WELCOME TO THE DIXON UNIVERSITY CENTER
Welcome to Dixon University Center. We are pleased that you have chosen to participate with one of our partnering colleges and universities in Harrisburg. 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 Dixon University Center.

The 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 main office. We are in Duncan Hall in the Administration Office located on the second floor. You can reach us by phone at 717-720-4080 or by fax at 717-720-7259.

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.

Facility Operating Hours
- Office hours: Monday – Friday, 8:00am – 7:30pm
- Facility hours: Monday – Thursday, 7:00am – 10:00pm; Friday & Saturday as scheduled
- Sunday – Closed
- 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 6:30am. They will lock at 6pm if there are no classes/events or 30 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 30 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 administration office on the second floor of Duncan Hall between 8:00am and 7:30pm. Someone there will assist you.

Lost and Found
Valuable items left in classrooms should be turned in immediately to the Security Officer located on the first floor of the Administration Building. To ask 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 Hours:
The student lounge, located in Duncan Hall, 3rd Floor, Room 303 is available for students/faculty. The room has two computers, a printer, a phone, soda and snack machines, water cooler, microwave, coffee (for $.50 a cup), wireless internet, and a study area.

Hours:
- Monday – Thursday: 8am-10pm
- Friday: 8am-6pm (*9pm if classes are scheduled)
- Saturday: As scheduled
- Sundays: Closed

*to check the schedule for Friday and Saturday students can visit http://www.dixonuniversitycenter.org/content/WeeklyEvents2011.pdf

The business center, located in the Administration Building, 1st Floor, has two computers, a printer/copier/fax, wireless internet, and a phone.

Hours:
- Monday – Thursday: 8am-6pm; (*6pm-9pm if classes are scheduled)
- Friday: 8am-6pm (*9pm if classes are scheduled)
- Saturday: As scheduled
- Sundays: Closed

*to check the schedule for Friday and Saturday students can visit http://www.dixonuniversitycenter.org/content/WeeklyEvents2011.pdf

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. If you would like an escort to your car after dark, please call Security at 717-720-4180.

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 simple 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 them at 717-577-4336.

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/Radio stations: NBC (8), ABC (27), CBS (21), FOX (43), PBS (33), CW (15) http://dixonuniversitycenter.org/weather.asp
- 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 http://www.dixonuniversitycenter.org/e2campus.asp. 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 http://www.dixonuniversitycenter.org/e2campus.asp. 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, Dixon University Center Administrator, 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 the buildings. Duncan Hall has a snack and beverage machine on the 3rd floor, room 303. Richards Hall has beverage machines on the second floor. South Hall has a snack and beverage machine on the second floor. The Administration Building has a snack and 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, course descriptions, 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
Director, Continuing Education & Conference Services
Dixon University Center
Office of the Chancellor
717-720-4091
lisbell@passhe.edu
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 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 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 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 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 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.hersheyharrisburg.org.

The following hotels are in close proximity (5-15 minutes) to the 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
www.theCentralHotelHarrisburg.com

**Capital Plaza Inn and Suites Harrisburg**
150 Nationwide Drive
Harrisburg, PA 17110
717-545-9089

**Comfort Inn East**
4021 Union Deposit Road
Harrisburg, PA 17109
717-561-8100

**Comfort Inn Riverfront**
525 South Front Street
Harrisburg, PA 17104
717-233-1611

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

**Crowne Plaza Hotel Harrisburg**
23 South Second Street
Harrisburg, PA 17101
717-234-5021

**Days Inn Harrisburg North**
3919 North Front Street
Harrisburg, PA 17110
717-233-3100 or 800-DAYS-INN

**Fairfield Inn Harrisburg Hershey**
1018 Briarwood Road
Harrisburg, PA 17109
717-564-5200

**Four Points by Sheraton Harrisburg**
800 East Park Drive
Harrisburg, PA 17111
717-561-8398

**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**
One North Second Street
Harrisburg, PA 17101
717-233-6000 or 800-445-8667

**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
877-276-1796

**Fairfield Inn by Marriott**
Harrisburg-Hershey
1018 Briarwood Road
Harrisburg, PA 17109
www.marriott.com/harff
717-412-4326

**Radisson Penn Harris Hotel**
1150 Camp Hill Bypass
Camp Hill, PA 17011-3734
Staybridge Suites Harrisburg
920 Wildwood Park Drive
Harrisburg, PA 17110
717-233-3304

