



# WELCOME TO DIXON UNIVERSITY CENTER



Welcome to Dixon University Center (DUC). We are pleased that you have chosen to participate with one of our partnering colleges and universities. We strive to make your learning experience here a positive one. This packet of information is designed to give you access to the tools and resources you need during your time at DUC.

Dixon University Center is a consortium of colleges and universities that offer quality programs in Harrisburg to people in the South Central PA region. Programs include bachelors, masters, doctoral, certificates, customized corporate training, educator institutes and much more.

If you ever have additional needs or requests, do not hesitate to contact us at 717-720-4080.

### Support

If you have any comments, questions, or concerns, please contact the Dixon University Center office. We are located in Duncan Hall on the second floor. You can reach us by phone at 717-720-4080.

If you have any problems while in your classroom (too hot, too cold, light bulb out, etc.) please see the contact list posted next to the telephone in the classroom. Dial 9 to get an outside, local line. There is a complete contact list at the end of this packet. It may be helpful to carry this with you throughout the semester. Contact information will also be left at the instructor podium.

### Facility Operating Hours

- Office hours: Monday – Friday, 8:00am – 7:30pm
- Facility hours: Monday – Thursday, 7:30am – 10:00pm; Friday, Saturday, & Sunday as scheduled
- Building Hours: Only buildings in which there are classes/events occurring will be unlocked in the evenings and on the weekends. During the week buildings will unlock at 7:30am. They will lock at 6pm if there are no classes/events or 15 minutes after the end of the last class/event. During the weekends buildings will unlock 60 minutes before the start of the first class and will lock 15 minutes after the end of the last class.

### Registering for Class/Buying Textbooks

To register for your class or to purchase textbooks, please contact your college or university directly.

### Copying and Faxing

Should the need arise to copy or fax materials, you may take them to the DUC office on the second floor of Duncan Hall between 8:00am and 7:30pm or in the Business Center located on the first floor of the Administration Building.

### Lost and Found

Valuable items left in classrooms should be turned in immediately to the Front Desk located on the first floor of the Administration Building. To inquire about lost items, please call 717-720-4080.

### Computer Labs

During your time at Dixon University Center you are able to gain access to two computer labs at this facility. If you need access to a lab to work on a project, please contact the main office at 717-720-4080 to schedule a time and receive a user ID and password. If you are using a lab for a specific class period, the instructor will receive a list of user ID's and passwords. When you first log-on you will be required to enter a new password with specific characters. **It will be necessary to remember that ID and password for the duration of the semester.**

### Student Lounge/Business Center

There is a **student lounge** on campus located in Duncan Hall, 3<sup>rd</sup> Floor, Room 303. This room is available for students and faculty.

- **Duncan 303** has two computers, a printer, a phone, soda and snack machines, water cooler, microwave, coffee, wireless internet, and a study area.

Duncan 303 Lounge hours:

- Monday – Thursday: 8am-10pm
- Friday: 8am-6pm (\*9pm if classes are scheduled)
- Saturday & Sunday: As scheduled

\*to check the schedule for Friday and Saturday visit [www.dixonuniversitycenter.org/schedule](http://www.dixonuniversitycenter.org/schedule)

The **Business Center**, located in the Administration Building, 1<sup>st</sup> Floor, has two computers, a printer/copier/fax, wireless internet, and a phone.

Business Center hours:

- Monday – Thursday: 8am-6pm (\*6pm-9pm if classes are scheduled)
- Friday: 8am-6pm (\*9pm if classes are scheduled)
- Saturday & Sunday: As scheduled

\*to check the schedule for Friday and Saturday visit [www.dixonuniversitycenter.org/schedule](http://www.dixonuniversitycenter.org/schedule)

### Parking

Parking at Dixon University Center is free, with an underground parking garage and numerous above ground parking lots available. Please refrain from parking on the street in front of our neighbors' driveways. You can see the parking lot locations on the campus map that is included in this packet. If you would like an escort to your car after dark, please call Security at 717-303-6834.

