

**FYS 101 & 102- First Year Seminar I & II**  
**UCO 101 & 102- University Convocation**

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**RESOURCE & REFERRAL GUIDE**  
**FACULTY & STAFF**

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**DILLARD**  
**UNIVERSITY**

2601 Gentilly Blvd.  
New Orleans, LA 70122

**THE CENTER FOR THE FIRST YEAR EXPERIENCE**

DENT HALL  
2<sup>ND</sup> FLOOR 206  
OFFICE: (504)-816-4918 FAX: (504)-816-4863

THE MISSION OF THE CENTER FOR THE FIRST YEAR EXPERIENCE  
IS TO FACILITATE STUDENTS THROUGH A JOURNEY OF ACCLIMATION TO THE UNIVERSITY WHILE INSTILLING  
WITHIN THEM AN APPETITE FOR EXCITING LEARNING, WILLINGNESS TO CHANGE, AND FORTITUDE FOR  
PERSISTENCE.

AUGUST 2012





Center for the First Year Experience  
2601 Gentilly Boulevard  
New Orleans, LA 70122  
Office: 504.816.4918  
Fax: 504.816.4863

Dear Dillard Faculty and Staff:

As you know, a student's first year of college is an exciting time to stretch one's wings, make new friends and pursue the path to adulthood. However, with so many changes all at once, students frequently encounter a great amount of stress during their first year. Many students cope successfully with the pressures encountered in college, but some find themselves overwhelmed by the academic demands and the constraints placed on their time and energy.

The Center for the First Year Experience has put together this comprehensive Resource and Referral Guide to address the needs of first year students. All first year students and their families have received a copy of this guide. Because the challenges of adjusting to college life typically interfere with a student's academic performance and/or social interactions, faculty and staff are often in good positions to recognize students who are in trouble. Many of these students have not sought the help needed and may be unaware of the resources available to them. You will not be able to spot every distressed student nor will every student you approach be willing to accept your assistance. However, communicating your interest and concern to such a student may play an important role in helping the student to solve problems that are interfering with academic survival and success. With this guide you will be able to encourage them to seek the help needed to be successful and happy their first year. Remember, the first year matters!

Thanks,

The Center for the First Year Experience  
Faculty and Staff

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| ACADEMIC AFFAIRS.....  | PAGE 1    |
| ADA ACCOMMODATIONS.....  | PAGE1     |
| ATHLETICS.....   | PAGE 1    |
| BOOKSTORE.....   | PAGE 1    |
| CAFETERIA/SODEXO FOOD SERVICE.....   | PAGE1     |
| CAREER ADVICE & CAREER EXPLORATION.....  | PAGE1     |
| CASHIER.....   | PAGE 1    |
| CENTER FOR THE FIRST YEAR EXPERIENCE/FIRST YEAR SEMINAR.....                                     | PAGE 1, 3 |
| COLEGE OF ARTS & SCIENCES.....   | PAGE 1    |
| COLLEGE OF BUSINESS.....   | PAGE 3    |
| COLLEGE OF GENERAL STUDIES.....  | PAGE 3    |
| COLLEGE OF PROFESSIONAL STUDIES.....   | PAGE 3    |
| COMPUTER PROBLEMS.....   | PAGE 4    |
| CURRENT ACTIVITIES & PROGRAMS.....   | PAGE 4    |
| DEPARTMENT OF HUMANITIES.....  | PAGE 2    |
| DEPARTMENT OF SOCIAL SCIENCES.....   | PAGE 2    |
| DIVERSITY.....   | PAGE 4    |
| DROP/ADD A COURSE.....   | PAGE 4    |
| DU LIBRARY WORKSHOPS.....  | PAGE 5    |
| EMERGENCY/NON-EMERGENCY.....   | PAGE 4    |
| ENROLLMENT MAMAGEMENT.....   | PAGE 7    |
| EXAM SKILLS & TEST ANXIETY.....  | PAGE 9    |
| FINANCIAL ACCOUNTS (STUDENTS).....   | PAGE 4    |
| FINANCIAL AID/SCHOLARSHIPS.....  | PAGE 7    |
| FIRST YEAR EXPERIENCE.....   | PAGE 3    |
| HEALTH CARE & WELLNESS.....  | PAGE 7    |
| HONORS PROGRAM ( <i>THE THOMPSON DUBOIS COOK HONORS PROGRAM</i> ).....                           | PAGE 3    |
| INTERNATIONAL STUDENTS & STUDY ABROAD.....   | PAGE 4    |
| INTERNSHIP.....  | PAGE 4    |
| LEADERSHIP DEVELOPMENT & CAMPUS ACTIVITIES.....  | PAGE 4    |
| LEADERSHIP INSTITUTE.....  | PAGE 4    |
| LIBRARY SERVICES.....  | PAGE 5    |
| MATHEMATICS TUTORING/SKILLS.....   | PAGE 5    |
| PERSONAL COUNSELING.....   | PAGE 5    |
| POST OFFICE.....   | PAGE 6    |
| QUALITY ENHANCEMENT PLAN/LEARNING COMMUNITIES &<br>SECOND-FOURTH YEAREXPERIENCE.....             | PAGE 3    |
| READING SKILLS.....  | PAGE 10   |
| RECORDS & REGISTRATION.....  | PAGE 7    |
| RECREATION/HEALTH & WELLNESS.....  | PAGE 6    |
| RESEARCH PROBLEMS.....   | PAGE 6    |
| RESEARCH/INTERNSHIPS/UNDERGRADUATE RESEARCH &<br>DILLARD UNDERGRADUATE JOURNAL (DU JOURNAL)..... | PAGE 3    |
| SCHOOL NURSING.....  | PAGE 4    |
| SCHOOL OF MASS COMMUNICATION.....  | PAGE 3    |
| SCHOOL OF PUBLIC HEALTH.....   | PAGE 4    |
| SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM).....                             | PAGE 2    |
| SCIENCE SKILLS.....  | PAGE 6    |
| SCIENCE TUTORING.....  | PAGE 6    |
| SPIRITUAL EXPLORATION.....   | PAGE 6    |
| STUDENT & JUDICIAL AFFAIRS.....  | PAGE 8    |
| STUDENT ACTIVITIES.....  | PAGE 6    |
| STUDENT AFFAIRS & RESIDENTIAL LIFE.....  | PAGE 8    |
| STUDENT ENGAGEMENT.....  | PAGE 6    |
| STUDENT SUCCESS & SUPPORT SERVICES.....  | PAGE 8    |
| STUDENT SUCCESS DIVISION.....  | PAGE 6    |
| STUDENT SUPPORT SERVICES.....  | PAGE 8    |
| STUDY & EXAM SKILLS/READING.....   | PAGE 8    |
| STUDY HABITS.....  | PAGE 9    |
| SWITCHBOARD.....   | PAGE 10   |
| TUTORING/STUDY SKILLS.....   | PAGE 10   |
| UNIVERSITY CHAPLAIN/VISION QUEST.....  | PAGE 11   |
| WRITING SKILLS.....  | PAGE 11   |

