



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, 3rd 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

The **Business Center**, located in the Administration Building, 1st 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

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
- Tune into the following TV stations: NBC (8), ABC (27), CBS (21), FOX (43), PBS (33), CW (15) 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. 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, 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. 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 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 3rd 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.

Find us on Facebook: 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

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:

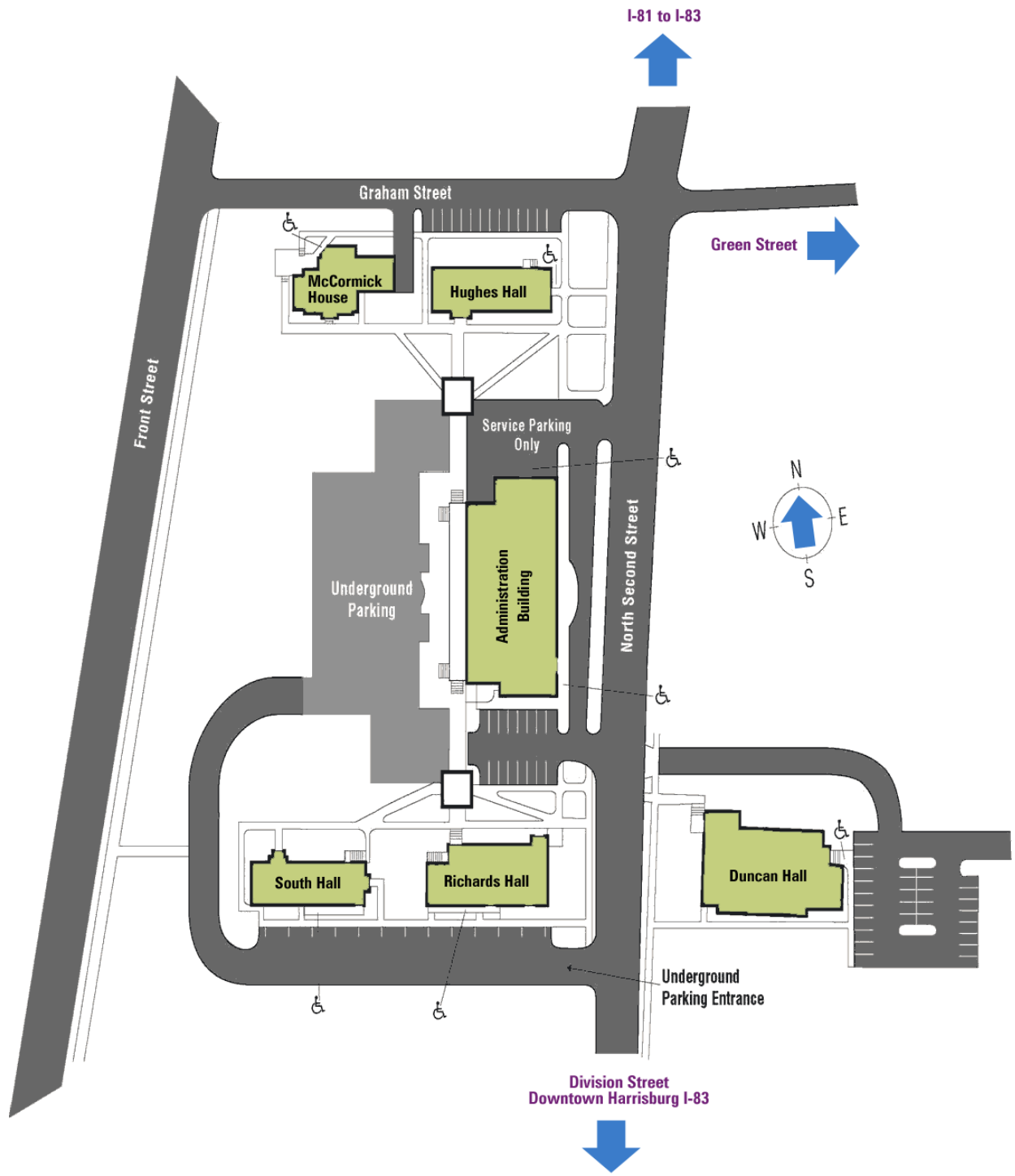
1. 83 north to 81 south
2. 81 south to Front Street South exit
3. Proceed south on Front Street along the Susquehanna River for approximately 1 mile. Turn left on Edward Street. (The sign for Edward Street is on the right. Wells Fargo Bank is on the left at Edward Street.) Turn right onto Second Street.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

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

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. 6th 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 Jesus Pena, Interim State System Title IX Coordinator, 2986 North Second Street, Harrisburg, PA 17110-1201; Phone: 610-683-4700; Email: pena@kutztown.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: 215-656-6020.