Underground Parking Garage Hours: During the week the underground parking garage will unlock at 6:30am and lock 30 minutes after the end of the last class/event. During the weekends the underground garage will unlock 60 minutes before the start of the first class and lock 30 minutes after the end of the last class. There is a metal gate that closes. Should anyone still be parked in the garage when the gate closes they simply drive up in front of the gate, and it will open and then close immediately after they pass through.

### Security Services

A security guard is onsite at Dixon University Center during scheduled class hours. To contact security call 717-303-6834.

### Emergency Notifications/Closings/Delays

There are several methods available to find out if Dixon University Center has issued a delay or closing or if your individual class has been cancelled by your institution/instructor.

- Check with your College/University or your instructor
- Call 717-720-4080 for a pre-recorded message
- Visit [www.dixonuniversitycenter.org](http://www.dixonuniversitycenter.org)
- Tune into the following TV stations: NBC (8), ABC (27), CBS (21), FOX (43), PBS (33), CW (15) [www.dixonuniversitycenter.org/emergency/weather-alerts](http://www.dixonuniversitycenter.org/emergency/weather-alerts)
- Sign up for e2campus Emergency Notification System text/email alerts (see information below)

### *What is e2Campus?*

e2Campus is one of multiple communication methods that Dixon University Center will use in the event of a crisis, emergency, or inclement weather situation that may impact the operation of the Dixon University Center facilities.



### *How does the system work?*

If it is determined that a crisis, emergency, or inclement weather situation will impact the operation of the Dixon University Center facilities, a text message will be sent to all individuals who have registered. These messages will be sent to cell phones or to an e-mail address.

*How do I register?*

Students, faculty, and college/university staff should go to the Dixon University Center website at [www.dixonuniversitycenter.org/emergency/e2campus](http://www.dixonuniversitycenter.org/emergency/e2campus). Once there, if you already have a username and password you can login through the "login here" section. To register for the first time, fill in the information under "Register for e2Campus". Once registered, you will receive a validation code via text message on the mobile number or email address that you provided to activate the account. You will then be able to login and add other mobile numbers and email addresses. There is also a link on the main page to sign up for email only accounts.

*Why should I register?*

By registering, you will be able to receive alerts in the event of a crisis, emergency or inclement weather situation. Text-messages are, for now, the quickest communication method in an emergency and are an effective way to contact individuals who are off-campus, outside of class or who are not reachable by other methods such as e-mail.

*How will Dixon University Center communicate in an emergency?*

Text-messaging is just one of multiple methods the Dixon University Center uses in an emergency. Other methods include postings on [www.dixonuniversitycenter.org](http://www.dixonuniversitycenter.org), recorded message on 717-720-4080, and release of information to the local media (as posted on the website).

*What should I do when I receive an alert?*

If an alert is issued, it is vital that you follow instructions in the message. The length of the message is limited but will provide needed information.

*Will the system be tested?*

The system will be tested at least once a semester at a time that will not disrupt the current class schedule.

*How do I update my contact information?*

If you change cell numbers or providers, please login to e2Campus and make the necessary changes. You can do this through the Dixon University Center website at [www.dixonuniversitycenter.org/emergency/e2campus](http://www.dixonuniversitycenter.org/emergency/e2campus). To be effective, the contact information must be current and we ask that changes be made as soon as possible. You are responsible for ensuring the accuracy of your information.

*What if I want to register at another time?*

You can register at any time, but we recommend that you register immediately to ensure that you receive alerts in the event of an emergency.

*Does the system cost anything?*

There is no charge by the Dixon University Center to participate in e2Campus. However, you are responsible to pay any fees charged by your service provider in connection with receiving these alerts.

*What if I don't receive the message?*

Dixon University Center will make every attempt to contact you using the information you supplied, but we cannot guarantee you will receive the message or how quickly the message may be redistributed by various service providers off campus. Please remember to check the other forms of communication in addition to this messaging system.