| Issue   | Office   | Person to See              | Location                     | Phone Number                 |
|---|--|----------------------------|------------------------------|------------------------------|
| <b>ACADEMIC AFFAIRS</b><br>Office of the Provost and Senior VP for Academic Affairs<br>Rosenwald Hall 2 <sup>nd</sup> Floor Suite 203<br>Ms. Cynthia Carter<br>Administrative Specialist<br>816-4662 (Office)<br>816-4144 (Fax)   | Provost Academic Affairs                               | Dr. Phyllis Dawkins        | Rosenwald Hall 203           | 816-4662                     |
|   | Associate Provost Office                               | Vacant                     | Rosenwald Hall 203           | 816-4368                     |
|   | Executive Assistant to the Provost                     | Ms. Barbara Albert         | Rosenwald Hall 203           | 816-4216                     |
|   | Director of Institutional Research                     | Dr. Willie Kirkland        | Rosenwald Hall 300           | 816-4428<br>Fax:<br>816-4702 |
|   | Director of IRB & Human Subjects Research Office       | Mrs. Lynn Strong           | PSB 250                      | 816-4446                     |
| ADA Accommodations  | Student Support Services                               | Dr. Kevin Bastian          | Dent Hall 169                | 816-4714                     |
| Athletics   | Athletic Director                                      | Mrs. Kiki Baker-Barnes     | Dent Hall 148                | 816-4752                     |
| Bookstore   | Business/Follett                                       | Ms. Lucy Green             | Henson Hall                  | 816-4299                     |
| Cafeteria/ Sodexo Food Service  | Manager Menu Line                                      | Ms. Yolanda Holland        | Kearny 2 <sup>nd</sup> Floor | 816-4000<br>816-4287         |
| <b>CAREER ADVICE &amp; CAREER EXPLORATION</b><br>Assessment of Abilities<br><b>On Your Own</b><br>- Talk with your academic advisor<br>- Speak with faculty in your area of interest<br>- Join a student organization related to your area of interest<br>- Arrange to meet with a career counselor in career services<br>- Take the Myers Briggs Type Indicator or Strong Interest Inventory at the Career and Professional Development Center<br>- Volunteer or find an internship at a job site in your area of interest | Center for Career and Professional Development         | Dr. Dawn Williams          | Student Union 239            | 816-4914                     |
| Cashier   | Bursars Office   | Jeri Brumfield             | Rosenwald Hall 108E          | 816-4654                     |
| <b>CENTER FOR THE FIRST YEAR EXPERIENCE/FIRST YEAR SEMINAR (FYS 101 &amp; FYS 102)</b><br><b>Division of Academic Affairs</b><br>Ms. Ivy Hill<br>Administrative Assistant<br>Dent Hall 206<br>816-4918 (Office)<br>816-4863 (Fax)   | Director   | (TBA)                      | Dent Hall 200                | 816-4765                     |
|   | Instructors/ First Year Seminar FYS I 101 & FYS II 102 | (TBA)                      | Dent Hall 204                | 816-4866                     |
|   |  | Ms. Margaret S. Williamson | Dent Hall 207                | 816-4520                     |
|   |  | Mr. Michael Wilson         | Dent Hall 203                | 816-4522                     |
| <b>COLLEGE OF ARTS &amp; SCIENCES</b><br><ul style="list-style-type: none"> <li>• Department of Humanities</li> <li>• Department of Social Sciences</li> <li>• School of Science, Technology, Engineering and Mathematics</li> </ul> <i>Dillard University International Center for Economics Freedom (DUICEF)</i><br>Ms. Shawn Bosby<br>Administrative Assistant<br>DUICEF 251<br>816-4701 (Office)<br>816-4185 (Fax)  | Interim Senior Dean                                    | Dr. Robert Collins         | DUICEF 227                   | 816-4092                     |

