



**CSUDH**

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

## Faculty & Staff Resource Guide





## **A message from the Vice President of Student Affairs**

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CSU Dominguez Hills offers a range of programs and services designed to support our students' academic goals and developmental needs. We recognize that students seek support from a variety of touch points on campus. However, despite our best efforts to communicate what is available, it can be difficult to ensure the most updated information is available to faculty, staff, and administrators who interact with students. Therefore, the purpose of this resource guide is to serve as a reference to resources that are available to you as you teach, advise, mentor, and guide our students toward success. Thank you for supporting and advancing the holistic development of our students.

The Division of Student Affairs is dedicated to facilitating student success by building a caring and inclusive community while advancing student leadership. We work closely with Academic Affairs to provide high-impact educational experiences to develop adaptable, resourceful, and transferable learning. We are committed to partnering with you as you support our students. Therefore, if you have any questions regarding the resources that are available, please feel free to reach out to Student Affairs.

Best,

William Franklin

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## Part I: Services to Enhance Student Success

Students may approach you with concerns or you may recommend they seek our support to ensure student success. Below are suggestions on how and where to refer students.

Tips on providing referrals:

- Listen to the student's concerns
- Come from the point of view that you are concerned
- Ask if they have sought assistance
- If they have not sought assistance, suggest that they consider seeking assistance that you recommend
- If they have sought assistance, the student might require referrals to another office
- Avoid blaming

This section details services that you may need as you work directly with CSUDH students.

### 1. Student Support Resources

#### A. Resource Centers

##### **Women+s Resource Center (LIB 3500)**

Director: Megan Tagle Adams

Telephone: (310) 243-2486

Email: [wrc@csudh.edu](mailto:wrc@csudh.edu)

Web: [www.csudh.edu/wrc/](http://www.csudh.edu/wrc/)

##### **Rose Black Resource Center (LSU 132)**

Coordinator: Catherine (Cat) Jermany

Telephone: (310) 243- 3668

Email: [brc@csudh.edu](mailto:brc@csudh.edu)

Web: [www.csudh.edu/brc/](http://www.csudh.edu/brc/)

##### **Queer Culture and Resource Center (LSU 215)**

Coordinator: Karama Blackhorn

Telephone: (213) 434- 8134

Email: [qcrc@csudh.edu](mailto:qcrc@csudh.edu)

Web: [www.csudh.edu/qcrc/](http://www.csudh.edu/qcrc/)

##### **Toro Dreamers Success Center (LSU 110 B)**

Coordinator: Ana Miriam Barragan

Telephone: (310) 243-2782

Email: [tdsc@csudh.edu](mailto:tdsc@csudh.edu)

Web: [www.csudh.edu/dream-center/](http://www.csudh.edu/dream-center/)

##### **Veteran's Resource Center (LIB 3941)**

Director: DaWayne Denmark

Telephone: (310) 243-2829

Email: [ddenmark@csudh.edu](mailto:ddenmark@csudh.edu)

Web: [www.csudh.edu/vrc/](http://www.csudh.edu/vrc/)



##### **Older Adult Center, (SBS B-235)**

Contact: Katy M. Pinto

Telephone: (310) 243-3180

Email: [kpinto@csudh.edu](mailto:kpinto@csudh.edu)

Web: [www.csudh.edu/katypinto.com](http://www.csudh.edu/katypinto.com)

#### B. Peer Learning Assistance and Supplemental Instruction

##### **TORO Learning and Testing Center (LIB C-121)**

Coordinator: Olivia Rodriguez

Telephone: (310) 243-3827

Email: [tlc@csudh.edu](mailto:tlc@csudh.edu)

Web: [www.csudh.edu/tltc](http://www.csudh.edu/tltc)

## 2. Advice on Students Living on Campus

### University Student Housing (Building A)

Director: Lynn Arthur  
Telephone: (310) 243-2228  
Email: [housing@csudh.edu](mailto:housing@csudh.edu)  
Web: [www.csudh.edu/housing](http://www.csudh.edu/housing)