*Who should I contact with questions?*

Please contact Lorelee Isbell, Director of Continuing Education and Conference Services, with any questions or concerns. She can be reached via email at [lisbell@passhe.edu](mailto:lisbell@passhe.edu) or via phone at 717-720-4091 (direct line) or 717-720-4080 (general line).

### Vending Services

There are vending machines in all of the buildings. Duncan Hall has a snack and beverage machine on the 3<sup>rd</sup> floor, room 303. Richards Hall has a beverage machine on the second floor. South Hall has a snack and beverage machine on the second floor. The Administration Building has a beverage machine on the first floor.

### Smoking Areas

Dixon University Center is a non-smoking campus. Thank you for your cooperation.

### Local Restaurants and Hotels

Included in this document is a list of restaurants and hotels that are near Dixon University Center. There is also a menu book available in the Duncan Hall office. Most restaurants are 5-10 minutes (driving distance), and some restaurants will deliver (Al's, Papa John's, etc). Dial 9 to get an outside line and then dial the phone number.

### Scholarships

Each year the University Center at Harrisburg Board of Directors awards five \$1,000 scholarships; two each semester (fall and spring) and one in the summer. Please contact the Dixon University Center office at 717-720-4080, or visit the Dixon University Center website at the URL below for more information.

### Website

All of the above information along with class schedules, holiday schedules, and much more can be accessed at [www.dixonuniversitycenter.org](http://www.dixonuniversitycenter.org).

Find us on Facebook: [www.facebook.com/DixonUniversityCenter](https://www.facebook.com/DixonUniversityCenter)

If there is anything else that you need, please contact our office at 717-720-4080. Best wishes for a successful semester.

Sincerely,

Lorelee Isbell  
Executive Director  
Dixon University Center  
Office of the Chancellor  
717-720-4091  
lisbell@passhe.edu

## **DIXON UNIVERSITY CENTER**

2986 North Second Street  
Harrisburg, PA 17110-1200  
Telephone: (717) 720-4080

Directions & Map also posted on our website: [www.dixonuniversitycenter.org/contact](http://www.dixonuniversitycenter.org/contact)

### **From Philadelphia and points east of Harrisburg:**

1. Pennsylvania Turnpike to exit 247, Harrisburg East
2. 283 north to 83 north
3. 83 north to 81 south
4. 81 south to Front Street South exit
5. Proceed south on Front Street along the Susquehanna River for approximately 1 mile. Turn left on Edward Street. (The sign for Edward Street is on the right. Wells Fargo Bank is on the left at Edward Street.) Turn right onto Second Street. Proceed south on Second Street for two blocks.

### **From New York, Allentown, and points northeast of Harrisburg:**

1. 78 south to 81 south
2. 81 south to Front Street South exit
3. Proceed south on Front Street along the Susquehanna River for approximately 1 mile. Turn left on Edward Street. (The sign for Edward Street is on the right. Wells Fargo Bank is on the left at Edward Street.) Turn right onto Second Street. Proceed south on Second Street for two blocks.