| Issue  | Office                                   | Person to See                                     | Location   | Phone Number |
|--|--|---|------------|--------------|
| <b>DEPARTMENT OF HUMANITIES</b><br>Mrs. Zena Ezeb<br>Administrative Assistant<br>Cook 122<br>816-4381 (Office)<br>816-4381 (Fax)<br><br><p style="text-align: center;"><i>Program Coordinators →</i></p> | Interim Chair                            | Mr. Cortheal Clark,                               | Cook 145B  | 816-4245     |
|  | Dept. of the Visual Arts                 | Mr. John Barnes, Associate Professor              | Cook 101   | 816-4448     |
|  | Dept. of Music                           | Dr. Lucian Zidaru, Associate Professor            | Cook 128   | 816-4813     |
|  | Dept. of Speech and Theatre              | Mr. Cortheal Clark                                | Cook 145B  | 816-4245     |
|  | Dept. of English                         | (TBA)   | Cook 149D  | 816-4707     |
|  | Coordinator, Dept. of World Languages    | (TBA)   | Cook 120   | 816-4083     |
|  | Director, Institute of Culinary Cultures | Dr. Jessica Harris                                | DUICEF 218 | 816-4279     |
|  | Director of University Choir             | Mr. S. Carver Davenport                           | Cook 124   | 816-4760     |
|  | Director, Creative Writing               | (TBA)   | Cook 144   | 816-4354     |
| <b>DEPARTMENT OF SOCIAL SCIENCES</b><br>Mrs. Shawn Bosby<br>Administrative Assistant<br>DUICEF 251<br>816-4701 (Office)<br>816- 4185 (Fax)   | Associate Professor of Psychology        | Dr. Lana Chambliss, Interim Chair                 | DUICEF 230 | 816-4243     |
|  | <i>Program Coordinators</i>              | Dr. Dan Frost, History                            | DUICEF 213 | 816-4093     |
|  |  | Dr. Gary Clark, Political Science                 | DUICEF 223 | 816-4094     |
|  |  | Dr. Steven Buddington, Sociology                  | DUICEF 233 | 816-4178     |
|  |  | Dr. Keith Wismar, Psychology                      | DUICEF 244 | 816-4748     |
|  |  | Dr. Robert Collins, Urban Studies & Public Policy | Cook 122   | 816-4092     |
| <b>SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATHEMATICS (STEM)</b><br>Mrs. Juanita Nicholson<br>Executive Assistant<br>Professional Schools Building 342<br>816-4722 (Office)<br>816-4131 (Fax)  | Interim Chair                            | Dr. Abdalla Darwish                               | PSB 342E   | 816-4722     |
|  | <i>Program Coordinators</i>              | Dr. Lovell Agwaramgbo, Chemistry                  | PSB 342G   | 816-4489     |
|  |  | Dr. Abdalla Darwish, Physics                      | PSB 342E   | 816-4722     |
|  |  | Dr. Peter Frempong, Mathematics                   | PSB 262F   | 816-4064     |
|  |  | Dr. Amy E. Lesen, Biology                         | PSB 342F   | 816-4843     |
|  |  | Dr. Lynda Louis, Computer Science                 | PSB 280L   | 816-4057     |

| Issue   | Office  | Person to See   | Location      | Phone Number |
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| <b>COLLEGE OF BUSINESS</b><br>Mrs. Helen Bougere<br>Administrative Assistant<br>Professional Schools Building<br>380D<br>816-4698 (Office)<br>816-4851 (Fax)<br>816-4427 (Fax)  | Dean  | Dr. Christian Fugar   | PSB 380B      | 816-4698     |
|   | <b>Chairpersons</b>   | Mr. Richard Baucum,<br><i>Dept. of Accounting/<br/>Financial Economics</i>        | PSB 362D      | 816-4838     |
|   |   | Dr. Richard Igwike,<br><i>Dept. of Business<br/>Administration/<br/>Marketing</i> | PSB 362D      | 816-4830     |
|   | Director of Strategic Initiatives/Students' Programs            | Ms. Kemberly Washington   | PSB 382A      | 816-4200     |
| <b>COLLEGE OF GENERAL STUDIES</b><br><ul style="list-style-type: none"> <li>• <b>First Year Experience</b></li> <li>• <b>Honors Program</b></li> <li>• <b>Quality Enhancement Plan/Learning Communities/2-4 Years' Experience</b></li> <li>• <b>Research/Internship/Undergraduate Research</b></li> </ul> | Associate Professor of History                                  | Dr. Dorothy J. Smith,<br>Dean   | DUICEF 247    | 816-4527     |
|   | Administrative Assistant<br>816-4138 (Office)<br>816-4185 (Fax) | (TBA)   | DUICEF 251    | 816-4138     |
| <b>FIRST YEAR EXPERIENCE</b><br>Ms. Ivy Hill<br>Administrative Assistant<br>Dent Hall 206<br>816-4918 (Office)<br>816-4863 (Fax)  | Director of the Center for the First Year Experience            | (TBA)   | Dent Hall 200 | 816-4765     |
|   | Instructors of University Orientation/<br>FYS 101/<br>FYS 102   | Ms. Margaret S. Williamson  | Dent Hall 207 | 816-4520     |
|   |   | Mr. Michael Wilson  | Dent Hall 203 | 846-4522     |
|   |   | (TBA)   | Dent Hall 204 | 816-4866     |
| <b>HONORS PROGRAM</b> ( <i>The Thompson Dubois Cook Honors Program</i> )  | Honors Program  | (TBA)   | Cook 144      | 816-4354     |
| <b>QUALITY ENHANCEMENT PLAN/LEARNING COMMUNITIES &amp; SECOND-FOURTH YEAR EXPERIENCE</b>  | Academic Affairs  | (TBA), <i>Director &amp; Associate Professor of Education</i>                     | DUICEF 239    | 816-4744     |
| Research/Internships/Undergraduate Research & Dillard Undergraduate Journal ( <i>DU Jour</i> )  | Academic Affairs  | Mrs. Lynn Strong  | PSB 250       | 816-4446     |
| <b>COLLEGE OF PROFESSIONAL STUDIES</b><br><ul style="list-style-type: none"> <li>• <b>School of Mass Communications</b></li> <li>• <b>School of Nursing</b></li> <li>• <b>School of Public Health</b></li> </ul>  | Dean  | Dr. Laura Rouzan,   | PSB 252       | 816-4331     |
|   | Administrative Assistant  | Mrs. Natrang Brooks Stanley   | PSB 280       | 816-4331     |
| <b>SCHOOL OF MASS COMMUNICATIONS</b><br>Mrs. Natrang Brooks Stanley<br>Administrative Assistant<br>Professional Schools Build 280<br>816-4331 (Office)<br>816-4035 (Fax)  | Chair/Program Coordinator                                       | Dr. Cleo Joffrion Allen   | PSB 280D      | 816-4041     |
|   | Assistant Professor   | Mr. Keith Morris  | PSB 280F      | 816-4548     |
|   | Visiting Instructor   | Ms. Janella Newsome   | PSB 281E      | 816-4790     |
|   | Media Specialist  | Mr. Mark Raymond  | PSB 280G      | 816-4058     |