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

Quality Inn Riverview
501 North Enola
Enola, PA 17025
717-732-0785

Wyndham Garden Hotel Hershey Harrisburg
765 Eisenhower Boulevard
Harrisburg, PA 17111
717-558-9500
## HARRISBURG AREA DINING

For a complete listing of area restaurants and eateries visit: [www.harrisburghello.com/dine](http://www.harrisburghello.com/dine)

### CASUAL DINING

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Phone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appalachian Brewing Co.</td>
<td>221-1080</td>
<td>50 North Cameron Street</td>
</tr>
<tr>
<td>Brothers Pizza</td>
<td>238-2602</td>
<td>4361 North Front Street</td>
</tr>
<tr>
<td>Ceoltas Irish Pub</td>
<td>233-3202</td>
<td>310 North Second Street</td>
</tr>
<tr>
<td>Da Pitts Chicago Grill</td>
<td>233-7487</td>
<td>2101 North Second Street</td>
</tr>
<tr>
<td>Giovanni’s Pizza</td>
<td>233-6233</td>
<td>Uptown Plaza</td>
</tr>
<tr>
<td>The Glass Lounge</td>
<td>255-9919</td>
<td>2955 N. 7th Street</td>
</tr>
<tr>
<td>Michael’s Pizza</td>
<td>234-8480</td>
<td>3914 North Sixth Street</td>
</tr>
<tr>
<td>Morgan’s Place</td>
<td>234-8103</td>
<td>4425 North Front Street</td>
</tr>
<tr>
<td>Mr G’s Place</td>
<td>234-8103</td>
<td>3745 North Sixth Street</td>
</tr>
<tr>
<td>Neato Burrito</td>
<td>232-7467</td>
<td>209 North Second Street</td>
</tr>
<tr>
<td>Pizza Hut</td>
<td>238-6543</td>
<td>4483 North Front Street</td>
</tr>
<tr>
<td>The Quarter</td>
<td>234-4656</td>
<td>101 North Second Street</td>
</tr>
<tr>
<td>Sisco’s Pizzeria &amp; Spaghetti House</td>
<td>233-0143</td>
<td>3716 North Sixth Street</td>
</tr>
<tr>
<td>Sandwich Man</td>
<td>236-7171</td>
<td>111 North 2nd Street</td>
</tr>
<tr>
<td>Zia’s</td>
<td>920-0330</td>
<td>110 North Second Street</td>
</tr>
</tbody>
</table>

**Reservations Recommended**

### FAST FOOD

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Phone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jimmy the Hot Dog King</td>
<td>232-2365</td>
<td>Uptown Shopping Center</td>
</tr>
<tr>
<td>McDonalds</td>
<td>238-1048</td>
<td>4403 North Front Street</td>
</tr>
<tr>
<td>Taco Bell</td>
<td>233-8882</td>
<td>4105 North Front Street</td>
</tr>
<tr>
<td>Wendy’s</td>
<td>238-6278</td>
<td>3925 North Front Street</td>
</tr>
</tbody>
</table>

### UPSCALE DINING

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Phone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mangia Qui/SUBA</td>
<td>233-7358</td>
<td>266 North Street</td>
</tr>
<tr>
<td>Passage to India</td>
<td>233-1202</td>
<td>525 South Front Street</td>
</tr>
<tr>
<td>Raspberries</td>
<td>233-6000 x419</td>
<td>1 North Second Street</td>
</tr>
<tr>
<td>Stocks on Second</td>
<td>233-6699</td>
<td>211 North Second Street</td>
</tr>
<tr>
<td>What If Café</td>
<td>238-1155</td>
<td>3424 North Sixth Street</td>
</tr>
</tbody>
</table>

**Reservations Recommended**
DIXON UNIVERSITY CENTER
CONTACT LIST

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

WEEKDAYS

Security – 717-577-4336 (cell)
**please call if you need an escort to your vehicle

Conference Services
7:30 a.m. – 4:00 p.m.
717-720-4080

Dixon University Center Academic Office
8:00 a.m. – 7:30 p.m.
717-720-4080

Instructional Technology Support Specialist: Matt Wynkoop
7:00 a.m. – 2:30 p.m.
717-756-5767 (cell) or 717-720-4132 (desk)

Instructional Technology Support Specialist: Christine Eister
2:00 p.m. – 10:00 p.m.
717-329-2207 (cell) or 717-720-4141 (desk)

Instructional Technology Technician: Matt Gutshall
1:00 p.m. - 9:00 p.m.
717-839-1152 (cell) or 717-720-4182 (desk)

WEEKENDS (only as scheduled)

Security – 717-577-4336 (cell)
**please call if you need an escort to your vehicle

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

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