests (SAT, ACT, MAT, CLEP).

College Union

- **Chris Dalla, Director of College Union**
- **Mike Hubbard, Assistant Director of College Union**

College Union 116B
Phone: 885-1030
Email: michael.hubbard@oit.edu

Coordinate activities and conferences, schedule meeting rooms, issue ID cards, lost and found, term calendars, student locator for emergencies, game equipment checkout, campus and community information, off campus housing, term schedules, campus maps, bus schedules, utility company drop box, first aid station for the public.

Counseling Services

- **Marilyn Gran-Moravec, Director**
- **Dr. Nita Waites, Counselor**

Semon Hall 115
Phone: 885-1015
TTY: 885-1018
Email: studenthealth@oit.edu

College students experience a great deal of challenge in both the academic and personal areas of their lives. Many important decisions are made during these years. Change is constant, and stress often accompanies the experience. This office provides a place for students to discuss these challenges in a private and confidential setting.

Disability Services

- **Joan Loustalet, Director**

Learning Resources Center 223
Phone: 885-1031
TTY: 885-1072
Email: access@oit.edu
Web: Campus Access

Coordinates academic accommodations for students with physical, learning, sensory, psychiatric and other disabilities. Students with disabilities who anticipate needing services on campus should contact this office well in advance of attendance at OIT in order to arrange for services.

Financial Aid

- **Tracey Lehman, Director**
- **Suzie Petersen, Assistant Director**

College Union 110
Phone: 885-1280
Email: tracey.lehman@oit.edu
Email: dollars@oit.edu

Financial aid programs are based on the premise that the primary responsibility for meeting educational expenses lies with the student and the student's parents; however, several financial aid programs are available to help students attain their goal of a higher education. The office of Financial Aid reviews eligibility for and awards funds through federal, state and institutional grants, loans, and work programs. OIT's financial aid policy is designed to benefit all eligible, admitted students enrolled in degree or certificate programs who are attending at least halftime (see [Chapter 11](#)).

Housing and Residence Life

- **Mandi Clark, Director**

Residence Hall A151
Phone: 885-1081
Front Desk Resident Information Phone: 885-1088
Email: zea.moulet@oit.edu
Email: housing@oit.edu
Web: Res Hall

Living on campus can enrich a student's college experience. Students who live in our residence hall typically find their college years more satisfying, are less likely to drop out, and often perform better academically than nonresidential students. Living on campus also provides a student with extensive interaction with other students and numerous opportunities to examine new ideas and values. Interpersonal skills and lifetime friendships can be developed.

International Student Services

- **Deanne Pandozzi, Programs Coordinator and SEVIX Coordinator**

College Union: 2nd floor, Programs Suite
Phone: 885-1847

The International Student Services Office promotes policies, programs, and activities that contribute to a broader understanding of people and their cultures. This office is a resource for minority and international students. The Diversity Center is a small lounge with computers, provided for students to gather, study, socialize, and plan activities. Assistance is available for questions related to immigration regulations, student visas, and personal, academic, and social adjustment. The office facilitates the Leadership and Diversity Scholarship Program and provides assistance and outreach for a number of community cultural programs. These include events such as the annual International Dinner, International coffee hours, Diversity Week activities, MLK Celebration, speakers, films, and arts programs. In addition, advisement is provided to a variety of ASOIT recognized student clubs. International students who need assistance with admission issues or INS forms such as the I-20 or requests for Optional Curricular Training can find help.

Learning Resources Center/Library

- **Karen Kuntz, Interim Director and Access Services and Systems Librarian**

Learning Resources Center 110

Phone: 885-1769

Email: karen.kunz@oit.edu

Library: Books & serials, research materials, computerized information, interlibrary loans, microfilm readers, copy machines, personal and group assistance and instruction. Shaw Historical Library: Western art, books and manuscripts.

Media Services

Learning Resources Center 237

Phone: 885-1786

Provide computer and audio/visual equipment to classrooms for presentations, advise on use of equipment, make overhead transparencies, tape speech classes for student review, tape senior projects as requested, and athletic events for coaching review. Support special projects and athletic events with graphics and photography for awards and publications.

Paper Owl Bookstore

- **Lane Hickman, Director**

College Union Lobby

Phone: 885-1050

Email: paperowl@oit.edu

Web: <http://www.bookstore.oit.edu/>

The Paper Owl Bookstore provides required and recommended textbooks and school supplies. Many textbooks can be sold back to the bookstore at "Buy Back" during the last two weeks of each term. The Paper Owl stocks a selection of useful reference books and offers academically priced software products, computer supplies, imprinted clothing and gifts, health and beauty aids, greeting cards, novelties, and high quality OIT alumni products. Services include personal book orders, class ring orders, and commencement announcements, regalia, and photography.

Post Office

Located in the Paper Owl Bookstore

Hours: M-F: 8:00 AM-5:00 PM

Closed: Sunday and Holidays

Registrar

- **Marla Edge, Registrar**
- **Wendy Pedersen, Associate Registrar**

Snell Hall: Lower Level

Phone: 885-1300

Email: registrar@oit.edu

The office of the Registrar maintains all students' paper and electronic academic records. Additionally, the Registrars Office conducts registration, prepares academic transcripts when requested, verifies enrollment for currently and previously enrolled students, verifies degree completion and graduation. The Office is the custodian of the course catalog and coordinates the scheduling of classes each academic term.

Student Health Center

- **Marilyn Gran-Moravec, Director**

Semon Hall, Room 110A

Phone: 885-1800

Email: health@oit.edu

On-campus medical clinic where students can be seen for physicals, acute and chronic illness, accidents, immunizations and receive health education and counseling.

Technology Opportunities Program (TOP)

- **Joan Loustalet, Director**

Student Success Center, Learning Resources Center -- Upper Level

Phone: 885-1125

Email: joan.loustalet@oit.edu

The Tech Opportunities Program (TOP) is a federally funded academic support program designed to assist highly motivated students who have academic need and who are also low-income, or first generation, or students with learning or physical disabilities. The TOP staff works closely with participating students to comprehensively assess academic and financial needs and develop personalized plans for college success. Participants may be eligible for a variety of academic support services, including group and/or individual tutoring and related academic support; mentoring; help networking with other students; college success workshops and classes; additional academic advising; and limited financial assistance. TOP students also have access to their own computer lab and study area.

Veterans Affairs

- **Susan Richards, Coordinator**

Snell Hall—Lower Level (Registrar's Office)

Phone: 885-1305

Email: susan.richards@oit.edu

Students receiving educational assistance through the Veterans Administration are assisted in their filing procedures and must report regularly to the Registrar's office to complete the requirements for continuing to receive benefits. Satisfactory progress must be made for veterans. (See [Chapter 12](#))