| Issue  | Office  | Person to See             | Location                            | Phone Number                                  |
|--|---|---------------------------|-------------------------------------|---|
| <b>SCHOOL OF NURSING</b><br>Mrs. Shareen Smith-Tuircuit<br>Administrative Assistant<br>Professional Schools Building<br>Suite 102<br>816-4717 (Office)<br>816-4861 (Fax) | Acting Interim Chair  | Dr. Mary B. Green         | PSB 102D                            | 816-4258                                      |
|  | Assistant Nursing Computer Lab Coordinator                            | Ms. Carmelita Williams    | PSB 102M                            | 816-4721                                      |
|  | Assistant Professor of Nursing/Lab Coordinator                        | Ms. Ora Mondy             | PSB 102F                            | 816-4316                                      |
|  | Assistant Professor of Nursing  | Dr. Lenetra Jefferson     | PSB 102E                            | 816-4238                                      |
|  | Associate Professor of Nursing  | Dr. Charlotte Hurst       | Stern Hall 203                      | 816-4841                                      |
|  | Assistant Professor of Nursing.                                       | Dr. Denise Young-Mitchell | PSB 102G                            | 816-4849                                      |
|  | Associate Professor of Nursing  | Dr. Yolanda Powell-Young  | Stern Hall 100B                     | 816-4295                                      |
| <b>SCHOOL OF PUBLIC HEALTH</b><br>Mrs. Natrang Brooks Stanley<br>Administrative Assistant<br>Professional Schools Build 280<br>816-4331 (Office)<br>816-4035 (Fax)       | Interim Chair/Assistant Professor                                     | Dr. Valandra L. German    | PSB 110B                            | 816-4401                                      |
|  | Program Coordinator/ Assistant Professor                              | Dr. Wodajo Welldaregay    | PSB 110D                            | 816-4379                                      |
| Computer Problems  | ITT Help Desk<br>ITT@Dillard.edu                                      | Network Support Services  | Howard House                        | 816-4654                                      |
| Current Activities & Programs  | Student Government Association (SGA)                                  | SGA President             | Student Union 2 <sup>nd</sup> Floor | 816-4964                                      |
|  | DU Web Page   | www.dillard.edu           | Click on DU Calendar                | <b>Print out a weekly or monthly calendar</b> |
| Diversity  | Interim Chaplain  | (TBA)                     | Lawless Chapel 102                  | 816-4555                                      |
| Drop/Add a Course/Withdraw from University   | Registrar Office  |                           | Rosenwald Hall 116                  | 816-4705                                      |
| <b>EMERGENCY</b> <b>504-816-4911</b><br><b>NON-EMERGENCY</b> <b>504-816-5310</b>   | Public Safety<br>(New Orleans Police/ EMS/ Fire Department Dial- 911) | Chief Andre' Menzies      | Old Health Cottage                  | 296-7056                                      |
| Financial Accounts (Students)  | Business and Finance  |                           | Rosenwald Hall 126                  | 816-4677                                      |
| <b>INTERNATIONAL STUDENTS &amp; STUDY ABROAD</b>   | Academic Affairs  | Dr. Kimya Dawson-Smith    | Stern Hall 118                      | 816-4184                                      |
| Internships  | Director of Career & Professional Development                         | Dr. Dawn Williams         | Student Union 239                   | 816-4914                                      |
| Leadership Development and Campus Activities   | Student Affairs   | Mr. Jerald Bowman         | Student Union 270                   | 816-4063                                      |
| Leadership Institute “ Attend the Leadership Institute”  | Interim Project Director of VisionQuest                               | Mr. Joshua Lazard         | Lawless Chapel 102                  | 816-4792                                      |