## 3. Working with Students with Disabilities

### Student disAbility Resource Center (WH D-180)

Director: Adam Kasarda  
Telephone: (310) 243-3660  
Email: [dss@csudh.edu](mailto:dss@csudh.edu)  
Web: [www.csudh.edu/sdrc/](http://www.csudh.edu/sdrc/)

## 4. Working with Students who have dependents

### CSUDH Children's Center, Gate G, Parking Lot 1

Director: Michelle Johnson  
Telephone: (310) 243-1015  
Email: [asicdc@csudh.edu](mailto:asicdc@csudh.edu)  
Web: [www.asicsudhchildrencenter.com](http://www.asicsudhchildrencenter.com)

### Women+s Resource Center (LIB 3500)

Director: Megan Tagle Adams  
Telephone: (310) 243-2486  
Email: [wrc@csudh.edu](mailto:wrc@csudh.edu)  
Web: [www.csudh.edu/wrc/](http://www.csudh.edu/wrc/)

## 5. Co-curricular and Instructional Support

### Career & Professional Development (LIB 3rd fl)

Interim Associate Director: Brenda Mendez  
Telephone: (310) 243-3625  
Email: [careercenter@csudh.edu](mailto:careercenter@csudh.edu)  
Web: [www.csudh.edu/careercenter/](http://www.csudh.edu/careercenter/)

### Center for Service Learning, Internships and Civic Engagement

Director: Cheryl Mcknight, (WH-105)  
Telephone: (310) 243-2438  
Email: [cmcknight@csudh.edu](mailto:cmcknight@csudh.edu)  
Web: [www.csudh.edu/slice/](http://www.csudh.edu/slice/)

### Library and Computer Lab Services - University Library (LIB G-149)

Manager: Farhad Mansouri  
Telephone: (310) 243-3581  
Email: [fmansouri@csudh.edu](mailto:fmansouri@csudh.edu)  
Web: [www.csudh.edu/it](http://www.csudh.edu/it)



### Academic Technology, (LIB 5723)

Manager, Instructional Media: Reza Baroon  
Telephone: (310) 243-2524  
Email: [rbaroon@csudh.edu](mailto:rbaroon@csudh.edu)  
Web: [www.csudh.edu/academic-technology/](http://www.csudh.edu/academic-technology/)

### Blackboard Support Help Desk, (LIB 106)

Senior Producer, Coordinator: Bernie Clinch  
Telephone: (310) 243-2674  
Email: [beclinch@csudh.edu](mailto:beclinch@csudh.edu)  
Web: [www.csudh.edu/lacademic-technology/blackboard-ims-support/](http://www.csudh.edu/lacademic-technology/blackboard-ims-support/)

## Part II: Referring Students for Assistance

### 1. Medical and Mental Health

Assist students in maintaining and improving their physical and mental health by providing a variety of health services for currently enrolled full and part time CSUDH students.

#### Medical

##### Student Health Services

Director: Janie McHarg

Telephone: (310) 243-3629

Email: [healthcenter@csudh.edu](mailto:healthcenter@csudh.edu).

Web: [www.csudh.edu/shps/](http://www.csudh.edu/shps/)

#### Mental Health

##### Student Psychological Services (Student Health Center, SHC A-141)

Director: Janie McHarg

Telephone: (310) 243-3818

Email: [healthcenter@csudh.edu](mailto:healthcenter@csudh.edu).

Web: [www.csudh.edu/shps/](http://www.csudh.edu/shps/)

### 2. Basic Needs Support

#### Toro Pantry & CalFresh Services (Food Insecurity)

Basic Needs (LIB 3rd fl.)

Coordinator: Morgan Kirk

Telephone: (310) 243-3349

Email: [calfresh@csudh.edu](mailto:calfresh@csudh.edu)

Web: [www.csudh.edu/student-services/food-shelter](http://www.csudh.edu/student-services/food-shelter)

#### CSUDH Emergency Housing

Basic Needs (LIB 3rd fl.)