### **From Baltimore, York, and points south of Harrisburg:**

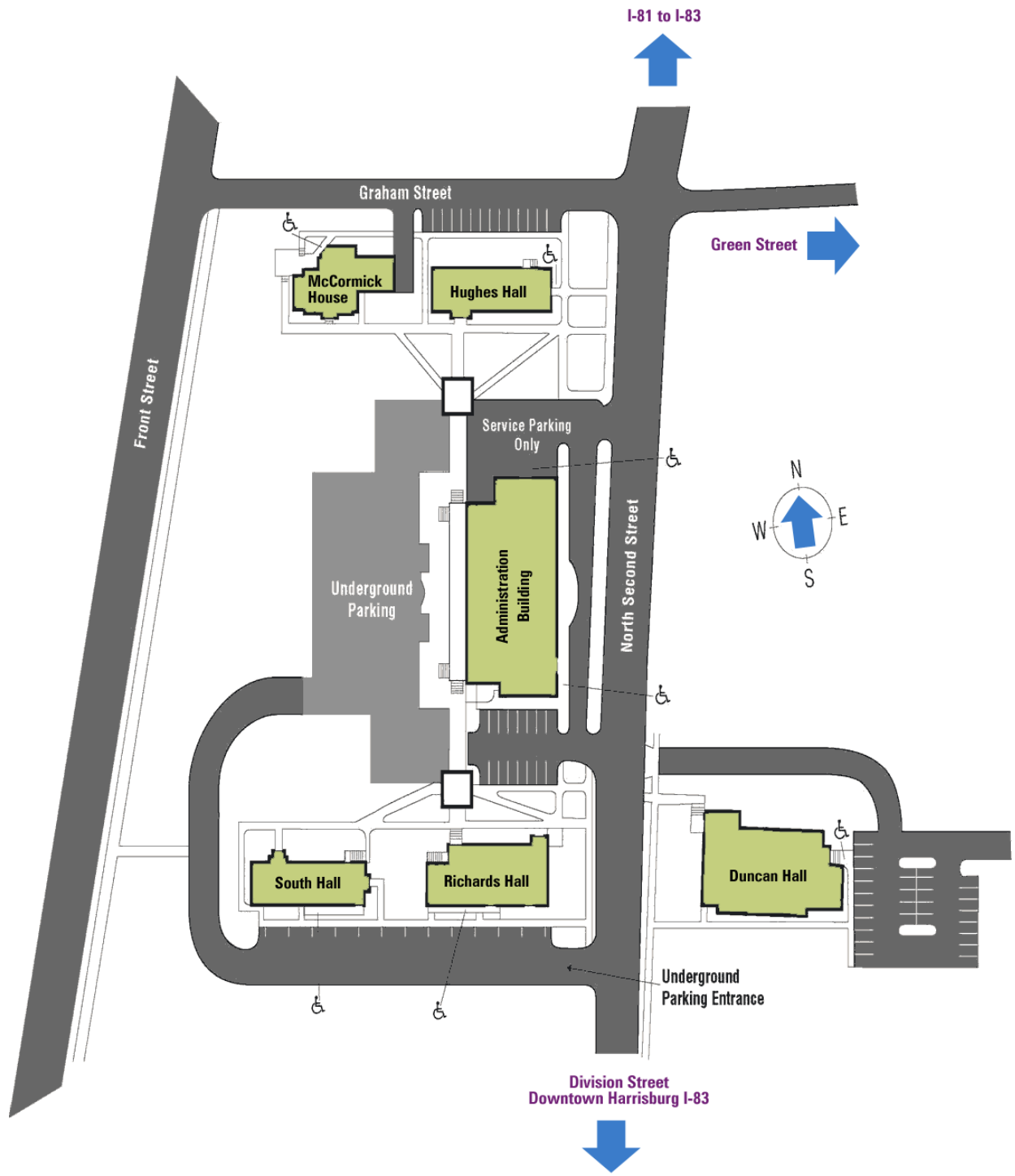
1. 83 north to 81 south
2. 81 south to Front Street South exit
3. Proceed south on Front Street along the Susquehanna River for approximately 1 mile. Turn left on Edward Street. (The sign for Edward Street is on the right. Wells Fargo Bank is on the left at Edward Street.) Turn right onto Second Street. Proceed south on Second Street for two blocks.

### **From Carlisle and points west of Harrisburg:**

1. Pennsylvania Turnpike to exit 226, Carlisle
2. 81 north to Front Street South exit
3. Proceed south on Front Street along the Susquehanna River for approximately 1 mile. Turn left on Edward Street. (The sign for Edward Street is on the right. Wells Fargo Bank is on the left at Edward Street.) Turn right onto Second Street. Proceed south on Second Street for two blocks