| Issue | Office | Person to See | Location | Phone Number |
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|   |                                |                           |                       |          |
|---|--------------------------------|---------------------------|-----------------------|----------|
| <b>LIBRARY SERVICES</b><br><b>(Will W. Alexander Library)</b><br>1 <sup>st</sup> Floor<br>816-4786<br><b>(Website)</b> <a href="http://books.dillard.edu">http://books.dillard.edu</a><br><b>(Blog)</b> <a href="http://www.dillarduniversitylibrary.blogspot.com/">http://www.dillarduniversitylibrary.blogspot.com/</a><br><b>(Face book)</b> <a href="http://www.facebook.com/WillW.AlexanderLibrary">http://www.facebook.com/WillW.AlexanderLibrary</a><br><b>(Twitter)</b> <a href="http://www.twitter.com/DULIBRARY">http://www.twitter.com/DULIBRARY</a><br><i>Use the Assignment Calculator to help you schedule assignment and due dates for your research paper</i> | Interim Director               | Ms. Cynthia Charles       | 2 <sup>nd</sup> Floor | 816-4263 |
|   | Collections                    | Ms. Beverly Harris        | 1 <sup>st</sup> Floor | 816-4881 |
|   | Information Literacy           | Ms. Germaine Carey-Palmer | 1 <sup>st</sup> Floor | 816-4254 |
|   | Archives & Special Collections | Mr. Michael Campbell      | 1 <sup>st</sup> Floor | 816-4960 |
|   | Access Services                | Mr. Malik Bartholomew     | 1 <sup>st</sup> Floor | 816-4209 |
|   | Circulation                    | Front Desk                | 1 <sup>st</sup> Floor | 816-4786 |
|   | Catalogs                       | Ms. Melissa Dellihoue     | 1 <sup>st</sup> Floor | 816-4786 |

**DU Library Workshops**  
FREE, hands-on workshops are held several times each semester. The workshop schedule and registration information is available on library homepage.  
**Current offerings:**  
Library Catalog  
Library Web Resources  
Basic and Advanced Web Searching

**On Your Own**  
- Talk to your professor about appropriate research topics  
- Begin your research early  
- Work with a librarian to identify search strategies and the best resources for your research topic  
- Learn to use research tools and library resources efficiently and effectively  
- Meet one—on-one with a research specialist by setting up an appointment

|                      |                          |  |               |          |
|----------------------|--------------------------|--|---------------|----------|
| Mathematics Tutoring | Student Support Services | Dr. Janice Cook<br>Math Lab<br>Coordinator | Dent Hall 114 | 816-4709 |
|----------------------|--------------------------|--|---------------|----------|

**MATH SKILLS**  
Dent Hall 114 (504)-816-4709

**Mathematics Enrichment: A Review of Fundamental Skills and Essential Concepts Goals:**

**Goal:**

- 1) To enhance student comprehension of basic, fundamental concepts in preparation for enrollment in advance college math courses.
- 2) To increase student confidence in their own ability to succeed at mathematics as an essential resource for real-world problem solving throughout courses.

**Objectives:** The students will develop proficiency in the application of mathematics concepts involving:

- Order of Operation
- Fractions, Decimals and Percents
- Integer Operations
- Algebraic Expressions
- Solving Equations- Linear and Quadratics
- Ratios and Proportions to Solve Problems

|                            |                                 |                            |                    |          |
|----------------------------|---------------------------------|----------------------------|--------------------|----------|
| <b>Personal Counseling</b> | Therapeutic Counseling          | Dr. Kevin Bastian          | Dent Hall 169      | 816-4714 |
|                            | Therapeutic Counselor           | Dr. Cheryl Bowers-Stephens | Student Union 166  | 816-4169 |
|                            | Social Services Referral        | Mrs. Ridell Edwards-Rose   | Dent Hall 169      | 816-4715 |
|                            | Spiritual Guidance & Counseling | (TBA)                      | Lawless Chapel 102 | 816-4555 |
|                            | Career Counseling               | Dr. Dawn Williams          | Student Union 239  | 816-4914 |

| Issue | Office | Person to See | Location | Phone Number |
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|                              |                          |  |                               |          |
|------------------------------|--------------------------|--|-------------------------------|----------|
| Post Office                  | Business & Finance       | Ms. Jackie Thomas  | Kearney 1 <sup>st</sup> Floor | 816-4739 |
| Recreation/Health & Wellness | Student Affairs          | Mr. Peter Stevenson  | Student Union 241             | 816-4656 |
| Research Problems            | Library                  | See Library Services   | Will W. Alexander Library     | 816-4881 |
| Science Tutoring             | Student Support Services | Mrs. Ellen Robinson<br><i>Assistant Director of Health Sciences &amp; Support Services</i> | Dent Hall 115                 | 816-4082 |

### SCIENCE SKILLS

Dent Hall 115 Office: (504)-816-4082 Fax: (504)816-4956

#### Science Enrichment

**Goal: The goal of Science Tutoring is to provide tools designed to enhance student performance in the sciences.**

- 1) To facilitate a smooth transition from high school science to the college sciences.
- 2) To provide extensive review of relevant specific topics and concepts, both prerequisite and current.

#### **Objectives:**

Students will:

- ❖ Acquire skills in active reading, critical thinking, data analysis, problem solving, note taking, memory training, study guide preparation, web resource exploration and test preparation.