Coordinator: Morgan Kirk

Telephone: (310) 243-3349

Email: [mkirk@csudh.edu](mailto:mkirk@csudh.edu)

Web: [www.csudh.edu/student-services/food-shelter](http://www.csudh.edu/student-services/food-shelter)

### 3. Coping

#### Personal Decision Making/Crisis Management

##### Psychological Services (Student Health Center, SHC A-141)

Director: Janie McHarg

Telephone: (310) 243-3818

Email: [healthcenter@csudh.edu](mailto:healthcenter@csudh.edu).

Web: [www.csudh.edu/shps/](http://www.csudh.edu/shps/)

#### Students of Concern

##### Campus Awareness Response and Education (CARE) Team

Chair: Matthew Smith

Telephone: (310) 243-2685

Email: [malexander@csudh.edu](mailto:malexander@csudh.edu)

Web: [www.csudh.edu/care-team/](http://www.csudh.edu/care-team/)



### 4. Choosing a Major/Career Development Employment

#### Career & Professional Development

Career Center (LIB 3rd fl.)

Interim Associate Director: Brenda Mendez

Telephone: (310) 243-3625

Email: [careercenter@csudh.edu](mailto:careercenter@csudh.edu)

Web: [www.csudh.edu/careercenter/](http://www.csudh.edu/careercenter/)

## Part III: Student Conduct and Records

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### 1. Guidelines for dealing with disruptive students

#### Responding to Disruptive Behavior

Available on the CSUDH Website at:

<https://www.csudh.edu/Assets/csudh-sites/cnbs/docs/Behavioral-Expectations.pdf>

### 2. Student Disciplinary Procedures

Available on the CSUDH Website at:

<https://www.csudh.edu/student-conduct/student-conduct-procedures/student-code-of-conduct>

### 3. Reporting Academic Dishonesty

Policy on Student Academic Dishonesty

<https://www.csudh.edu/student-conduct/academic-integrity/>

#### Student Code of Conduct

<https://www.csudh.edu/student-conduct/student-conduct-procedures/student-code-of-conduct>

#### Student Conduct Incident Reporting Form

[https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout\\_id=0](https://cm.maxient.com/reportingform.php?CSUDominguezHills&layout_id=0)

### 4. Academic Grievance and Grade Appeals

Forms and procedures available at:

<https://www.csudh.edu/faculty-affairs/faculty-handbook/getting-started-at-csudh>

### 5. Privacy of Student Records (FERPA)

Access and privacy regulations can be found on the CSUDH website at:

<https://www.csudh.edu/records-registration/records/ferpa/>



## Part IV: Leadership Development and Co-curricular Opportunities

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### Leadership and Service Opportunities

#### University Student Government (LSU 231)

Associated Students, Inc. (ASI)  
Front Desk: Student Assistant  
Telephone: (310) 243- 3686  
Email: [asi@csudh.edu](mailto:asi@csudh.edu)  
Web: [asi.csudh.edu.com](http://asi.csudh.edu.com)

#### Study Abroad Student Services

College of Extended and International Education (CEIE – 1300)  
Program Associate: Racheal Wangui  
Telephone: (310) 243-3919  
Email: [studyabroad@csudh.edu](mailto:studyabroad@csudh.edu)  
Web: [www.csudh.edu/ceie-intl/studyabroad](http://www.csudh.edu/ceie-intl/studyabroad)

#### Loker Student Union Board of Directors

Loker Student Union, (LSU)  
Front Desk: (310) 243 – 3854  
Email: [lsureceptionist@csudh.edu](mailto:lsureceptionist@csudh.edu)  
Web: <https://www.lsucsudh.org/about-the-board/>

#### Student Clubs and Greek Life

Office of Student Life (LSU 121)  
Front Desk: Student Assistant  
Telephone: (310) 243-2081  
Email: [osl@csudh.edu](mailto:osl@csudh.edu)  
Web: [www.csudh.edu/studentLife](http://www.csudh.edu/studentLife)





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