### **From State College and points north and west of Harrisburg:**

1. 22/322 south to Linglestown Road
2. Linglestown Road west (turn right) to Front Street  
or
1. 11/15 south to 81 north
2. 81 north to Front Street South exit
3. Proceed south on Front Street along the Susquehanna River for approximately 1 mile. Turn left on Edward Street. (The sign for Edward Street is on the right. Wells Fargo Bank is on the left at Edward Street.) Turn right onto Second Street. Proceed south on Second Street for two blocks



## HARRISBURG AREA LODGING

For a complete listing of area lodging visit:  
[www.dixonuniversitycenter.org/local-area](http://www.dixonuniversitycenter.org/local-area)

The following hotels are in close proximity (5-15 minutes)  
to Dixon University Center:

### **Best Western Premier**

The Central Hotel and Conference Center  
800 East Park Drive  
Harrisburg, PA 17111  
717-561-2800 FAX 717-564-2347

### **Capital Plaza Inn and Suites Harrisburg**

150 Nationwide Drive  
Harrisburg, PA 17110  
717-545-9089

### **Comfort Inn**

5680 Allentown Boulevard  
Harrisburg, PA 17112  
717-657-2200

### **Courtyard by Marriott Harrisburg**

**West/Mechanicsburg**  
4921 Gettysburg Road  
Mechanicsburg, PA 17055  
717-766-9006

### **Crowne Plaza Harrisburg-Hershey**

23 South Second Street  
Harrisburg, PA 17101  
717-234-5021

### **Days Inn by Wyndham Harrisburg North**

3919 North Front Street  
Harrisburg, PA 17110  
717-216-4605

### **Fairfield Inn Harrisburg Hershey**

1018 Briarsdale Road  
Harrisburg, PA 17109  
717-412-4326

### **Four Points by Sheraton Harrisburg**

800 East Park Drive  
Harrisburg, PA 17111  
717-561-2800

### **Hampton Inn Harrisburg East**

4230 Union Deposit Road  
Harrisburg, PA 17111  
717-545-9595

### **Hilton Garden Inn Harrisburg East**

3943 Tecport Drive  
Harrisburg, PA 17111  
717-635-7299

### **Hilton Harrisburg**

1 North Second Street  
Harrisburg, PA 17101  
717-233-6000

### **Homewood Suites by Hilton Harrisburg East**

3990 Tecport Drive  
Harrisburg, PA 17111  
717-909-4663

### **Holiday Inn Express Harrisburg East**

4021 Union Deposit Road  
Harrisburg, PA 17109  
717-561-8100

### **Hotel Indigo Harrisburg Hershey**

765 Eisenhower Boulevard  
Harrisburg, PA 17111  
717-558/-7676

### **Fairfield Inn by Marriott**

**Harrisburg Hershey**  
1018 Briarsdale Road  
Harrisburg, PA 17109  
717-412-4326

### **Radisson Penn Harris Hotel**

1150 Camp Hill Bypass  
Camp Hill, PA 17011  
717-763-7117

### **Staybridge Suites Harrisburg**

920 Wildwood Park Drive  
Harrisburg, PA 17110  
717-233-3304

### **Springhill Suites by Marriott Harrisburg**

**Hershey**  
15 Capital Drive  
Harrisburg, PA 17110  
717-540-5100

### **Quality Inn Riverfront**

525 South Front Street  
Harrisburg, PA 17104  
717-233-1611

### **Quality Inn Enola**

501 North Enola Road  
Enola, PA 17025  
717-733-4819



## HARRISBURG AREA DINING

For a complete listing of area restaurants visit:

[www.dixonuniversitycenter.org/local-area](http://www.dixonuniversitycenter.org/local-area)