|  |   |                          |                     |          |
|--|---|--------------------------|---------------------|----------|
| Spiritual Exploration  | Interim Chaplain                        | (TBA)                    | Lawless Chapel 102  | 816-4555 |
| Student Engagement and Leadership  | Student Affairs                         | Mr. Jerald Bowman        | Student Union 270   | 816-4063 |
| <b>STUDENT SUCCESS DIVISION</b> <ul style="list-style-type: none"> <li>• Enrollment Management (EM)</li> <li>• Financial Aid &amp; Scholarships (FA&amp;S)</li> <li>• Health &amp; Wellness (H&amp;W)</li> <li>• Records &amp; Registration</li> <li>• Student Union &amp; Residential Life (SU&amp;RL)</li> <li>• Student &amp; Judicial Affairs (S&amp;JA)</li> <li>• Student Success &amp; Support Services (SS&amp;SS)</li> <li>• Student Support Services/TRiO (SSS/T)</li> <li>• University Chaplain/Vision Quest (UC/VQ)</li> </ul> Mrs. Erica Mercadel-Hayes<br>Executive Assistant to the VP for Student Success<br>Rosenwald Hall 111<br>816-4236 (Office)<br>816-4206 (Fax) | Vice President for Student Success      | Dr. Toya Barnes-Teamer   | Rosenwald Hall 111  | 816-4916 |
|  | Assistant VP for EM                     | Dr. Alecia Cyprian       | Rosenwald Hall 110  | 816-4398 |
|  | Director for FA&S                       | Mr. Theodis Wright       | Rosenwald Hall 126C | 816-4864 |
|  | Nurse Practitioner                      | Ms. Dionne Rachal        | Student Union 172   | 816-4532 |
|  | University Registrar                    | Ms. Pam England          | Rosenwald Hall 116  | 816-4705 |
|  | Executive Director for SA&RL            | Mr. Chris Cameron        | Student Union 239   | 816-4673 |
|  | Assistant VP for S&JA                   | (TBA)                    | Student Union 239   | 816-4914 |
|  | Assistant VP for SS&SS                  | Dr. Kevin Bastian        | Dent Hall 110       | 816-4714 |
|  | Director for SSS/TRiO                   | Mrs. Ridell Edwards Rose | Dent Hall 106B      | 816-4715 |
|  | Interim Project Director of VisionQuest | Mr. Joshua Lazard        | Lawless Chapel 102  | 816-4792 |

| Issue  | Office  | Person to See               | Location            | Phone Number        |
|--|---|-----------------------------|---------------------|---------------------|
| <b>RECRUITMENT, ADMISSIONS &amp; PROGRAMMING</b><br>Rosenwald Hall 110<br>Front Desk<br>816-4670 (Office)<br>816-4895 (Fax)                                      | Asst. VP for Enrollment Mgmt.   | Dr. Alecia Cyprian          | Rosenwald Hall 110  | 816-4398            |
|  | Coordinator of Campus Tours /Special Events   | Ms. Monica White            | Rosenwald Hall 216  | 816-4374            |
|  | Director of Recruitment, Admissions, Progaming  | (TBA)                       | Rosenwald Hall 110  | 816-4362            |
|  | Admissions Counselors   | Ms. Talia Pennington        | Rosenwald Hall 110  | 816-4127            |
|  |   | Mr. Calvin Haynes           | Rosenwald Hall 110  | 816-4345            |
|  |   | Mr. Chris Stewart           | Rosenwald Hall 100  | 816-4472            |
|  |   | Ms. Michelle Paniagua       | Rosenwald Hall 100  | 816-4309            |
|  | Admissions Processors   | Ms. Peggy Jackson           | Rosenwald Hall 214  | 816-4412            |
|  |   | Ms. O'Shel Taylor           | Rosenwald Hall 216  | 816-4198            |
|  | <b>FINANCIAL AID/SCHOLARSHIPS</b><br>Rosenwald 126<br>Front Desk<br>816-4677 (Office)<br>816-5456 (Fax) | Director                    | Mr. Theodis Wright  | Rosenwald Hall 126C |
| Associate Director   |   | Mrs. Shannon Neal           | Rosenwald Hall 126E | 816-4228            |
| Financial Aid Counselors   |   | Mrs. Hortense Lockett       | Rosenwald Hall 126F | 816-4865            |
|  |   | Mr. Roland Keller           | Rosenwald Hall 126H | 816-4679            |
|  |   | Mrs. Joyce Lyons            | Rosenwald Hall 126O | 816-4426            |
| <b>HEALTH &amp; WELLNESS</b><br>Ms. Christy Shallerhorn<br>Administrative Assistant<br>Student Union 172<br>816-4532 (Office)<br>816-4680 (Fax)                  | Medical Director  | Dr. Corey Hebert            | Student Union 172   | 816-4532            |
|  | Nurse Practitioner  | Ms. Dionne Rachal           | Student Union 172   | 816-4532            |
|  | Psychiatrist  | Dr. Cheryll Bowers-Stephens | Student Union 172   | 816-4532            |
| <b>RECORDS AND REGISTRATION</b><br>Rosenwald Hall 116<br><a href="mailto:registrar@dillard.edu">registrar@dillard.edu</a><br>816-4705 (Office)<br>816-4391 (Fax) | University Registrar  | Ms. Pam England             | Rosenwald Hall 116  | 816-4705            |
|  | Assistant Registrar   | (TBA)                       | Rosenwald Hall 116  | 816-4217            |
|  | Coordinator of Student Services/Degree Certification  | Ms. Roxanne Sundberg        | Rosenwald Hall 116  | 816-4524            |

| Issue  | Office  | Person to See                 | Location           | Phone Number |
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| <b>STUDENT UNION &amp; RESIDENTIAL LIFE (SU&amp;RL)</b><br>Mrs. Alma Andrews<br>Administrative Assistant/Housing<br>Williams Hall 114<br>816-4734 (Office)<br>816-5312 (Fax)   | Executive Director of SU&RL                           | Mr. Chris Cameron             | Student Union 239  | 816-4673     |
|  | Resident Manager                                      | Ms. Latoya Lewis              | Williams Hall      | 816-5035     |
|  | Resident Manager                                      | Mr. Artis Hicks               | DUAL/Straight Hall | 284-4614     |
| <b>STUDENT &amp; JUDICIAL AFFAIRS</b><br>Mrs. Alma Andrews<br>Administrative Assistant<br>Williams Hall 114<br>816-4734 (Office)<br>816-5312 (Fax)                             | Director of Career & Professional Development         | Dr. Dawn Williams             | Student Union 239  | 816-4914     |
|  | Medical Director, Health & Wellness                   | Dr. Corey Hebert              | Student Union 172  | 816-4532     |
|  | Director, Student Engagement & Leadership Development | Mr. Jerald Bowman             | Student Union 270  | 816-4063     |
|  | Director of Recreation, Health & Wellness             | Mr. Peter Stevenson           | Student Union 241  | 816-4656     |
| <b>STUDENT SUCCESS &amp; SUPPORT SERVICES (SS&amp;SS)</b><br>Mrs. Diana Woods<br>Administrative Programmer Specialist<br>Dent Hall 110<br>816- 4306 (Office)<br>816-4956 (Fax) | Assistant VP for SS&SS                                | Dr. Kevin Bastian             | Dent Hall 110      | 816-4714     |
|  | Director, Student Support Services                    | Mrs. Ridell Edwards Rose      | Dent Hall 106B     | 816-4715     |
|  | Pre-Collegiate/ Emerging Scholars                     | Dr. Theresa DeGruy            | Dent Hall 158      | 816-4222     |
| <b>STUDENT SUPPORT SERVICES/TRiO (SSS/T)</b><br>Ms. Stacy Knockum<br>Office Administrator<br>Dent Hall 106A<br>816-4118 (Office)<br>816-4956 (Fax)                             | Director of SSS/T                                     | Mrs. Ridell Edwards Rose      | Dent Hall 106B     | 816-4715     |
|  | Science Lab Coordinator                               | Ms. Ellen Robinson            | Dent Hall 115      | 816-4082     |
|  | Therapeutic Counselor                                 | Dr. Cheryl Bowers-Stephens    | Student Union 166  | 816-4169     |
|  | Math Tutor  | Dr. Janice Cook               | Dent Hall 114      | 816-4709     |
|  | Educational Talent Search                             | Mr. Benjamin Trahan, Director | Rosenwald Hall 214 | 816-4154     |
|  | Upward Bound <i>Interim Co-Directors</i>              | Dr. Kevin Bastian             | Dent Hall 110      | 816-4714     |
| Dr. Kimberlyn Negret   |   | Dent Hall 106C                | 816-4559           |              |
| Study & Exam Skills/Reading  | Academic Skills Enhancement Coordinator               | Ms. Hermine Jones             | Dent Hall 116      | 816-4837     |

## EXAM SKILLS & TEST ANXIETY

### Websites

- Test Anxiety
  - [www.uiweb.uidaho.edu/.../TEN\\_WAYS\\_TO\\_BEAT\\_TEST\\_ANXIETY.pdf](http://www.uiweb.uidaho.edu/.../TEN_WAYS_TO_BEAT_TEST_ANXIETY.pdf)
  - <http://www.ctl.ua.edu/CTLStudyAids/StudySkillsFlyers/TestPreparation/testanxiety.htm>
  - [www.unf.edu/es/ace/forms/test\\_anxiety.pdf](http://www.unf.edu/es/ace/forms/test_anxiety.pdf)
  - [web.usca.edu/dotAsset/25278.pdf](http://web.usca.edu/dotAsset/25278.pdf)
- Test Taking Strategies
  - <http://www.testtakingtips.com/>
  - <http://www.bucks.edu/~specpop/tests.htm>
  - [http://www.vcl.d.org/pages/newsletters/01\\_02\\_fall/testtaking.htm](http://www.vcl.d.org/pages/newsletters/01_02_fall/testtaking.htm)
  - <http://ccc.byu.edu/casc/test-taking-strategies>
  - <http://www.southwestern.edu/offices/success/assistance/skilldevelopment/testtaking.php>

### On Your Own

- Break up studying over a longer period of time — try not to cram!
- When taking a test, take deep breaths and try to relax
- Form study groups with students in your classes
- Set up appointments to speak with your individual professors to discuss your questions and concerns
  - Set up an appointment with the staff at FYE to have an individualized test - taking work workshop

## STUDY HABITS

### Courses

- **EDU 115 Critical Analysis and Reasoning:** This course is designed to enhance critical thinking skills, with emphasis on inductive reasoning and deductive reasoning.

**FYS 101 & 102 First Year Seminar I & II:** The First Year Seminar course is meant to promote students' academic success and introduce them to Dillard's academic culture, the wide range of disciplinary and interdisciplinary programs of study, and opportunities for intellectual and imaginative enrichment. The seminar will complement the advising that students will receive from their School or Department by acquainting them with processes such as registration and choosing a major, policies such as grading, the General Education Requirements, extracurricular activities at the college, and the various academic and personal support services available to them. It will also complement the research and writing skill sets addressed in the English language and composition sequence and new information literacy initiatives through the Dillard University library. The seminar will stress the importance of learning, attending class and tutorials regularly, as well as making use of all means of mastering course material. It will introduce Dillard's many opportunities for undergraduate research, scholarship, and creative work, and the possibilities offered by internships, peer mentoring, and study abroad.