1700° Steakhouse  
1 N. 2nd Street  
717-237-6400

Al's Pizza & Subs (Delivers)  
409 N. Enola Road, Enola, PA  
717-732-6279

Alvaro Bread & Pastry Shoppe  
236 Peffer Street  
717-238-1999

Appalachian Brewing Co.  
50 N. Cameron Street  
717-221-1080

Café 1500  
1500 N. 6th Street #101  
717-831-8322

Capital Gastropub  
310 N. 2nd Street  
717-200-3155

Char's at Tracy Mansion  
1829 N. Front Street  
717-213-4002

The Cru Pizza and Deli  
3716 N. 6<sup>th</sup> Street  
717-233-0143

El Sol  
18 S. 3rd Street  
717-901-5050

Firehouse Restaurant  
606 N. 2nd Street  
717-234-6064

Front Street Diner  
4003 N. Front Street  
717-525-9318

The Glass Lounge  
4745 N. Front Street  
717-255-9919

Los Tres Cubanos  
540 Race Street  
717-635-8145

Mangia Qui  
266 North Street  
717-233-7358

McDonalds  
4403 N. Front Street  
717-238-1048

The Millworks  
340 Verbeke Street  
717-695-4888

Mother's Subs  
2101 N. 2nd Street  
717-857-7087

Mr. G's Place  
3745 N. 6th Street  
717-234-8103

Papa John's (Delivers)  
322 E. Penn Drive, Enola, PA  
717-214-7070

Passage to India  
525 S. Front Street  
717-233-1202

Pastorante  
1012 N. 3rd Street  
717-232-7050

Pizza Hut  
4483 N. Front Street  
717-238-6543

Romano's Macaroni Grill  
The Shoppes at Susquehanna  
2531 Brindle Drive  
717-671-4945

Rubicon  
270 North Street  
717-317-9027

Sandwich Man  
111 N. 2nd Street  
717-236-7171

Simply Turkey & More  
4455 N. Front Street  
717-909-2013

Stocks on Second  
211 N. 2nd Street  
717-233-6699

Susquehanna Harvest Seasonal  
Grill - The Shoppes at  
Susquehanna  
2625 Brindle Drive  
717-545-4028

Taco Bell  
4105 N. Front Street  
717-233-8882

Two Guys Pizza  
4361 N. Front Street  
717-695-0339

Wendy's  
3925 N. Front Street  
717-238-6278

### Menu Book

There is also a menu book available in the Duncan Hall office. Most restaurants are 5-10 minutes (driving distance), and some restaurants will deliver (Al's Pizza & Subs, Papa John's, etc.)

\* Dial 9 to get an outside line and then dial the phone number.

**DIXON UNIVERSITY CENTER  
CONTACT LIST**

**Dial 9 to get an outside line.  
No long distance calls can be made without prior arrangements.**

**WEEKDAYS**

**Security – 717-303-6834 (cell)**

*\*Please call if you need an escort to your vehicle\**

**Conference and Catering Services: 717-720-4080**

**Kristina Heagy, Conference Services Manager**

Hours: 7:30am – 3:30pm

717-720-4081 (desk)

**Continuing Education Office: 717-720-4080**

**Katie Riley, Continuing Education Manager**

Hours: 11:30am – 7:30pm

717-720-4083 (desk)

**Technology Support**

**Matt Wynkoop, Meeting and Academic Support Technician**

Hours: 6:30am – 2:30pm

717-756-5767(cell) or 717-720-4132 (desk)

**Christine Eister, Classroom Support Technician**

Hours: 3:00pm – 11:00pm

717-329-2207(cell) or 717-720-4141 (desk)

**WEEKENDS (only as scheduled)**

**Security – 717-303-6834 (cell)**

*\*Please call if you need an escort to your vehicle\**

**For technology or other support, please see card on  
the podium for contact information.**

**\*\*IN THE CASE OF AN EMERGENCY, PLEASE DIAL 9-911\*\***

Pennsylvania's State System of Higher Education is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, religion, veteran status, sex and disability in its activities, programs, or employment practices as required by Title VI, Title VII, Title IX, Section 504, ADEA and the ADA.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact Katie Riley, Deputy Title IX Coordinator, 2986 North Second Street, Harrisburg, PA 17110-1201; Phone: (717) 720-4083; Email: [kriley@passhe.edu](mailto:kriley@passhe.edu).

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East - Suite 505, Philadelphia, PA 19107; Phone: (215) 656-6010; Fax: (215) 656-6020.