### Websites

- <http://www.howtostudy.org>
  - <http://www.ucc.vt.edu/stryhlp.html>
  - <http://www.students.net/>
- <http://bsc.harvard.edu/onlineresources.htm>

### On Your Own

- Attend class regularly
- Review your class notes daily
- Form study groups with students in your classes
- Set up an appointment to speak with your individual professors to discuss your questions and concerns
- Set up an appointment with your FYS instructor to work on specific areas

| Issue | Office | Person to See | Location | Phone Number |
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### READING SKILLS

#### DU Resources

- Study Skills Workshops- Student Support Services (SSS)
- FYE Workshops- Center for the First Year Experience (CFYE)

#### Courses

- **EDU 115 Critical Analysis and Reasoning:** This course is designed to enhance critical thinking skills, with emphasis on inductive reasoning and deductive reasoning.

#### Websites

- [http://www.readinga-z.com/more/reading\\_strat.html](http://www.readinga-z.com/more/reading_strat.html)
- <http://www.isu.edu/~kingkath/readstr.html>
- [www.unf.edu/es/ace/forms/reading\\_strategies.pdf](http://www.unf.edu/es/ace/forms/reading_strategies.pdf)
- <http://www.studygs.net/texred2.htm>
- [http://www.salisbury.edu/counseling/new/7\\_critical\\_reading\\_strategies.html](http://www.salisbury.edu/counseling/new/7_critical_reading_strategies.html)

#### On Your Own

Always read to learn! When reading to learn, follow four basic steps:

1. Figure out the purpose for reading. Activate background knowledge of the topic in order to predict or anticipate content and identify appropriate reading strategies.
2. Attend to the parts of the text that are relevant to the identified purpose and ignore the rest. This selectivity enables students to focus on specific items in the input and reduces the amount of information they have to hold in short-term memory.
3. Select strategies that are appropriate to the reading task and use them flexibly and interactively. Your comprehension improves and their confidence increases when they use top-down and bottom-up skills simultaneously to construct meaning.

Check comprehension while reading and when the reading task is completed. Monitoring comprehension helps students detect inconsistencies and comprehension failures, helping them learn to use alternate strategies.

|                       |                          |                         |                  |                      |
|-----------------------|--------------------------|-------------------------|------------------|----------------------|
| <b>SWITCHBOARD</b>    | ITT                      | Mrs. Diane Lane         | Howard House 105 | 816-4897<br>283-8822 |
| Tutoring/Study Skills | Student Support Services | Ms. Ridell Edwards-Rose | Dent Hall 106B   | 816-4715             |

### TUTORING

#### DU Resources

- Supplemental Instruction- Dr. Romana Jean Perkins
- Student Support Services (SSS)
  - Mrs. Ridell Edwards-Rose Dent Hall 106B
- Math Learning Center
  - Dr. Janice Cook Dent Hall 114
- Writing Center
  - Ms. Danielle Tyler Dent Hall 162
- Science Skills Center
  - Ms. Ellen Robinson Dent Hall 115

#### On Your Own

- Call individual departments for a list of tutors
- Try to get into a study group with other students in your class
- Seek help from your instructor during his/her office hours
- Don't wait to ask for help! As soon as you realize you are having difficulty seek help. The longer you wait the more difficult it may be to catch up with the material.

| Issue | Office | Person to See | Location | Phone Number |
|-------|--------|---------------|----------|--------------|
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|   |                            |                    |                    |          |
|---|----------------------------|--------------------|--------------------|----------|
| <b>UNIVERSITY CHAPLAIN/<br/>VISIONQUEST</b><br>Ms. Dawn Holmes<br>Administrative Assistant<br>Lawless Chapel 102<br>816-4791 (Office)<br>816-4250 (Fax) | Interim Chaplain           | (TBA)              | Lawless Chapel 102 | 816-4555 |
|   | Interim Project Director   | Mr. Joshua Lazard  | Lawless Chapel 102 | 816-4792 |
| <b>Writing Center</b>   | College of Arts & Sciences | Ms. Danielle Tyler | Dent Hall 162      | 816-4180 |

### WRITING SKILLS

Dillard University Writing Center, College of Arts & Sciences  
 Dent Hall  
 (504) 816-4180

Ms. Danielle R. Tyler, Director/Instructor of English  
 Dent Hall 162 Lab: Dent Hall

Ms. Angelle Scott, Writing Center Instructor/Instructor of English  
 Dent Hall 162 Lab: Dent Hall

The Dillard University Writing Center is a free, academic support service for all Dillard University students. It is a place where students may come to work on their writing projects and improve their writing skills. Students also have access to writing handbooks (print and electronic), writing handouts, and study areas.

**Stop by and schedule an appointment with the Dillard University Writing Center peer consultants so they can help you:**

- \* Get started on a writing assignment
- \* Craft a clear, multifaceted argument
- \* Organize an essay
- \* Draft and revise introduction, body, and conclusion paragraphs
- \* Use and integrate sources to support an argument or position
- \* Use discipline-specific documentation such as APA, MLA, CSE, and others
- \* Avoid plagiarism

#### On Your Own

If you have concerns about your writing assignment/project or writing skills, visit the Dillard University Writing Center and use **the options below** to help you improve your writing:

1. **Consult with your professor and identify specific writing needs.**
2. **Schedule a weekly tutoring session.** The peer consultants can help you:
  - clarify an assignment
  - generate ideas
  - strengthen thesis and topic sentences
  - review and revise drafts
  - improve grammar and usage
  - develop effective editing skills
3. **Sign-up for “drop-in” tutoring session(s).**  
 One-on-one or small-group tutoring sessions in various types of writing assignments and projects.
4. **Attend any of the Writing Center’s workshops.** (Workshops TBA)
5. **Use the Writing Center’s reference books and handouts.**

*Revised: 8/5/2012*